

**REGIONAL DISTRICT OF NANAIMO
INAUGURAL BOARD MEETING
AGENDA**

Tuesday, November 14, 2017

7:00 P.M.

RDN Board Chambers

This meeting will be recorded

Pages

- 1. CALL TO ORDER**
- 1.1 Confirmation of Appointment of Municipal Directors to the Board from the Member Municipalities** **6**

(All Directors - One Vote)

That confirmation of appointment of municipal Directors to the Board from the City of Nanaimo, City of Parksville, Town of Qualicum Beach, and District of Lantzville be received.
- 2. ELECTION OF BOARD CHAIR**
- 3. ELECTION OF VICE CHAIR**
- 4. APPROVAL OF THE AGENDA**
- 5. ADOPTION OF MINUTES**
- 5.1 Regular Board Meeting - October 24, 2017** **7**

(All Directors - One Vote)

That the minutes of the Board meeting held October 24, 2017, be adopted.
- 6. INVITED PRESENTATIONS**
- 6.1 Dr. Paul Hasselback, Island Health, and Earle Plain, Ministry of Environment and Climate Change Strategy, re Health at the Local Level, and Air Quality Related Health Concerns Due to Domestic Wood Burning** **20**
- 6.2 Erik Krogh, Vancouver Island University, re Gathering and Use of Environmental Data** **21**
- 7. DELEGATIONS**

7.1	Brenda Kent and Sharon Welch, Oceanside Health and Wellness Network, re Activities of Oceanside Health and Wellness Network including Top Priorities for Collective Action	22
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8. CORRESPONDENCE

(All Directors - One Vote)

That the following item of correspondence be received for information:

8.1	Selina Robinson, Minister, Ministry of Municipal Affairs and Housing, re Request for Amendment to the Letters Patent to change the Voting Unit of the Regional District of Nanaimo	25
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9. UNFINISHED BUSINESS

10. COMMITTEE MINUTES

(All Directors - One Vote)

That the following minutes be received for information:

10.1	Community Grants Committee - October 10, 2017	26
10.2	Arrowsmith Water Service Management Board - November 2, 2017	30
10.3	Englishman River Water Service Management Board - November 2, 2017	32

11. COMMITTEE RECOMMENDATIONS

11.1 Community Grants Committee

11.1.1 Applications for Community Grants

(All Directors - Weighted Vote)

That the following Community Grants be included in the 2018 Budget:

1. BC SPCA – Parksville-Qualicum Beach & District Branch – low cost Spay/Neuter Program – \$200
2. Coastal Invasive Species Committee Society – "Knot on My Property" Program – (Subject to entering into a monitoring agreement) – \$17,000
3. ECHO Players Society – replacement of HVAC system – \$7,500
4. Forward House Community Society – Phase II ‘Moving Forward with Accessibility’ – bathroom renovation – \$7,000
5. Habitat for Humanity Mid-Vancouver Island Society – print and stationery materials, projector and screen for homeownership program – \$3,000

6. Inclusion Parksville Society – permanent picnic table with pad, food, beverage, marketing for Summer Barbeque and Community Inclusion Month Dance – \$2,500
 7. Island Futures Society – thermal imaging camera – \$1,000
 8. Lighthouse Country Marine Rescue Society – night vision binoculars – \$3,000
 9. Mount Arrowsmith Pipe Band Association – Phase I of band equipment and uniform replacement – \$2,000
 10. Mudge Island Citizen's Society – purchase of 6 VHF radios, chargers, microphones and radio channels – \$3,100
 11. Nanaimo Disability Resource Centre – Seniors Resource Card – \$1,300
 12. Nanaimo Foodshare Society – Food Security Assessment and Action Initiative – region wide project to assess food security in the region – \$2,500
 13. Nanaimo Women's Resources Society – "Small Ghosts" theatre production – \$2,500
 14. People for a Healthy Community on Gabriola Island Society – Staying in Touch Program – \$1,500
 15. People In Pain Network Society – office equipment and tablets for leaders and assistants – *tbd
 16. Qualicum Beach Streamkeepers Society – Faye Smith Memorial Interpretive Centre – \$2,500
 17. Royal Canadian Legion – Bowser and Area Branch #211 – Canada Day Celebration – \$490
 18. Royal Canadian Legion – Qualicum Beach Branch #76 – replace food cooler – \$1,500
 19. Royal Canadian Legion – Mount Arrowsmith Branch #49 – purchase and installation of refrigerator – \$2,000
 20. The HOPE Centre – gymnastic mats – \$750
 21. Tozan Cultural Society – improving and expanding small kiln – \$1,000
- Total **\$62,340

* pending information from Island Health - grant request is for \$10,000

** plus grant amount awarded to People In Pain Network Society – pending Board direction

11.2 Arrowsmith Water Service Management Board

11.2.1 Arrowsmith Water Service 2018 - 2022 Financial Plan

(Electoral Areas 'E' and 'G' - Weighted Vote)

That the Regional District of Nanaimo adopt its portion of the Arrowsmith Water Service 2018 – 2022 Financial Plan as outlined in Table 2 attached to the October 25, 2017 report.

11.3 Englishman River Water Service Management Board

11.3.1 Englishman River Water Service 2018 - 2022 Financial Plan 44

Please note: The original recommendation was varied by the Board (Item 1 added)

(Electoral Areas 'E' & 'G' - Weighted Vote)

1. That the Englishman River Water Service 2019 – 2023 Financial Plan include a budget amount for Aquifer Storage and Recovery study.

2. That the Regional District of Nanaimo adopt its portion of the Englishman River Water Service 2018 – 2022 Financial Plan as outlined in Table 2 attached to the October 25, 2017 report.

12. REPORTS

12.1 2018 Board and Standing Committee Regular Meeting Schedule 55

(All Directors - One Vote)

That the 2018 Board and Standing Committee regular meeting schedule be approved as presented.

12.2 Corporate Communications Updates 60

(All Directors - One Vote)

That the Corporate Communications Updates report be received for information.

12.3 Bylaws No. 1767 and 1768 – Reserve Fund Establishment Bylaws 62

(All Directors - One Vote)

1. That “Barclay Crescent Sewer Service Reserve Fund Establishment Bylaw No. 1767, 2017” be introduced and read three times.

(All Directors - One Vote / 2/3)

2. That “Barclay Crescent Sewer Service Reserve Fund Establishment Bylaw No. 1767, 2017” be adopted.

(All Directors - One Vote)

3. That “Westurne Heights Water Service Reserve Fund Establishment Bylaw No. 1768, 2017” be introduced and read three times.

(All Directors - One Vote / 2/3)

4. That “Westurne Heights Water Service Reserve Fund Establishment Bylaw No. 1768, 2017” be adopted.

- 12.4 Professional Engineering Services for the Nanoose Bay Peninsula Pump Station Replacement Project** 66

(All Directors - Weighted Vote)

That the Engineering Services contract for the Nanoose Bay Peninsula Pump Station Replacement Project be awarded to McElhanney Consulting Services Ltd. for \$230,432 (excluding GST).

- 12.5 Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06 – Consideration in Conjunction with Financial Plan and Waste Management Plans** 68

(Electoral Area Directors, except EA 'B' - One Vote)

That the Board consider “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”, in conjunction with the current Financial Plan, Liquid Waste Management Plan, and Solid Waste Management Plan.

13. BYLAWS - WITH NO ACCOMPANYING REPORT

- 13.1 Regional District of Nanaimo Economic Development Service Establishment Bylaw No. 1769, 2017** 70

(All Directors - One Vote)

That “Regional District of Nanaimo Economic Development Service Establishment Bylaw No. 1769, 2017”, be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

14. BUSINESS ARISING FROM DELEGATIONS

15. NEW BUSINESS

16. ADJOURNMENT



**MEMBER MUNICIPALITIES'
REPRESENTATIVES TO THE BOARD
(NOVEMBER 2017)**

City of Nanaimo	
Council Appointees	Weighted Vote
Mayor Bill McKay	5
Councillor Bill Bestwick	5
Councillor Jim Kipp	5
Councillor Jerry Hong	5
Councillor Bill Yoachim	5
Councillor Ian Thorpe	4
Councillor Gordon Fuller	4
Councillor Diane Brennan	4
Alternate	
Councillor Sheryl Armstrong	

District of Lantzville	
Council Appointee	Weighted Vote
Councillor Bob Colclough	2
Alternate	
Councillor Dot Neary	

City of Parksville	
Council Appointees	Weighted Vote
Mayor Marc Lefebvre	3
Councillor Kirk Oates	3
Alternate	
Councillor Mary Beil	

Town of Qualicum Beach	
Council Appointee	Weighted Vote
Mayor Teunis Westbroek	4
Alternate	
Councillor Neil Horner <i>(December 2016 - November 2017)</i>	

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE REGULAR BOARD MEETING**

**Tuesday, October 24, 2017
7:00 P.M.
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	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 M. Lefebvre	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director B. McKay	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
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
	J. Harrison	Director of Corporate Services
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	C. Golding	Recording Secretary

CALL TO ORDER

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

The Chair acknowledged that Director Stanhope was awarded a Life Membership to the Association of Vancouver Island and Coastal Communities at the Union of BC Municipalities conference for his 26 years of service in local government including 20 years on the Regional District of Nanaimo Board and congratulated him for this honour.

The Chair thanked Joan Harrison, Director of Corporate Services, for her 29 years of service in local government and especially for her dedication and support to the Regional District of Nanaimo over the past 5 years and wished her all the best in her retirement.

APPROVAL OF THE AGENDA

17-512

It was moved and seconded that the agenda be approved, as amended, to include revised committee minutes on the addendum.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

17-513

It was moved and seconded that the following minutes be adopted:

Regular Board Meeting - October 3, 2017

CARRIED UNANIMOUSLY

CORRESPONDENCE

17-514

It was moved and seconded that the following correspondence be received for information:

Marijke Edmondson, re 2016 Census Impact on Regional District of Nanaimo Board Composition and Voting Strength.

Opposed (1): Director Kipp

CARRIED

COMMITTEE MINUTES

17-515

It was moved and seconded that the following minutes be received for information:

Electoral Area Services Committee - October 10, 2017

Committee of the Whole - October 10, 2017

District 69 Community Justice Select Committee - October 16, 2017

Regional Parks and Trails Select Committee - October 17, 2017

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

Electoral Area Services Committee

Cedar Skatepark

17-516

It was moved and seconded that staff investigate the potential options of creating an area for a viewing platform for the Cedar Skatepark.

CARRIED UNANIMOUSLY

Natural Playgrounds - Summary Report

17-517

It was moved and seconded that Stone Lake Community Park be pursued as a pilot project for a natural playground and moved forward in the work plan to begin community engagement.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2017-099 - 1360 Valley Road, Electoral Area 'F'

17-518

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-099 to increase the maximum permitted floor area of a building from 1,500 m² to 2,000 m² to permit the construction of a new commercial building and to reduce the number of parking spaces required for the existing building supply and lumber outlet from 53 to 20, subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2017-126 - 2471 Nanoose Road, Electoral Area 'E'

17-519

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-126 to permit a parking area within the Front Lot Line and Other Lot Line setbacks subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

17-520

It was moved and seconded that, as the 2017 Budget includes \$7,500 for the project and as an additional \$20,000 is required for a total of \$27,500, the additional funds requested be considered by the Board during the 2018 Budget deliberations.

CARRIED UNANIMOUSLY

Subdivision Application No. PL2017-034 - Stewart Road, Electoral Area 'E'

17-521

It was moved and seconded that five percent (5%) cash-in-lieu of parkland dedication be accepted in conjunction with Subdivision Application No. PL2017-034.

CARRIED UNANIMOUSLY

Rural Area Signage Project Results and Recommendations

17-522

It was moved and seconded that the Board receive the results of the open houses included as Attachment 1 and questionnaire results included as Attachment 2.

CARRIED UNANIMOUSLY

17-523

It was moved and seconded that the Board direct staff to prepare a report on potential amendments to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987", and, "Regional District of Nanaimo Sign Bylaw No. 993, 1995" to enhance the ability to construct community kiosks, and community identification and wayfinding signage.

CARRIED UNANIMOUSLY

17-524

It was moved and seconded that the Ministry of Transportation and Infrastructure be requested to consider implementing the specific signage improvements identified through the rural area signage project community engagement process as presented in Attachment 3.

CARRIED UNANIMOUSLY

17-525

It was moved and seconded that the Board direct staff to prepare an informational webpage advising members of the public and community groups how to request signage improvements and how to obtain approval to install signage.

CARRIED UNANIMOUSLY

17-526

It was moved and seconded that the Board recognize the communities as listed in Attachment 4 for the purpose of making application to the Ministry of Transportation and Infrastructure to install signage in the road rights-of-way under the Ministry's Policy Manual for Supplemental Signs.

CARRIED UNANIMOUSLY

17-527

It was moved and seconded that the Ministry of Transportation and Infrastructure be requested to include the communities identified in Attachment 4 in its Guide Sign and Service and Attraction signage programs.

CARRIED UNANIMOUSLY

Electoral Area 'H' Official Community Plan Review - Amendment Bylaw No. 1335.06 - First and Second Reading

17-528

It was moved and seconded that staff be directed to amend the Draft Electoral Area 'H' Official Community Plan Section 5, Deep Bay Policies and corresponding sections for the Deep Bay South West lands to indicate that a maximum of 300 residential units are permitted in Deep Bay South West.

CARRIED UNANIMOUSLY

17-529

It was moved and seconded that staff be directed to amend paragraph 25 b of the Draft Electoral Area 'H' Official Community Plan, adding at the end of the section, "This is to include..., to be determined at rezoning stage."

CARRIED UNANIMOUSLY

17-530

It was moved and seconded that the Board introduce and give first reading to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017".

CARRIED UNANIMOUSLY

17-531

It was moved and seconded that the Board give second reading to "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017".

CARRIED UNANIMOUSLY

17-532

It was moved and seconded that the Board direct the Public Hearing on "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06, 2017", be chaired by Director Veenhof or his alternate.

CARRIED UNANIMOUSLY

17-533

It was moved and seconded that the Board direct an additional public information meeting prior to the public hearing to provide information and answer questions related to the draft Official Community Plan.

CARRIED UNANIMOUSLY

Government of British Columbia Cannabis Regulation Engagement

17-534

It was moved and seconded that the Board receive the Government of British Columbia Cannabis Regulation Engagement report for information.

CARRIED UNANIMOUSLY

17-535

It was moved and seconded that the Board direct staff to prepare a report on the implications of cannabis legalization to the Regional District of Nanaimo and bring it forward to the Board when the opportunity for local government engagement is provided by the Province.

CARRIED UNANIMOUSLY

1415 Spruston Road - Unsightly/Hazardous Property

17- 536

It was moved and seconded that the Board direct staff to proceed with the cleanup and remediation of Lot 1, Section 3, Range 6, Plan VIP62055, Cranberry District (1415 Spruston Road) at the owner's expense, in accordance with the BC Supreme Court Order dated July 10, 2017.

CARRIED UNANIMOUSLY

Ministry of Transportation and Infrastructure / Provincial Approving Officer - Cycling and Pedestrian Road Improvements

17-537

It was moved and seconded that the Ministry of Transportation and Infrastructure and the Provincial Approving Officer be requested to take every opportunity through development and road improvement projects to enhance pedestrian and cycling infrastructure within Ministry roadways within rural areas of the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

Committee of the Whole

Parkville Curling Club

17-538

It was moved and seconded that the results of the master plan regarding the District 69 Arena and the sport of curling in Oceanside be given priority.

CARRIED UNANIMOUSLY

*Note – the Parkville Curling Club resolution was reconsidered following the next item.

Oceanside Youth Soccer

It was moved and seconded that:

1. The need for an increase in sport fields, including all weather, for District 69 be considered high priority in the recreation services master plan;
2. That staff work with the City of Parkville, Town of Qualicum Beach, School District 69 and local sport field organizations to determine if there is a need for a sport field allocation policy; and
3. That staff explore funding opportunities for the construction of additional fields and an all-weather turf field in District 69.

17-539

It was moved and seconded that the recommendations pertaining to Oceanside Youth Soccer be deferred until after the consultation process is completed.

CARRIED UNANIMOUSLY

Parkville Curling Club - Reconsideration

17-540

It was moved and seconded that the following matter be brought back for reconsideration:

That the results of the master plan regarding the District 69 Arena and the sport of curling in Oceanside be given priority.

CARRIED UNANIMOUSLY

17-541

It was moved and seconded that the recommendation that the results of the master plan regarding District 69 Arena and the sport of curling in Oceanside be given priority be deferred until after the consultation process is completed.

CARRIED UNANIMOUSLY

State of Recreation Research Report for District 69 (Oceanside)

17-542

It was moved and seconded that the State of Recreation in District 69 (Oceanside) research report be used as a reference document in the development of the Recreation Services Master Plan for District 69 (Oceanside).

CARRIED UNANIMOUSLY

Communications Services Vendor Selection

17-543

It was moved and seconded that the Regional District of Nanaimo enter into a five-year Communications Services Agreement with TELUS Communications Company for a total cost of \$843,271 over five years commencing October 25, 2017.

CARRIED UNANIMOUSLY

Agricultural Area Plan Implementation – Composting Facility Project

17-544

It was moved and seconded that the Board receive the Agricultural Area Plan Implementation - Composting Facility Project report and the results of the composting needs questionnaire.

CARRIED UNANIMOUSLY

17- 545

It was moved and seconded that the Board direct staff to update the “Growing Our Future” website with details of the existing commercial compost facilities in the region.

CARRIED UNANIMOUSLY

17-546

It was moved and seconded that the Board deem the Composting Facility Project complete.

CARRIED UNANIMOUSLY

Funding for INfilm through a Regional Economic Development Service

17-547

It was moved and seconded that the Board direct staff to proceed with the process to establish a new regional economic development service which will provide the funding to INfilm based on the ratio of funding contributed to INfilm in 2017.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board enter into an agreement to provide funding to INfilm for a three year period at a maximum of \$50,000 per year and that the agreement include provisions for reporting and to make annual funding contingent on meeting performance objectives.

It was moved and seconded that the motion be amended to use a parcel tax method as shown in Table 3 of the staff report for the funding.

Opposed (12): Director Veenhof, Director Thorpe, Director McPherson, Director Houle, Director Young, Director Fell, Director Stanhope, Director Bestwick, Director Kipp, Director Lefebvre, Director Colclough, and Director Westbroek

DEFEATED

17-548

The vote was taken on the main motion:

That the Board enter into an agreement to provide funding to INfilm for a three year period at a maximum of \$50,000 per year and that the agreement include provisions for reporting and to make annual funding contingent on meeting performance objectives.

CARRIED UNANIMOUSLY

17- 549

It was moved and seconded that a service review for the new regional economic development service be conducted in 2018.

CARRIED UNANIMOUSLY

Biosolids Management Program

17-550

It was moved and seconded that the Regional District of Nanaimo (RDN) enter into an agreement (Attachment 1) with SYLVIS Environmental Services (SYLVIS) to continue biosolids forest fertilization activities to May 31, 2021.

CARRIED UNANIMOUSLY

17-551

It was moved and seconded that the Board direct staff to enter into negotiations with Nanaimo Forest Products, Harmac Division (Harmac) as a contingency option where Regional District of Nanaimo biosolids would be used to fabricate soil for cover at the Harmac landfill.

CARRIED UNANIMOUSLY

Wheel Loader Tender – July 2017

17-552

It was moved and seconded that the Board approve the purchase of a John Deere 544KII Wheel Loader from Brandt Tractor Ltd. for an amount of \$231,000.

CARRIED UNANIMOUSLY

Youth Involvement with the Regional District of Nanaimo

17-553

It was moved and seconded that Youth Involvement with the Regional District of Nanaimo be referred to staff to investigate and provide a report on forming a Youth Advisory Council.

Opposed (10): Director Thorpe, Director McPherson, Director Houle, Director Rogers, Director Fell, Director Stanhope, Director Bestwick, Director Lefebvre, Director Colclough, and Director Westbrook

DEFEATED

Support for Tulnuxw Lelum Cultural Learning Space at Bowser Elementary School

17-554

It was moved and seconded that staff be directed to revise the Community Works Funding agreement with the Bowser Elementary School Parent Advisory Committee for the Tulnuxw Lelum - Bowser Cultural Learning Space project to increase the Electoral Area 'H' Community Works Funding allocation to an amount up to \$60,000 and to extend the agreement term to November 2018.

CARRIED UNANIMOUSLY

District 69 Community Justice Select Committee

2017 District 69 Community Justice Funding and District 69 Community Justice Grants in Aid Applications

17-555

It was moved and seconded that \$5,000 of funding historically approved for Oceanside Community Safety Volunteers through District 69 Community Justice Grants in Aid for mileage and safety equipment for Citizens on Patrol and Speed Watch be incorporated into the core budget for D69 Community Justice funding bringing the Community Safety Volunteer funding to \$34,220 annually.

CARRIED UNANIMOUSLY

17-556

It was moved and seconded that the 2018 District 69 Community Justice requisition for funding to support Victim Services, Restorative Justice and safety programs run by the Oceanside Community Safety Volunteers be approved at \$102,796 and that \$26,425 of 2017 carry forward surplus be applied to 2018 funding.

CARRIED UNANIMOUSLY

17-557

It was moved and seconded that a grant in the amount of \$800 for the Corcan-Meadowood Residents Association be approved subject to the Meadowood Community Centre project moving forward.

CARRIED UNANIMOUSLY

17-558

It was moved and seconded that a grant in the amount of \$4,800 for the Shorewood San Pareil Owners and Residents Association be approved subject to completion of an agreement with the Regional District of Nanaimo's Emergency Planning Department for the evacuation plan and subject to Shorewood – San Pareil Owners & Residents Association (SSPORA) obtaining required government approvals related to signage.

CARRIED UNANIMOUSLY

17-559

It was moved and seconded that a grant in the amount of \$2,000 for the Men's Centre be approved.

CARRIED UNANIMOUSLY

17-560

It was moved and seconded that staff be directed to review the District 69 Community Justice Grants in Aid process in order to incorporate the District 69 Community Justice Grants in Aid process with the general Regional District of Nanaimo community grants process.

CARRIED UNANIMOUSLY

Oceanside RCMP

17-561

It was moved and seconded that staff be directed to prepare a report identifying current levels of service provided by the RCMP in District 69, including an analysis for one additional traffic officer and to examine whether the funding is proportionate from each of the service levels.

CARRIED UNANIMOUSLY

Regional Parks and Trails Select Committee

Moorecroft Regional Park - Site Planning for New Amenities

17-562

It was moved and seconded that \$72,500 be considered for inclusion in the 2018 Regional Parks Operations Budget for the construction of a double vault toilet, removal of Ms. Moore’s cabin and installation of seating on the site at Moorecroft Regional Park.

CARRIED UNANIMOUSLY

17-563

It was moved and seconded that funding of the remaining improvements identified at the planning workshop for Moorecroft Regional Park be considered for allocation in the five year Financial Plan.

CARRIED UNANIMOUSLY

REPORTS

Transportation Services Building Roof Replacement – Construction Contract Award

17-564

It was moved and seconded that the Board award a contract for the Transportation Services Building Roof Replacement to G & G Roofing Ltd. in the amount of \$196,330.00 (excluding GST).

CARRIED UNANIMOUSLY

Zoning Amendment Application No. PL2016-161 - Pratt Road, Electoral Area ‘F’ - Amendment Bylaw No. 1285.27, 2017 – Adoption

17-565

It was moved and seconded that the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.27, 2017”.

CARRIED UNANIMOUSLY

UBCM Funding Application for Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning

17-566

It was moved and seconded that the Board endorse the coastal flood plain mapping project for submission under the Union of British Columbia Municipalities Community Emergency Preparedness Fund.

CARRIED UNANIMOUSLY

IN CAMERA

17- 567

It was moved and seconded that pursuant to Sections 90 (1) (e), (g) and (m) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to land acquisition, litigation, and intergovernmental relations.

CARRIED UNANIMOUSLY

TIME: 8:05 PM

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:08 PM

CHAIR

CORPORATE OFFICER

Presentation: Paul Hasselback, Island Health, and Earle Plain, Ministry of Environment and Climate Change Strategy, re Health at the Local Level, and Air Quality Related Health Concerns due to Domestic Wood Burning

Summary: Health at the Local Level - Presentation of the 2015 Local Health Area Profile Data for the Nanaimo and Oceanside area, with discussion of local implications.

Additional information as requested by the Board, regarding correspondence received October 3, 2017: *Air Quality Related Health Concerns due to domestic wood burning.*

Presentation: Erik Krogh, Vancouver Island University, re Gathering and Use of Environmental Data

Summary: Dr. Erik Krogh is a professor in the department of Chemistry at Vancouver Island University and co-Director of the nationally funded Applied Environmental Research Laboratories. His main teaching and research interests include the development and application of novel measurement strategies designed to better understand the fate and distribution of chemical compounds in air, water, soil and biological systems.

Main talking points:

- Work with regional community members to identify information gaps and generate interactive data files that show the geospatial distribution of atmospheric constituents, including particulate matter, greenhouse gases, combustion products and a range of volatile organic compounds
- Inform development and land-use planning, inform evidence based public policy, and protect human and environmental health
- Support cutting edge science and student training at Vancouver Island University

Delegation: **Brenda Kent and Sharon Welch, Oceanside Health and Wellness Network, re Activities of OHWN Including Top Priorities for Collective Action**

Summary: A healthy community includes, among many things, appropriate prevention services, ongoing support for people living with mental health issues, and access to safe, affordable and healthy food for children and their families. Overall, health statistics in Oceanside are quite positive and there is a long history of working collectively in this region. However, a deeper look shows that there are areas of concern, particularly for children and young adults, which need attention in order to maintain a healthy, vibrant community.

The Oceanside Health and Wellness Network (OHWN) is an emerging network of organizations and individuals working together to enhance community health and wellness in Oceanside. We focus on complex issues and take collective action to make the greatest impact. OHWN was formed to respond to a growing sense of urgency to make an impact on complex community health issues in a collaborative and coordinated way.

There is an identified need to scale up efforts in collective action to address child wellness and mental health for young adults in Oceanside. Continued support for collaborative efforts between many partners including OHWN, the Regional District of Nanaimo, the City of Parksville, the Town of Qualicum Beach, Island Health, other community groups, and the provincial and federal governments, is required to move the needle on these important health issues for residents of Oceanside. Our November 9th stakeholder meeting and our larger community forum in February, 2018, will provide opportunities to bring the community together and make plans for collective action.

<http://www.rdn.bc.ca/ohwn>

Action Requested: Participation at our upcoming community forum in February 2018 (date will be determined by the time of the presentation) and consideration of actions coming from the November 9th stakeholder meeting.

Oceanside Health and Wellness Network

Shared Vision

Oceanside Health & Wellness Network (OHWN) is a Network of organizations and individuals working together to enhance community health and wellness in Oceanside. We do this by planning together and taking collective action on complex health-related issues.

Our Community

The Oceanside Region includes the municipalities of Parksville and Qualicum Beach and four electoral areas of the Regional District of Nanaimo. The geographic area includes two urban centres and several small waterfront and rural communities stretching from Nanoose Bay, Errington, and Coombs to Deep Bay and Bowser. The Oceanside Region is aligned with the boundaries of School District 69 and Local Health Area 69 and has a total population of 45,291 (2011 Census).

“What do we do?” - Guiding Principles / Strategic Actions

Planning functions:

- Influence social planning
- Identify strategic priorities
- Collect and evaluate data to set action priorities
- Capture and pool all community data and stories that help to illustrate data
- Identify gaps, overlaps, and build on strengths
- Focus on key factors that influence individual and community health
- Focus on issues that are too complex for a group to address individually
- Be attentive at the community level rather than at an individual issue level
- Look for and take advantage of shared opportunities

Networking functions:

- Facilitate meaningful conversation – act as a switchboard connecting people
- Build partnerships
- Build capacity
- Work on a consensus for a community mandate
- Support diversity in community

Action orientated functions:

- Take **collective action** on community health issues
- Act as a **catalyst** to improve health and wellness
- Be a **strategic coordinator** of activity
- Provide **leadership** to bring about change

OHWN's Strategic Priorities

The Circle of Partners (OHWN's steering group) identified the following priorities for collective action in OHWN's three-year strategic plan, 2017-2019.

1. Child Wellness

Children need sufficient access to healthy food to learn, grow and thrive. OHWN is concerned about high child poverty rates in our region, and we recognize that many families struggle with accessing healthy and affordable food. OHWN is working on improving food security for school-aged children and youth by engaging partners to: support systems change; facilitate greater access to food; and raise awareness about child poverty, food insecurity and healthy eating in Oceanside.

2. Mental Health

A healthy community includes appropriate prevention services and support for people living with mental health issues. OHWN recognizes that there are increasing demands on the limited community resources that support mental health in Oceanside, particularly for young adults. OHWN is working on engaging key partners, identifying statistics that accurately reflect the need in the community, and raising awareness to take collective action on mental health.

3. OHWN Network Development

Community-based health networks like OHWN play an important role in addressing complex health issues through collective action. Strategic engagement with agencies, organizations and individuals will help us stay grounded in the issues that truly matter most to residents of Oceanside and help to mobilize action. Within this priority area, OHWN will monitor and evaluate the structure of the network, develop and implement plans for community outreach/stakeholder engagement, and identify opportunities to ensure the sustainability of OHWN.

Become a Network Member

Contribute to vibrant, healthy communities in Oceanside.

Individuals and organizations are invited to join OHWN. Members benefit by:

- influencing change on issues affecting the health and wellness of communities in Oceanside
- providing input into emergent issues and OHWN's priority areas
- participating in collective action
- engaging with the community and developing collaborative relationships

NOV - 6 2017



Ref: 206470

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

Dear Chair Veenhof:

Thank you for your letter requesting that the Letters Patent for the Regional District of Nanaimo be amended to change the voting unit from 2,500 to 2,750.

Your request was clear as to the objective of holding the Board size to 17 Directors, but does not speak to the reason that this is important. While I appreciate the view that the request is not inconsistent with the status quo, this change to the voting unit would significantly affect the important principle of representation by population underlying the composition and operation of regional districts in British Columbia.

Before considering the request more fully, I first need to understand some of the rationale for the conclusion that total Board size is more significant than responsiveness to population change.

It would be particularly helpful to hear more about the factors or impacts considered and to understand how leaving the voting unit at 2,500 or increasing it to 2,750 would affect the operational and governance processes of the regional district.

Please provide this requested information; from there I will consider this request for decision.

Sincerely,

A handwritten signature in blue ink, appearing to read "Selina Robinson".

Selina Robinson
Minister

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE COMMUNITY GRANTS COMMITTEE MEETING

Tuesday, October 10, 2017

4:50 P.M.

**Committee Room
and Reconvened**

Tuesday, October 24, 2017

6:00 P.M.

Committee Room

In Attendance:	Director M. Young	Chair
	Director M. Lefebvre	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:	Director B. Rogers	Electoral Area E
	P. Carlyle	Chief Administrative Officer
	W. Idema	Director of Finance
	J. Hill	Mgr. Administrative Services
	T. Moore	Mgr. Accounting Services
	C. Golding	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the Agenda be approved as presented.

CARRIED UNANIMOUSLY

INFORMATION ITEMS

It was moved and seconded that the following items be received for information:

Community Grants Committee - Terms of Reference

Policy No. A1-30 - Community Grants and Criteria

CARRIED UNANIMOUSLY

REPORTS

Applications for Community Grants

A preliminary review of the applications was completed by the committee.

RECESS

It was moved and seconded that the Community Grants Committee meeting recess and reconvene at 6:00 pm, Tuesday, October 24, 2017 in the Regional District of Nanaimo Committee Room.

CARRIED UNANIMOUSLY

TIME: 5:53 PM

RECONVENE

Location: Committee Room, Regional District of Nanaimo Administration Building

Date: October 24, 2017

Time: 6:00 PM

In Attendance:	Director M. Young	Chair
	Director M. Lefebvre	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:	Director B. Rogers	Electoral Area E
	Director I. Thorpe	City of Nanaimo
	P. Carlyle	Chief Administrative Officer
	W. Idema	Director of Finance
	J. Hill	Mgr. Administrative Services
	T. Moore	Mgr. Accounting Services
	C. Golding	Recording Secretary

It was moved and seconded that the Community Grants Committee meeting of October 10, 2017, reconvene.

CARRIED UNANIMOUSLY

It was moved and seconded that the following Community Grants be included in the 2018 Budget:

BC SPCA – Parksville-Qualicum Beach & District Branch – low cost Spay/Neuter Program	\$200
Coastal Invasive Species Committee Society – “Knot on My Property” Program <i>(Subject to entering into a monitoring agreement)</i>	\$17,000
ECHO Players Society – replacement of HVAC system	\$7,500

Errington War Memorial Hall Association – construction of additional storage space including survey work, permitting, excavating, electrical work, and plumbing	*\$0
Forward House Community Society – Phase II ‘Moving Forward with Accessibility’ – bathroom renovation	\$7,000
Friends of the Morden Mine – stabilize the tibble and headframe	\$0
Gabriola Agricultural Association – kitchen supplies, other supplies, canopies and portable restrooms for “Farm to Table Feast” event	\$0
Gabriola Arts Council – support for 10 th Annual Gabriola Theatre Festival - marketing & promotion, brochures, venue & technical rental costs, and to offset fees paid to the technical crew	\$0
Gabriola Community Bus Foundation (GERTIE) – funds to purchase a second bus	*\$0
Habitat for Humanity Mid-Vancouver Island Society – print and stationery materials, projector and screen for homeownership program	\$3,000
Inclusion Parksville Society – permanent picnic table with pad, food, beverage, marketing for Summer Barbeque and Community Inclusion Month Dance	\$2,500
Island Futures Society – thermal imaging camera	\$1,000
Lighthouse Community Centre Society – roof replacement	*\$0
Lighthouse Country Marine Rescue Society – night vision binoculars	\$3,000
Mount Arrowsmith Pipe Band Association – Phase I of band equipment and uniform replacement	\$2,000
Mudge Island Citizen's Society – purchase of 6 VHF radios, chargers, microphones and radio channels	\$3,100
Nanaimo Disability Resource Centre – Seniors Resource Card	\$1,300
Nanaimo Foodshare Society – Food Security Assessment and Action Initiative – region wide project to assess food security in the region	\$2,500
Nanaimo Unique Kids Organization – down payment for purchase of property for new home for the Organization	\$0
Nanaimo Women's Resources Society – “Small Ghosts” theatre production	\$2,500
North Island Wildlife Recovery Association – rental of tent and minivans for Mushroom Festival	\$0
Oceanside Hospice Society – Grief Counselling Program – to pay salaries of on-call counsellors	\$0
People for a Healthy Community on Gabriola Island Society – Staying in Touch Program	\$1,500
People In Pain Network Society – office equipment and tablets for leaders and assistants	**td
Qualicum Beach Streamkeepers Society – Faye Smith Memorial Interpretive Centre	\$2,500

Radio Malaspina Society – enhance volunteer participation in operations & programming and replacing broadcast, production and administrative equipment	\$0
Royal Canadian Legion – Bowser and Area Branch #211 – Canada Day Celebration	\$490
Royal Canadian Legion – Qualicum Beach Branch #76 – replace food cooler	\$1,500
Royal Canadian Legion – Mount Arrowsmith Branch #49 – purchase and installation of refrigerator	\$2,000
The HOPE Centre – gymnastic mats	\$750
Tozan Cultural Society – improving and expanding small kiln	\$1,000
Vancouver Island North Film Commission – support the attraction and facilitation of the film and television sector	***\$0
Westcoast Society of Compassionate Friends – funding of Candle Lighting Memorial Service, Summer Balloon Release & Family Picnic	\$0
Total	****\$62,340

CARRIED UNANIMOUSLY

- * referred to Community Works Fund
- ** pending information from Island Health – grant request is for \$10,000
- *** referred to Regional Economic Development Service (to be established per Board direction)
- **** plus grant amount awarded to People In Pain Network Society pending Board direction

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 6:28 PM

CHAIR

REGIONAL DISTRICT OF NANAIMO**MINUTES OF THE ARROWSMITH WATER SERVICE JOINT VENTURE MANAGEMENT BOARD MEETING****Thursday, November 2, 2017****9:30 A.M.****City of Parksville Forum****100 Jensen Avenue**

In Attendance:	M. Lefebvre, Chair	Mayor, City of Parksville
	B. Rogers	Director, Regional District of Nanaimo
	B. Luchtmeijer	Councillor, Town of Qualicum Beach
Also in Attendance:	J. Stanhope	Director, Regional District of Nanaimo
	S. Powell	Councillor, City of Parksville
	R. Alexander	Regional District of Nanaimo
	W. Idema	Regional District of Nanaimo
	G. St. Pierre	Regional District of Nanaimo
	M. Squire	City of Parksville
	V. Figeria	City of Parksville
	B. Weir	Town of Qualicum Beach
	R. Graves	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES**Arrowsmith Water Service Management Board Meeting - May 3, 2017**

It was moved and seconded that the minutes of the Arrowsmith Water Service Management Board meeting held May 3, 2017, be adopted.

CARRIED UNANIMOUSLY

REPORTS**Arrowsmith Dam Operational Update**

M. Squire provided Committee with an update on the Arrowsmith Dam.

AWS 2018-2022 Financial Plan

It was moved and seconded that the report from the Arrowsmith Water Service Management Committee dated October 25, 2017 entitled AWS 2018 - 2022 Financial Plan be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Arrowsmith Water Service Management Board accept the 2018 – 2022 Financial Plan as outlined in Table 1 attached to the October 25, 2017 report.

CARRIED UNANIMOUSLY

It was moved and seconded that the Arrowsmith Water Service Management Board recommend the Joint Ventures adopt their portion of the 2018 – 2022 Financial Plan as outlined in Table 2 attached to the October 25, 2017 report.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:40 AM

CHAIR

**MINUTES OF THE ENGLISHMAN RIVER WATER SERVICE JOINT VENTURE MEETING OF THE
MANAGEMENT BOARD MEETING**

Thursday, November 2, 2017

9:30 A.M.

City of Parksville Forum

100 Jensen Avenue

In Attendance:	J. Stanhope, Chair	Director, Regional District of Nanaimo
	B. Rogers	Director, Regional District of Nanaimo
	M. Lefebvre	Mayor, City of Parksville
	S. Powell	Councillor, City of Parksville
Also in Attendance:	R. Alexander	Regional District of Nanaimo
	M. Squire	City of Parksville
	L. Butterworth	City of Parksville
	W. Idema	Regional District of Nanaimo
	V. Figueira	City of Parksville
	G. St.Pierre	Regional District of Nanaimo
	R. Graves	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Englishman River Water Service Management Board Meeting - May 25, 2017

It was moved and seconded that the minutes of the Englishman River Water Service Management Board meeting held May 25, 2017 be adopted.

CARRIED UNANIMOUSLY

PRESENTATION

Project Update

M. Squire provided Committee with a project update.

It was moved and seconded that the Project Update be received as presented.

CARRIED UNANIMOUSLY

CORRESPONDENCE

City of Parksville Council Presentation re, Englishman River Water Service Water Storage/Project Update dated October 16, 2017

It was moved and seconded that the City of Parksville Council Presentation re, Englishman River Water Service Water Storage/Project Update correspondence dated October 16, 2017 be received.

CARRIED UNANIMOUSLY

REPORTS

ERWS Revised 2018 - 2022 Financial Plan

It was moved and seconded that the report from the Englishman River Water Service Management Committee, dated October 25, 2017, entitled ERWS 2018 – 2022 Financial Plan be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board accept the 2018 – 2022 Financial Plan as outlined in Table 1 attached to the October 25, 2017 report.

Opposed (1): Director Rogers

CARRIED

It was moved and seconded that the Englishman River Water Service 2019 – 2023 Financial Plan include a budget amount for Aquifer Storage and Recovery study.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the 2018 – 2022 Financial Plan as outlined in Table 2 attached to the October 25, 2017 report.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

TIME: 11:07 AM

CHAIR



DATE: October 25, 2017

REPORT TO: ARROWSMITH WATER SERVICE MANAGEMENT BOARD

FROM: ARROWSMITH WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: Arrowsmith Water Service (AWS) 2018 – 2022 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE AWS 2018 – 2022 FINANCIAL PLAN

EXECUTIVE SUMMARY:

A Five Year 2018 – 2022 Financial Plan is required in an effort to identify future operations, maintenance and capital expenditures. Under Section 8.2 of the AWS Joint Venture Agreement, a proposed budget is required on or before December 15th of the year proceeding each fiscal year. The Community Charter requirements are that current year budgets be passed by May 15.

RECOMMENDATION(S):

1. THAT the report from the Arrowsmith Water Service Management Committee dated October 25, 2017 entitled AWS 2018 - 2022 Financial Plan be received;
2. AND THAT the Arrowsmith Water Service Management Board accept the 2018 – 2022 Financial Plan as outlined in Table 1 attached to the October 25, 2017 report,
3. AND THAT the Arrowsmith Water Service Management Board recommend the Joint Ventures adopt their portion of the 2018 – 2022 Financial Plan as outlined in Table 2 attached to the October 25, 2017 report.

BACKGROUND:

A 2018 – 2022 Financial Plan was developed in an effort to outline funding requirements for operations, maintenance and capital expenditures for the next five years. A 2018 – 2022 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

OPTIONS:

1. Adopt the recommended budget

The AWS Management Board could adopt the 2018 – 2022 Financial Plan reflected on Table 1.

2. Adopt a different budget, or defer adoption

The AWS Management Board could adopt a different 2018 – 2022 Financial Plan from that reflected on Table 1, or defer adoption to a different date. This would require that direction be given to the AWS Management Committee.

ANALYSIS:

1. The AWS Management Board could accept the 2018 – 2022 Financial Plan reflected on Table 1. This would allow completion of necessary operations and maintenance projects.
2. The AWS Management Board could reject the 2018 – 2022 Financial Plan reflected on Table 1.

FINANCIAL:

The 2018 - 2022 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary operations and projects for the 2018 fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

REFERENCES:

- AWS 2017 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated October 25, 2017 showing the recommended AWS - 2018 – 2022 Financial Plan and Table 2 showing each Joint Venture's requisition share.

**TABLE 1
ARROWSMITH WATER SERVICE
2018 - 2022 FINANCIAL PLAN (\$)**

GL Account	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUE																	
Parkville Requisition (63.9% for Admin and Maintenance, Ops based on fld	76,292	110,116	145,235	78,878	109,690	122,580	76,093	104,907	41,241	96,983	62,589	110,045	98,807	100,449	102,090	104,328	105,372
RDN Requisition (22.4% for Admin and Maintenance, Ops based on flow)	26,902	39,571	69,162	31,269	36,013	40,364	26,051	36,205	13,034	33,102	20,742	36,057	32,086	32,583	33,127	33,864	34,215
Qualicum Requisition (13.7% - for Admin and Maintenance Only)	16,547	24,782	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	12,021	20,654	18,207	18,468	18,783	19,207	19,413
Joint Venture Requisitions	119,741	174,469	267,611	131,435	166,672	185,795	116,155	161,498	61,457	149,834	95,352	166,756	149,100	151,500	154,000	157,400	159,000
Other Revenue																	
Logging Revenue	0	8,497	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants																	
Transfer From Reserves																	
Reserve for Future Expenditures																	
Carry-Forward Reserve																	
Total Other Revenue																	
TOTAL REVENUE	119,741	182,966	267,611	131,435	166,672	185,795	116,155	161,498	61,457	149,834	95,352	166,756	149,100	151,500	154,000	157,400	159,000
EXPENDITURES																	
Operating																	
Administration																	
4-2-25-7010																	
Salaries and Wages 4-2-25-7010-300	284	433	607	1,548	4,496	7,841	6,336	5,947	4,356	50	8,203	7,000	22,000	22,000	22,000	23,000	23,000
Memeberships Sub. 4-2-25-7010-311						90	357	60	201	0	0	200	200	200	200	200	200
Contracts 4-2-25-7010-330	363	340			1,628	729		2,837	0	0	1,000	1,000	1,000	1,100	1,100	1,100	1,100
Consulting 4-2-25-7010-331					11,816	5,370		30,072	0	0	0	2,500	0	0	0	0	0
Legal fees 4-2-25-7010-332					9,880				0	0	0	0	2,600	2,600	2,700	2,700	2,700
Audit fees 4-2-25-7010-333	2,100	2,100	2,100	4,375	4,172	4,172	4,100	4,100	4,100	0	3,900	4,500	4,600	4,700	4,800	4,900	4,900
Licenses and Insurance 4-2-25-7010-400	43,033	44,267	45,544	45,197	49,226	35,851	35,538	48,193	3,489	34,654	25,862	50,000	30,000	31,000	32,000	33,000	34,000
Advertising 4-2-25-7010-410					180				0	0	0	0	0	0	0	0	0
Photocopy Supplies 4-2-25-7010-411					74				0	0	0	0	0	0	0	0	0
Office Supplies 4-2-25-7010-414					91	15			0	0	0	0	0	0	0	0	0
Tel / Cable 4-2-25-7010-422					605				0	0	0	0	0	0	0	0	0
Meetings 4-2-25-7010-423	96	147	120	190	1,599	381	33	20	7	43	0	300	300	300	300	300	300
Parts, Materials & Supplies 4-2-25-7010-450					408	999	73		0	0	0	500	500	500	500	500	600
Courier / Delivery 4-2-25-7010-452					36	19			0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out 4-2-25-7010-800	10	72	77	107	20	15			0	0	0	0	0	0	0	0	0
Total Administration	45,886	47,359	48,448	51,417	83,976	55,736	46,437	91,229	12,154	34,747	37,965	66,000	61,200	62,300	63,600	65,700	66,800
Operations																	
4-2-25-7011																	
Salaries & Wages 4-2-25-7011-300	3,968	5,381	2,070	1,398	6,905	7,999	6,591	5,947	5,215	395	1,624	7,000	7,100	7,300	7,400	7,600	7,600
Contracts 4-2-25-7011-330	3,726	10,519	5,086	2,505	3,690	8,143	3,558	2,568	1,135	0	268	3,000	3,100	3,100	3,200	3,200	3,300
Consulting 4-2-25-7011-331			275					0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease 4-2-25-7011-345							535		1,498	1,926	3,768	1,500	1,500	1,600	1,600	1,600	1,600
Licenses and Insurance 4-2-25-7011-400	386	386	386	386	386	0	0	0	0	0	0	0	0	0	0	0	0
Meetings 4-2-25-7011-423	129				365			0	0	0	0	500	500	500	500	500	500
Parts, Materials and Supplies 4-2-25-7011-450	85	4,959	7,924	49	614	1,124	2,776	1,426	0	433	415	1,800	1,800	1,900	1,900	1,900	1,900
Oil and Gas 4-2-25-7011-460						1,549		377	331	0	1,787	0	0	0	0	0	0
Natural Gas 4-2-25-7011-462				988	1,422			2,422	1,188	1,127	1,535	2,000	2,000	2,100	2,100	2,200	2,200
Equip Res. Charge Out 4-2-25-7011-800	469	792	283	123	236	185	45	0	0	17	0	200	200	200	200	200	200
Total Operations	8,763	22,038	16,023	5,449	13,619	19,000	13,882	12,694	9,036	5,685	7,610	16,000	16,200	16,700	16,900	17,200	17,300

GL Account	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2017	2018	2019	2020	2021	2022
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget	Budget
Maintenance																	
4-2-25-7012																	
Salaries & Wages	16,315	17,966	23,893	11,538	10,284	25,023	13,228	21,230	5,792	37,773	8,021	20,300	20,700	21,100	21,500	22,000	22,100
Conferences / Seminars / Travel			250				0	0	0	0	0	0	0	0	0	0	0
Contract	3,275	27,069	54,649	3,438	12,811	5,969	4,624	1,462	1,922	7,085	2,661	4,500	4,600	4,700	4,800	4,900	4,900
Consulting	2,467		7,508		3,751	26,965	1,083		0	0	0	500	500	500	500	500	500
Equipment Lease and Rental			213				0	0	0	0	2,625	8,000	8,200	8,300	8,500	8,700	8,700
Materials and Supplies	2,782	17,956	4,363	2,426	3,406	13,086	3,624	1,427	762	27,342	0	12,000	1,000	1,000	1,100	1,100	1,100
Small Tools, Equipment & Furniture	86	37	437	107	2,104	188	0	0	0	2,824	2,702	2,756	0	0	0	0	0
Courier and Delivery	45	75	42		304		0	40	67	32	79	100	100	100	100	100	100
Gas & Oil	2,242	1,190	203		1,985		0	43	0	821	129	100	100	100	100	100	100
Equip Res. Charge Out	1,599	1,424	2,147	1,278	867	3,082	1,315	1,684	554	3,381	795	1,500	1,500	1,600	1,600	1,600	1,700
Total Maintenance	28,810	65,716	93,706	18,787	35,512	74,313	23,874	25,886	9,097	79,258	17,012	49,756	36,700	37,400	38,200	39,000	39,200
Road Maintenance																	
4-2-25-7013																	
Salaries & Wages			466	90	146	835	689	495	330	144	1,792	2,000	2,000	2,100	2,100	2,200	2,300
Contracts	0	0				5,796	161	263	812	0	243	1,200	1,200	1,200	1,300	1,300	1,300
Insurance and Licences			600	611	611		720	720	0	0	0	800	800	800	800	900	900
Equip Res. Charge Out			65	15	24	114	392	212	28	0	730	1,000	1,000	1,000	1,100	1,100	1,200
Total Road Maintenance	0	0	1,131	715	780	6,745	1,962	1,690	1,170	144	2,765	5,000	5,000	5,100	5,300	5,500	5,700
Total Administration, Operations and Maintenance	83,459	135,112	159,307	76,368	133,888	155,794	86,156	131,499	31,457	119,834	65,352	136,756	119,100	121,500	124,000	127,400	129,000
Transfer to Reserves	30,000	30,000	24,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total	113,459	165,112	183,307	106,368	163,888	185,794	116,156	161,499	61,457	149,834	95,352	166,756	149,100	151,500	154,000	157,400	159,000
Capital																	
Capital Planning	727	4,480	84,304	16,714													
Equipment		13,373		8,353	2,784												
Engineering, Consulting, Legal Fees																	
AWS Road																	
Radio Connection	5,555																
River Intake / Treatment Prop. Acquisition																	
Administration																	
Total Capital	6,282	17,853	84,304	25,067	2,784	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	119,741	182,966	267,611	131,435	166,672	185,794	116,156	161,499	61,457	149,834	95,352	166,756	149,100	151,500	154,000	157,400	159,000
Capital Planning Grant																	
Transfer from Reserves																	
TOTAL EXPENDITURES (with Grant) ¹	119,741	182,966	267,611	131,435	166,672	185,794	116,156	161,499	61,457	149,834	95,352	166,756	149,100	151,500	154,000	157,400	159,000

TABLE 2
City of Parkville Requisition - AWS
2018 - 2022 FINANCIAL PLAN (\$)

GL Account	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUE																	
Parkville Requisition	76,292	110,116	145,235	78,878	109,690	123,168	77,472	106,168	41,241	96,983	62,589	110,045	98,807	100,449	102,090	104,328	105,372
Other Revenue																	
Logging Revenue	0	5,430	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																	
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	5,430	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	76,292	120,975	145,235	78,878	109,690	123,168	77,472	106,168	41,241	96,983	62,589	110,045	98,807	100,449	102,090	104,328	105,372
EXPENDITURES																	
Operating																	
Administration																	
4-2-25-7010																	
Salaries and Wages	182	277	388	989	2,873	5,010	4,049	3,800	2,784	32	5,242	4,473	14,058	14,058	14,058	14,697	14,697
Memberships Sub.	0	0	0	0	0	58	228	38	128	0	0	128	128	128	128	128	128
Contracts	232	217	0	0	1,040	466	0	1,813	0	0	0	639	639	639	703	703	703
Consulting	0	0	0	0	7,550	3,431	0	19,216	0	0	0	1,598	0	0	0	0	0
Legal Fees	0	0	0	0	6,313	0	0	0	0	0	0	0	1,661	1,661	1,725	1,725	1,725
Audit fees	1,342	1,342	1,342	2,796	2,666	2,666	2,620	2,620	2,620	0	2,492	2,876	2,939	3,003	3,067	3,131	3,131
Licenses and Insurance	27,498	28,287	29,102	28,881	31,456	22,909	22,709	30,795	2,230	22,144	16,526	31,950	19,170	19,809	20,448	21,087	21,726
Advertising	0	0	0	0	0	115	0	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	0	0	47	0	0	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	58	10	0	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	0	0	387	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	61	94	77	121	1,022	243	21	13	4	27	0	192	192	192	192	192	192
Parts, Materials & Supplies	0	0	0	0	261	638	47	0	0	0	0	320	320	320	320	320	383
Courier / Delivery	0	0	0	0	23	12	0	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	6	46	49	68	13	10	0	0	0	0	0	0	0	0	0	0	0
Total Administration	29,321	30,262	30,958	32,856	53,661	35,615	29,673	58,295	7,766	22,203	24,260	42,174	39,107	39,810	40,640	41,982	42,685
Operations (based on water used - 5 year avg.)					87.3%	87.3%	87.3%	87.3%	85.7%	85.7%	85.7%	85.7%	85.7%	85.7%	85.7%	85.7%	85.7%
Salaries and Wages	2,536	3,439	1,323	893	6,028	6,983	5,754	5,192	4,470	339	1,392	5,999	6,085	6,256	6,342	6,513	6,513
Contracts	2,381	6,722	3,250	1,601	3,222	7,109	3,106	2,242	973	0	230	2,571	2,657	2,657	2,742	2,742	2,828
Consulting	0	0	176	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	467	0	1,284	1,651	3,229	1,286	1,286	1,371	1,371	1,371	1,371
Licenses and Insurance	247	247	247	247	337	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	82	0	0	0	319	0	0	0	0	0	0	429	429	429	429	429	429
Parts, Materials and Supplies	54	3,169	5,063	31	536	981	2,423	1,245	0	371	356	1,543	1,543	1,628	1,628	1,628	1,628
Oil and Gas	0	0	0	0	0	1,352	329	289	0	1,531	0	0	0	0	0	0	0
Natural Gas	0	0	0	631	1,241	0	0	2,114	1,018	966	1,315	1,714	1,714	1,800	1,800	1,885	1,885
Equip Res. Charge Out	300	506	181	79	206	162	39	0	0	15	0	171	171	171	171	171	171
Total Operations	5,600	14,082	10,239	3,482	11,889	16,587	12,119	11,082	7,744	4,872	6,522	13,712	13,883	14,312	14,483	14,740	14,826

GL Account	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Maintenance	4-2-25-7012																
Salaries & Wages	10,426	11,480	15,267	7,373	6,571	15,990	8,453	13,566	3,701	24,137	5,125	12,972	13,227	13,483	13,739	14,058	14,122
Conferences / Seminars / Travel	0	0	160	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	2,093	17,297	34,921	2,197	8,186	3,814	2,955	934	1,228	4,527	1,700	2,876	2,939	3,003	3,067	3,131	3,131
Consulting	1,576	0	4,798	0	2,397	17,231	692	0	0	0	0	320	320	320	320	320	320
Equipment Lease and Rental	0	0	136	0	0	0	0	0	0	0	1,677	5,112	5,240	5,304	5,432	5,559	5,559
Small Tools, Equipment & Furniture	1,778	11,474	2,788	1,550	2,177	8,362	2,316	912	487	17,472	0	7,668	639	639	703	703	703
Courier and Delivery	55	24	279	68	1,344	120	0	0	0	1,804	1,727	1,761	0	0	0	0	0
Gas & Oil	28	48	27	0	194	0	0	26	43	21	50	64	64	64	64	64	64
Equip Res. Charge Out	1,432	760	130	0	1,269	0	0	27	0	525	82	64	64	64	64	64	64
Total Maintenance	18,410	41,992	59,878	12,005	22,692	47,486	15,255	16,541	5,813	50,646	10,871	31,794	23,451	23,899	24,410	24,921	25,049
Road Maintenance	4-2-25-7013																
Salaries & Wages	0	0	298	58	93	534	441	316	211	92	1,145	1,278	1,278	1,342	1,342	1,406	1,470
Contracts	0	0	0	0	0	3,703	103	168	519	0	155	767	767	831	831	831	831
Insurance and Licences	0	0	383	390	390	0	460	460	0	0	0	511	511	511	511	575	575
Equip Res. Charge Out	0	0	42	9	15	73	250	135	18	0	466	639	639	703	703	767	767
Total Road Maintenance	0	0	723	457	499	4,310	1,254	1,080	748	92	1,767	3,195	3,195	3,259	3,387	3,515	3,642
Total Administration, Operations and Maintenance	53,331	86,337	101,797	48,799	88,741	103,998	58,302	86,998	22,071	77,813	43,419	90,875	79,637	81,279	82,920	85,158	86,202
Transfer to Reserves	19,170	19,170	15,336	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170
Total	72,501	105,507	117,133	67,969	107,911	123,168	77,472	106,168	41,241	96,983	62,589	110,045	98,807	100,449	102,090	104,328	105,372
Capital	4-2-25-9701-331																
Capital Planning	242	1,493	28,101	5,571													
Equipment	0	8,546	0	5,337	1,779												
Engineering, Consulting, Legal Fees	0	0	0	0	0												
AWS Road	0	0	0	0	0												
Radio Connection	3,549	0	0	0	0												
River Intake / Treatment Prop. Acquisition	0	0	0	0	0												
Administration	0	0	0	0	0												
Total Capital	3,792	10,039	28,101	10,909	1,779	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	76,292	115,546	145,235	78,878	109,690	123,168	77,472	106,168	41,241	96,983	62,589	110,045	98,807	100,449	102,090	104,328	105,372
Capital Planning Grant																	
Transfer from Reserves																	
TOTAL EXPENDITURES (with Grant) ¹	76,292	115,546	145,235	78,878	109,690	123,168	77,472	106,168	41,241	96,983	62,589	110,045	98,807	100,449	102,090	104,328	105,372

TABLE 2
Regional District of Nanaimo Requisition - AWS
2018 - 2022 FINANCIAL PLAN (\$)

GL Account	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUE																	
RDN Requisition	26,902	39,571	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,102	20,742	36,057	32,086	32,583	33,127	33,864	34,215
Other Revenue																	
Logging Revenue	0	1,903	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																	
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	1,903	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	26,902	43,377	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,102	20,742	36,057	32,086	32,583	33,127	33,864	34,215
EXPENDITURES																	
Operating																	
Administration	4-2-25-7010																
Salaries and Wages	4-2-25-7010-300	64	97	136	347	1,007	1,756	1,419	1,332	976	11	1,837	1,568	4,928	4,928	5,152	5,152
Memberships Sub.	4-2-25-7010-311	0	0	0	0	0	20	80	13	45	0	0	45	45	45	45	45
Contracts	4-2-25-7010-330	81	76	0	0	365	163	0	635	0	0	0	224	224	246	246	246
Consulting	4-2-25-7010-331	0	0	0	0	2,647	1,203	0	6,736	0	0	0	560	0	0	0	0
Legal Fees	4-2-25-7010-332	0	0	0	0	2,213	0	0	0	0	0	0	0	582	582	605	605
Audit fees	4-2-25-7010-333	470	470	470	980	934	934	918	918	918	0	874	1,008	1,030	1,053	1,075	1,098
Licenses and Insurance	4-2-25-7010-400	9,639	9,916	10,202	10,124	11,027	8,031	7,961	10,795	782	7,762	5,793	11,200	6,720	6,944	7,168	7,392
Advertising	4-2-25-7010-410	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	4-2-25-7010-411	0	0	0	0	0	17	0	0	0	0	0	0	0	0	0	0
Office Supplies	4-2-25-7010-414	0	0	0	0	20	3	0	0	0	0	0	0	0	0	0	0
Tel / Cable	4-2-25-7010-422	0	0	0	0	136	0	0	0	0	0	0	0	0	0	0	0
Meetings	4-2-25-7010-423	22	33	27	43	358	85	7	4	2	10	0	67	67	67	67	67
Parts, Materials & Supplies	4-2-25-7010-450	0	0	0	0	91	224	16	0	0	0	0	112	112	112	112	134
Courier / Delivery	4-2-25-7010-452	0	0	0	0	8	4	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	4-2-25-7010-800	2	16	17	24	4	3	0	0	0	0	0	0	0	0	0	0
Total Administration	10,278	10,608	10,852	11,517	18,811	12,485	10,402	20,435	2,722	7,783	8,504	14,784	13,709	13,955	14,246	14,717	14,963
Operations (12.7 % - based on avg. flow req'd.)	4-2-25-7011																
Salaries & Wages	4-2-25-7011-300	889	1,205	464	313	877	1,016	837	755	746	56	232	1,001	1,015	1,044	1,058	1,087
Contracts	4-2-25-7011-330	835	2,356	1,139	561	469	1,034	452	326	162	0	38	429	443	458	458	472
Consulting	4-2-25-7011-331	0	0	62	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	4-2-25-7011-345	0	0	0	0	0	0	68	0	214	275	539	215	215	229	229	229
Licenses and Insurance	4-2-25-7011-400	86	86	86	86	49	0	0	0	0	0	0	0	0	0	0	0
Meetings	4-2-25-7011-423	29	0	0	0	46	0	0	0	0	0	0	72	72	72	72	72
Parts, Materials and Supplies	4-2-25-7011-450	19	1,111	1,775	11	78	143	353	181	0	62	59	257	257	272	272	272
Oil and Gas	4-2-25-7011-460	0	0	0	0	0	197	48	42	0	256	0	0	0	0	0	0
Natural Gas	4-2-25-7011-462	0	0	0	0	221	181	0	308	170	161	220	286	286	300	300	315
Equip Res. Charge Out	4-2-25-7011-800	105	177	63	28	30	23	6	0	0	2	0	29	29	29	29	29
Total Operations	1,963	4,936	3,589	1,221	1,730	2,413	1,763	1,612	1,292	813	1,088	2,288	2,317	2,388	2,417	2,460	2,474

GL Account	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Maintenance	4-2-25-7012																
Salaries & Wages	3,655	4,024	5,352	2,585	2,304	5,605	2,963	4,756	1,297	8,461	1,797	4,547	4,637	4,726	4,816	4,928	4,950
Conferences / Seminars / Travel	0	0	56	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	734	6,063	12,241	770	2,870	1,337	1,036	327	431	1,587	596	1,008	1,030	1,053	1,075	1,098	1,098
Consulting	553	0	1,682	0	840	6,040	243	0	0	0	0	112	112	112	112	112	112
Equipment Lease and Rental	0	0	48	0	0	0	0	0	0	0	588	1,792	1,837	1,859	1,904	1,949	1,949
	623	4,022	977	543	763	2,931	812	320	171	6,125	0	2,688	224	224	246	246	246
Small Tools, Equipment & Furniture	19	8	98	24	471	42	0	0	0	633	605	617	0	0	0	0	0
Courier and Delivery	10	17	9	0	68	0	0	0	15	7	18	22	22	22	22	22	22
Gas & Oil	502	266	46	0	445	0	0	10	0	184	29	22	22	22	22	22	22
Equip Res. Charge Out	358	319	481	286	194	690	295	377	124	757	178	336	336	358	358	358	381
Total Maintenance	6,453	14,720	20,990	4,208	7,955	16,646	5,348	5,798	2,038	17,754	3,811	11,145	8,221	8,378	8,557	8,736	8,781
Road Maintenance	4-2-25-7013																
Salaries & Wages	0	0	104	20	33	187	154	111	74	32	401	448	448	470	470	493	515
Contracts	0	0	0	0	0	1,298	36	59	182	0	54	269	269	269	291	291	291
Insurance and Licences	0	0	134	137	137	0	161	161	0	0	0	179	179	179	179	202	202
Equip Res. Charge Out	0	0	15	3	5	25	88	47	6	0	164	224	224	224	246	246	269
Total Road Maintenance	0	0	253	160	175	1,511	440	379	262	32	619	1,120	1,120	1,142	1,187	1,232	1,277
Total Administration, Operations and Maintenance	18,695	30,265	35,685	17,106	28,670	33,055	17,952	28,224	6,314	26,382	14,022	29,337	25,366	25,863	26,407	27,144	27,495
Transfer to Reserves	6,720	6,720	5,376	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720
Total	25,415	36,985	41,061	23,826	35,390	39,775	24,672	34,944	13,034	33,102	20,742	36,057	32,086	32,583	33,127	33,864	34,215
Capital	4-6-25-9701-331																
Capital Planning	242	1,493	28,101	5,571													
Equipment	0	2,996	0	1,871	624												
Engineering, Consulting, Legal Fees	0	0	0	0	0												
AWS Road	0	0	0	0	0												
Radio Connection	1,244	0	0	0	0												
River Intake / Treatment Prop. Acquisition	0	0	0	0	0												
Administration	0	0	0	0	0												
Total Capital	1,487	4,489	28,101	7,442	624	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	26,902	41,474	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,102	20,742	36,057	32,086	32,583	33,127	33,864	34,215
Capital Planning Grant																	
Transfer from Reserves																	
TOTAL EXPENDITURES (with Grant) ¹	26,902	41,474	69,162	31,269	36,013	39,775	24,672	34,944	13,034	33,102	20,742	36,057	32,086	32,583	33,127	33,864	34,215

TABLE 2
Town of Qualicum Beach Requisition - AWS
2018 - 2022 FINANCIAL PLAN (\$)

GL Account	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUE																	
Town of Qualicum Beach Requisition	16,547	24,782	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	12,021	20,654	18,207	18,468	18,783	19,207	19,413
Other Revenue																	
Logging Revenue	0	1,164	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																	
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	1,164	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	16,547	27,110	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	12,021	20,654	18,207	18,468	18,783	19,207	19,413
EXPENDITURES																	
Operating																	
Administration																	
4-2-25-7010																	
Salaries and Wages	39	59	83	212	616	1,074	868	815	597	7	1,124	959	3,014	3,014	3,014	3,151	3,151
Memberships Sub.	0	0	0	0	0	12	49	8	28	0	0	27	27	27	27	27	27
Contracts	50	47	0	0	223	100	0	389	0	0	0	137	137	137	151	151	151
Consulting	0	0	0	0	1,619	736	0	4,120	0	0	0	343	0	0	0	0	0
Legal Fees	0	0	0	0	1,354	0	0	0	0	0	0	0	356	356	370	370	370
Audit fees	288	288	288	599	572	572	562	562	562	0	534	617	630	644	658	671	671
Licenses and Insurance	5,895	6,065	6,239	6,192	6,744	4,912	4,869	6,602	478	4,748	3,543	6,850	4,110	4,247	4,384	4,521	4,658
Advertising	0	0	0	0	0	25	0	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	0	0	12	2	0	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	0	0	83	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	13	20	16	26	219	52	5	3	1	6	0	41	41	41	41	41	41
Parts, Materials & Supplies	0	0	0	0	56	137	10	0	0	0	0	69	69	69	69	69	82
Courier / Delivery	0	0	0	0	5	3	0	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	1	10	11	15	3	2	0	0	0	0	0	0	0	0	0	0	0
Total Administration	6,286	6,488	6,637	7,044	11,505	7,636	6,362	12,498	1,665	4,760	5,201	9,042	8,384	8,535	8,713	9,001	9,152
Operations																	
4-2-25-7011																	
Salaries & Wages	544	737	284	192	0	0	0	0	0	0	0	0	0	0	0	0	0
Contracts	510	1,441	697	343	0	0	0	0	0	0	0	0	0	0	0	0	0
Consulting	0	0	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses and Insurance	53	53	53	53	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parts, Materials and Supplies	12	679	1,086	7	0	0	0	0	0	0	0	0	0	0	0	0	0
Oil and Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural Gas	0	0	0	135	0	0	0	0	0	0	0	0	0	0	0	0	0
Equip Res. Charge Out	64	109	39	17	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Operations	1,201	3,019	2,195	747	0	0	0	0	0	0	0	0	0	0	0	0	0

GL Account	2007 Actual	2008 Actual	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Maintenance	4-2-25-7012																
Salaries & Wages	2,235	2,461	3,273	1,581	1,409	3,428	1,812	2,909	793	5,175	1,099	2,781	2,836	2,891	2,946	3,014	3,028
Conferences / Seminars / Travel	0	0	34	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract	449	3,708	7,487	471	1,755	818	633	200	263	971	365	617	630	644	658	671	671
Consulting	338	0	1,029	0	514	3,694	148	0	0	0	0	69	69	69	69	69	69
Equipment Lease and Rental	0	0	29	0	0	0	0	0	0	0	360	1,096	1,123	1,137	1,165	1,192	1,192
	4-2-25-7012-450	381	2,460	598	332	467	1,793	496	195	104	3,746	0	1,644	137	137	151	151
Small Tools, Equipment & Furniture	12	5	60	15	288	26	0	0	0	387	370	378	0	0	0	0	0
Courier and Delivery	6	10	6	0	42	0	0	5	9	4	11	14	14	14	14	14	14
Gas & Oil	307	163	28	0	272	0	0	6	0	112	18	14	14	14	14	14	14
Equip Res. Charge Out	219	195	294	175	119	422	180	231	76	463	109	206	206	219	219	219	233
Total Maintenance	3,947	9,003	12,838	2,574	4,865	10,181	3,271	3,546	1,246	10,858	2,331	6,817	5,028	5,124	5,233	5,343	5,370
Road Maintenance	4-2-25-7013																
Salaries & Wages	0	0	64	12	20	114	94	68	45	20	246	274	274	288	288	301	315
Contracts	0	0	0	0	0	794	22	36	111	0	33	164	164	164	178	178	178
Insurance and Licences	0	0	82	84	84	0	99	99	0	0	110	110	110	110	110	123	123
Equip Res. Charge Out	0	0	9	2	3	16	54	29	4	0	100	137	137	137	151	151	164
Total Road Maintenance	0	0	155	98	107	924	269	232	160	20	379	685	685	699	726	754	781
Total Administration, Operations and Maintenance	11,434	18,510	21,825	10,462	16,477	18,741	9,901	16,276	3,072	15,638	7,911	16,544	14,097	14,358	14,673	15,097	15,303
Transfer to Reserves	4,110	4,110	3,288	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110
Total	15,544	22,620	25,113	14,572	20,587	22,851	14,011	20,386	7,182	19,748	12,021	20,654	18,207	18,468	18,783	19,207	19,413
Capital	4-6-25-9701-331																
Capital Planning	242	1,493	28,101	5,571													
Equipment	0	1,832	0	1,144	381												
Engineering, Consulting, Legal Fees	0	0	0	0	0												
AWS Road	0	0	0	0	0												
Radio Connection	761	0	0	0	0												
River Intake / Treatment Prop. Acquisition	0	0	0	0	0												
Administration	0	0	0	0	0												
Total Capital	1,003	3,325	28,101	6,716	381	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES (no Grant)	16,547	25,946	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	12,021	20,654	18,207	18,468	18,783	19,207	19,413
Capital Planning Grant																	
Transfer from Reserves																	
TOTAL EXPENDITURES (with Grant) ¹	16,547	25,946	53,214	21,288	20,968	22,851	14,011	20,386	7,182	19,748	12,021	20,654	18,207	18,468	18,783	19,207	19,413



DATE: October 25, 2017

REPORT TO: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

FROM: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: ENGLISHMAN RIVER WATER SERVICE (ERWS)
REVISED 2018 - 2022 FINANCIAL PLAN

PURPOSE: ADOPTION OF THE ERWS REVISED 2018 - 2022 FINANCIAL PLAN

EXECUTIVE SUMMARY:

The ERWS 2017 - 2021 Financial Plan sets out the financial requirements needed to advance the objectives of bulk water supply to the Joint Venture Communities.

RECOMMENDATION(S):

1. THAT the report from the Englishman River Water Service Management Committee, dated October 25, 2017, entitled ERWS 2018 - 2022 Financial Plan be received.
2. THAT the Englishman River Water Service Management Board accept the 2018 - 2022 Financial Plan as outlined in Table 1 attached to the October 25, 2017 report.
3. THAT the Englishman River Water Service Management Board recommend the Joint Ventures adopt their portion of the 2018 - 2022 Financial Plan as outlined in Table 2 attached to the October 25, 2017 report.

BACKGROUND:

The ERWS project is now approximately 30 % complete in the construction phase and is currently on time and within the identified budgets.

The local market has been affected by unforeseeable global circumstances that may affect the supply of materials. In this case, Hurricane Harvey caused the shutdown of resin suppliers in Houston Texas. This has a direct bearing on the current market price of High Density Polyethylene (HDPE) pipe and materials suppliers have enacted "Force Majeure" which now puts a premium on HDPE material costs. Approximately 7,000 feet of pipe is remaining to be supplied on the water transmission main to Springwood Reservoir and the demand market for this material has directly affected the price. Contractually, standard clauses exempt contracting parties from fulfilling their contractual obligations for causes that could not be anticipated. Alternately, we could wait until prices go back to original but the contractor could claim extra for delay in the contract.

Also, additional quantities rock in the river, over excavation and clearing and grubbing have been encountered but not fully quantified and progressed to date. At this point in time we feel these extra costs are within the contingency amount and will have no impact on the 2018 budget. Should this change throughout the remaining course of construction and exceed the contingency, a revised budget will need to be brought forward to the ERWS Board for consideration.

A 2018 - 2022 Financial Plan has been prepared for consideration by the ERWS Management Board. Table 1 attached outlines the detailed total ERWS project cost and Table 2 attached references each jurisdiction's share to take forward to each respected Council / Board for ratification.

OPTIONS:

1. Accept the Revised ERWS 2018 - 2022 Financial Plan as presented in Table 1 attached.
2. Provide the ERWS Management Committee with further direction.

ANALYSIS:

Option 1

This is consistent with the ERWS Management Committee recommendation to proceed with the project and would allow completion by June 2019.

Option 2

The 2018 - 2022 Financial Plan sets out the financial requirements needed for ERWS to carry out projects necessary to advance ERWS objectives.

FINANCIAL IMPACT:

Cost sharing for the Englishman River Water Service budget is established based on ownership (i.e. Parksville 74 % and RDN 26 %) as referenced in Schedule "C" of the Englishman River Water Service Joint Venture, dated July 1, 2011.

The ERWS has received over \$12 million in funding from senior government.

The ERWS 2018 - 2022 Financial Plan sets out the financial requirements needed for the ERWS staff to carry out the project for the next several years.

REFERENCES:

ERWS 2017 - 2021 revised Financial Plan adopted on May 3, 2017

Table 1, dated October 25, 2017 showing the recommended ERWS Revised 2018 - 2022 Financial Plan and Table 2 showing each Joint Venture's requisition share.

TABLE 1
ENGLISHMAN RIVER WATER SERVICE
2018 - 2022 FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUE													
Joint Venture Requisitions													
Parksville Requisition (74 %)	1,082,538	225,017	443,183	593,655	468,754	1,634,991	4,435,406	11,986,367	5,853,943	1,126,158	671,106	350,390	354,164
RDN Requisition (26%)	380,351	79,060	155,713	208,581	164,697	409,309	1,429,239	3,067,778	2,278,529	2,160,542	235,794	123,110	124,436
Total Joint Venture Requisitions	1,462,889	304,077	598,896	802,236	633,452	2,044,300	5,864,645	15,054,145	8,132,472	3,286,700	906,900	473,500	478,600
6063128.42													
Other Revenue													
Grants - Small Communities Fund & CWWF	0	483,801	669,172	581,257	0	828,854	828,854	5,171,146	6,063,128	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	483,801	669,172	581,257	0	828,854	828,854	5,171,146	6,063,128	0	0	0	0
TOTAL REVENUE	1,462,889	787,878	1,268,068	1,383,493	633,452	2,873,154	6,693,499	20,225,291	14,195,600	3,286,700	906,900	473,500	478,600
EXPENDITURES													
Operating													
Administration (Operating)													
Salaries / Wages	1,950	0	259	0	258	1,214	0	0	0	84,000	84,000	84,000	84,000
Training	0	2,060	0	59	0	0	0	102	100	100	100	100	100
Conferences / Seminars	0	1,006	0	0	0	0	0	0	0	0	0	0	0
Memberships	0	273	301	0	0	0	0	0	0	0	0	0	0
Contracts	1,628	748	5,109	1,819	0	0	0	2,040	2,100	2,100	2,200	2,200	2,300
Consulting	256	0	0	470	0	0	0	0	0	0	0	0	0
Legal Fees	0	2,596	0	0	3,427	0	0	3,570	3,600	3,700	3,800	3,900	3,900
Audit Fees	0	4,172	4,100	4,100	4,100	3,900	3,900	7,500	7,700	4,400	4,400	4,500	4,500
Tel / Cable	0	809	924	602	0	0	50	510	500	500	500	600	600
Meeting Costs	8	478	608	1,276	1,901	1,219	0	1,243	1,300	1,600	1,600	1,700	1,700
Licenses and Insurance	0	0	0	0	884	1,675	828	510	500	500	500	600	600
Advertising	0	0	0	766	11,382	0	0	204	200	200	200	200	200
Printing	0	0	0	0	1,920	225	0	0	0	0	0	0	0
Courier	0	0	0	44	29	0	0	102	100	100	100	100	100
Small Tools, Equipment & Furniture	81	1,631	139	356	0	85	43	510	500	500	500	600	600
Hydro	0	0	0	0	53	1,397	0	0	0	0	0	0	0
Minor Capital - Contracts	1,209	0	0	0	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	503	0	0	0	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains										150,000	150,000	150,000	150,000
Water Treatment Plant										225,000	225,000	225,000	230,000
ASR										0	0	0	0
Total Administration (Operating)	5,634	13,772	11,440	9,492	23,954	9,714	4,821	16,291	16,600	472,700	472,900	473,500	478,600
Total Operating	5,634	13,772	11,440	9,492	23,954	9,714	4,821	16,291	16,600	472,700	472,900	473,500	478,600

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Property Acquisition - Administration	7-6-28-9750-300	13,683	-4,070	11,203	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	4,983	0	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	6,574	0	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	136	739	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	1,200,550	0	0	0	0	0	0	0	0	0	0	0	0
Total Property Acquisition		1,225,925	-3,331	11,203	0	0	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	48,421	34,906	39,635	35,808	15,212	19,719	17,738	42,000	42,000	42,000	42,000	0	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	358	256	0	1,031	1,450	0	2,839,385	4,770,000	1,380,000	180,000	0	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	10,685	17,681	338,863	490,301	236,921	579,263	191,561	280,000	300,000	0	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	1,592	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	603	0	0	1,396	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	103	3,822	790	780	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	3,023	389	1,008	443	489	0	573	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	2,189	727	19	0	1,188	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	28	0	915	0	0	0	0	0	0	0	0	0	0
Joint Transmission Main - Contracts	7-6-28-9754-330	0	0	0	0	0	6,586	572,560	560,000	310,000	50,000	0	0	0
Joint Transmission Main - Consulting	7-6-28-9754-331	0	0	0	0	0	122,540	27,845	40,000	40,000	0	0	0	0
Joint Transmission Main - Administration	7-6-28-9754-300	0	0	0	0	0	0	7,263	0	0	0	0	0	0
Joint Transmission Main - Parts / Supplies	7-6-28-9754-450	0	0	0	0	0	0	70	0	0	0	0	0	0
Joint Transmission Main - Equip. Charge Out	7-6-28-9754-800	0	0	0	0	0	0	384	0	0	0	0	0	0
COP Transmission Main - Contracts	7-6-28-9755-330	0	0	0	0	0	9,717	358,965	3,030,000	2,720,000	100,000	0	0	0
COP Transmission Main - Consulting	7-6-28-9755-331	0	0	0	0	0	460,317	520	225,000	395,000	0	0	0	0
COP Transmission Main - Administration	7-6-28-9755-300	0	0	0	0	0	0	7,894	0	0	0	0	0	0
COP Transmission Main - Parts / Supplies	7-6-28-9755-450	0	0	0	0	0	0	194	0	0	0	0	0	0
RDN - Craig Bay Pump Station / Top Bridge Transmission											1,800,000	0	0	0
Total River Intake / Supply Mains		64,703	54,062	384,263	528,976	257,632	1,198,143	4,026,348	8,947,000	5,187,000	2,172,000	42,000	0	0
Water Treatment - Administration	7-6-28-9752-300	23,513	44,296	41,016	33,595	16,831	54,192	26,455	42,000	42,000	42,000	42,000	0	0
Water Treatment - Travel	7-6-28-9752-307	0	0	6,420	0	0	0	0	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	27,222	20,167	0	1,032	45,327	173,868	1,917,218	10,600,000	8,200,000	600,000	350,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	78,978	123,760	127,492	490,301	161,300	1,391,297	543,010	620,000	750,000	0	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	9,057	22,949	0	0	0	20,063	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	900	1,614	0	0	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance / Permits	7-6-28-9752-400	102	102	0	0	0	0	168,494	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	603	511	500	0	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	791	0	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,759	525	0	443	2,782	18,722	4,908	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	611	0	0	485	1,770	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	306	739	0	485	2,726	2,244	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	689	0	0	0	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-461	0	0	0	0	553	2,159	0	0	0	0	0	0	0
Total Water Treatment		142,219	214,330	175,666	526,765	228,274	1,665,297	2,662,330	11,262,000	8,992,000	642,000	392,000	0	0

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	47,966	68,824	42,248	10,218	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	184,135	234,995	135,486	99,833	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	24,407	263,943	229,267	128,733	13,232	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,806	1,619	605	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	120	134	754	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	603	603	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	9,491	136,424	5,894	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	5,832	39	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	161	161	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	500	1,652	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	1,585	7,901	2,086	309	0	0	0	0	0	0	0	0
Total Aquifer Storage and Recovery		24,407	509,045	685,496	318,261	123,592	0	0	0	0	0	0	0	0
Total Capital		1,457,254	774,107	1,256,628	1,374,001	609,498	2,863,440	6,688,678	20,209,000	14,179,000	2,814,000	434,000	0	0
TOTAL EXPENDITURES		1,462,889	787,878	1,268,068	1,383,493	633,452	2,873,154	6,693,499	20,225,291	14,195,600	3,286,700	906,900	473,500	478,600

TABLE 2
Parkville Requisition - ERWS
2018 - 2022 FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUE													
Joint Venture Requisitions													
Parkville Requisition (74%)	1,082,538	225,017	443,183	593,655	468,754	1,634,991	4,435,406	11,986,367	5,853,943	1,126,158	671,106	350,390	354,164
Other Revenue													
Grants - Small Communities Fund & CWWF	0	358,013	495,187	430,130	0	613,352	613,352	3,826,648	5,460,701	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	358,013	495,187	430,130	0	613,352	613,352	3,826,648	5,460,701	0	0	0	0
TOTAL REVENUE	1,082,538	583,030	938,370	1,023,785	468,754	2,248,343	5,048,758	15,813,016	11,314,644	1,126,158	671,106	350,390	354,164
EXPENDITURES													
Operating	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%	74%
Administration (Operating)													
Salaries / Wages	1,443	0	192	0	191	898	0	0	0	62,160	62,160	62,160	62,160
Training	0	1,524	0	44	0	0	0	75	74	74	74	74	74
Conferences / Seminars	0	744	0	0	0	0	0	0	0	0	0	0	0
Memberships	0	202	223	0	0	0	0	0	0	0	0	0	0
Contracts	1,205	554	3,780	1,346	0	0	0	1,510	1,554	1,554	1,628	1,628	1,702
Consulting	189	0	0	348	0	0	0	0	0	0	0	0	0
Legal Fees	0	1,921	0	0	2,536	0	0	2,642	2,664	2,738	2,812	2,886	2,886
Audit Fees	0	3,087	3,034	3,034	3,034	2,886	2,886	5,550	5,698	3,256	3,256	3,330	3,330
Tel / Cable	0	599	684	445	0	0	37	377	370	370	370	444	444
Meeting Costs	6	354	450	944	1,407	902	0	920	962	1,184	1,184	1,258	1,258
Licences and Insurance	0	0	0	0	654	1,239	613	377	370	370	370	444	444
Advertising	0	0	0	566	8,423	0	0	151	148	148	148	148	148
Printing	0	0	0	0	1,421	167	0	0	0	0	0	0	0
Courier	0	0	0	33	21	0	0	75	74	74	74	74	74
Small Tools, Equipment & Furniture	60	1,207	103	263	0	63	32	377	370	370	370	444	444
Hydro	0	0	0	0	39	1,034	0	0	0	0	0	0	0
Minor Capital - Contracts	895	0	0	0	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	372	0	0	0	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains										111,000	111,000	111,000	111,000
Water Treatment Plant										166,500	166,500	166,500	170,200
ASR										0	0	0	0
Total Administration (Operating)	4,169	10,191	8,465	7,024	17,726	7,189	3,568	12,056	12,284	349,798	349,946	350,390	354,164
Total Operating	4,169	10,191	8,465	7,024	17,726	7,189	3,568	12,056	12,284	349,798	349,946	350,390	354,164

Capital - Program Summary														
Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Property Acquisition - Administration	7-6-28-9750-300	10,125	-3,011	8,290	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	3,688	0	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	4,865	0	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	101	547	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	888,407	0	0	0	0	0	0	0	0	0	0	0	0
Total Property Acquisition		907,185	-2,465	8,290	0	0	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	35,832	25,830	29,330	26,498	11,257	14,592	13,126	31,080	31,080	31,080	31,080	0	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	265	190	0	763	1,073	0	2,101,145	3,529,800	1,021,200	133,200	0	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	7,907	13,084	250,759	362,823	175,322	428,655	141,755	207,200	222,000	0	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	1,178	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	446	0	0	1,033	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	76	2,828	585	577	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	2,237	288	746	328	362	0	424	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	1,619	538	14	0	879	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	21	0	677	0	0	0	0	0	0	0	0	0	0
Joint Transmission Main - Contracts	7-6-28-9754-330	0	0	0	0	0	4,874	423,694	414,400	229,400	37,000	0	0	0
Joint Transmission Main - Consulting	7-6-28-9754-331	0	0	0	0	0	90,680	20,605	29,600	29,600	0	0	0	0
Joint Transmission Main - Administration	7-6-28-9754-300	0	0	0	0	0	0	5,374	0	0	0	0	0	0
Joint Transmission Main - Parts / Supplies	7-6-28-9754-450	0	0	0	0	0	0	52	0	0	0	0	0	0
Joint Transmission Main - Equip. Charge Out	7-6-28-9754-800	0	0	0	0	0	0	284	0	0	0	0	0	0
COP Transmission Main - Contracts	7-6-28-9755-330	0	0	0	0	0	9,717	358,965	3,030,000	2,720,000	100,000	0	0	0
COP Transmission Main - Consulting	7-6-28-9755-331	0	0	0	0	0	460,317	520	225,000	395,000	0	0	0	0
COP Transmission Main - Administration	7-6-28-9755-300	0	0	0	0	0	0	7,894	0	0	0	0	0	0
COP Transmission Main - Parts / Supplies	7-6-28-9755-450	0	0	0	0	0	0	194	0	0	0	0	0	0
RDN - Craig Bay Pump Station / Top Bridge Transmission												0		
Total River Intake / Supply Mains		47,880	40,006	284,354	391,442	190,648	1,008,835	3,075,067	7,467,080	4,648,280	301,280	31,080	0	0
Water Treatment - Administration	7-6-28-9752-300	17,399	32,779	30,352	24,860	12,455	40,102	19,577	31,080	31,080	31,080	31,080	0	0
Water Treatment - Travel	7-6-28-9752-307	0	0	4,751	0	0	0	0	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	20,144	14,924	0	764	33,542	128,662	1,418,741	7,844,000	6,068,000	444,000	259,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	58,444	91,582	94,344	362,823	119,362	1,029,560	401,828	458,800	555,000	0	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	6,702	16,982	0	0	0	14,846	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	666	1,195	0	0	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	75	75	0	0	0	0	124,686	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	446	378	370	0	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	585	0	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	1,301	388	0	328	2,059	13,855	3,632	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	452	0	0	359	1,310	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	226	547	0	359	2,018	1,661	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	510	0	0	0	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-461	0	0	0	0	409	1,598	0	0	0	0	0	0	0
Total Water Treatment		105,242	158,604	129,993	389,806	168,923	1,232,320	1,970,124	8,333,880	6,654,080	475,080	290,080	0	0

Capital - Program Summary														
Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	35,495	50,930	31,263	7,561	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	136,260	173,896	100,260	73,876	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	18,061	195,318	169,658	95,263	9,792	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	1,336	1,198	447	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	89	100	558	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	446	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	7,023	100,954	4,361	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	4,316	29	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	119	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	370	1,222	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	1,173	5,846	1,544	228	0	0	0	0	0	0	0	0
Total Aquifer Storage and Recovery		18,061	376,694	507,267	235,513	91,458	0	0	0	0	0	0	0	0
Total Capital		1,078,368	572,839	929,905	1,016,761	451,028	2,241,155	5,045,191	15,800,960	11,302,360	776,360	321,160	0	0
TOTAL EXPENDITURES		1,082,538	583,030	938,370	1,023,785	468,754	2,248,343	5,048,758	15,813,016	11,314,644	1,126,158	671,106	350,390	354,164

TABLE 2
Regional District of Nanaimo Requisition - ERWS
2018 - 2022 FINANCIAL PLAN (\$)

	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
REVENUE													
Joint Venture Requisitions RDN Requisition (26%)	380,351	79,060	155,713	208,581	164,697	409,309	1,429,239	3,067,778	2,278,529	2,160,542	235,794	123,110	124,436
Other Revenue													
Grants - Small Communities Fund & CWWF	0	125,788	173,985	151,127	0	215,502	215,502	1,344,498	602,427	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Revenue	0	125,788	173,985	151,127	0	215,502	215,502	1,344,498	602,427	0	0	0	0
TOTAL REVENUE	380,351	204,848	329,698	359,708	164,697	624,811	1,644,741	4,412,276	2,880,956	2,160,542	235,794	123,110	124,436
EXPENDITURES													
Operating	26%	26%	26%	26%	26%	26%	26%	26%	26%	26%	26%	26%	26%
Administration (Operating)													
Salaries / Wages 7-2-28-7310-300	507	0	67	0	67	316	0	0	0	21,840	21,840	21,840	21,840
Training 7-2-28-7310-306	0	536	0	15	0	0	0	27	26	26	26	26	26
Conferences / Seminars 7-2-28-7310-307	0	261	0	0	0	0	0	0	0	0	0	0	0
Memberships 7-2-28-7310-311	0	71	78	0	0	0	0	0	0	0	0	0	0
Contracts 7-2-28-7310-330	423	195	1,328	473	0	0	0	530	546	546	572	572	598
Consulting 7-2-28-7310-331	66	0	0	122	0	0	0	0	0	0	0	0	0
Legal Fees 7-2-28-7310-332	0	675	0	0	891	0	0	928	936	962	988	1,014	1,014
Audit Fees 7-2-28-7310-333	0	1,085	1,066	1,066	1,066	1,014	1,014	1,950	2,002	1,144	1,144	1,170	1,170
Tel / Cable 7-2-28-7310-422	0	210	240	157	0	0	13	133	130	130	130	156	156
Meeting Costs 7-2-28-7310-423	2	124	158	332	494	317	0	323	338	416	416	442	442
Licences and Insurance 7-2-28-7310-400	0	0	0	0	230	435	215	133	130	130	130	156	156
Advertising 7-2-28-7310-410	0	0	0	199	2,959	0	0	53	52	52	52	52	52
Printing 7-2-28-7310-413	0	0	0	499	59	0	0	0	0	0	0	0	0
Courier 7-2-28-7310-452	0	0	0	11	8	0	0	27	26	26	26	26	26
Small Tools, Equipment & Furniture 7-2-28-7310-450	21	424	36	93	0	22	11	133	130	130	130	156	156
Hydro 7-2-28-7310-461	0	0	0	14	363	0	0	0	0	0	0	0	0
Minor Capital - Contracts 7-2-28-7350-330	314	0	0	0	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials 7-2-28-7350-450	131	0	0	0	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains										39,000	39,000	39,000	39,000
Water Treatment Plant										58,500	58,500	58,500	59,800
ASR										0	0	0	0
Total Administration (Operating)	1,465	3,581	2,974	2,468	6,228	2,526	1,253	4,236	4,316	122,902	122,954	123,110	124,436
Total Operating	1,465	3,581	2,974	2,468	6,228	2,526	1,253	4,236	4,316	122,902	122,954	123,110	124,436

Capital - Program Summary

Description	G/L	2011	2012	2013	2014	2015	2016	2017	2017	2018	2019	2020	2021	2022
		Actual	Actual	Actual	Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget	Budget
Property Acquisition - Administration	7-6-28-9750-300	3,558	-1,058	2,913	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	1,296	0	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	1,709	0	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	35	192	0	0	0	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	312,143	0	0	0	0	0	0	0	0	0	0	0	0
Total Property Acquisition		318,741	-866	2,913	0	0	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Administration	7-6-28-9751-300	12,590	9,075	10,305	9,310	3,955	5,127	4,612	10,920	10,920	10,920	10,920	0	0
River Intake / Supply Mains - Contracts	7-6-28-9751-330	93	67	0	268	377	0	738,240	1,240,200	358,800	46,800	0	0	0
River Intake / Supply Mains - Engineering	7-6-28-9751-331	2,778	4,597	88,104	127,478	61,599	150,608	49,806	72,800	78,000	0	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	0	0	0	0	414	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	0	157	0	0	363	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	0	27	994	206	203	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	786	101	262	115	127	0	149	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	569	189	5	0	309	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	7	0	238	0	0	0	0	0	0	0	0	0	0
Joint Transmission Main - Contracts	7-6-28-9754-330	0	0	0	0	0	1,712	148,866	145,600	80,600	13,000	0	0	0
Joint Transmission Main - Consulting	7-6-28-9754-331	0	0	0	0	0	31,860	7,240	10,400	10,400	0	0	0	0
Joint Transmission Main - Administration	7-6-28-9754-300	0	0	0	0	0	0	1,888	0	0	0	0	0	0
Joint Transmission Main - Parts / Supplies	7-6-28-9754-450	0	0	0	0	0	0	18	0	0	0	0	0	0
Joint Transmission Main - Equip. Charge Out	7-6-28-9754-800	0	0	0	0	0	0	100	0	0	0	0	0	0
COP Transmission Main - Contracts	7-6-28-9755-330	0	0	0	0	0	0	0	0	0	0	0	0	0
COP Transmission Main - Consulting	7-6-28-9755-331	0	0	0	0	0	0	0	0	0	0	0	0	0
COP Transmission Main - Administration	7-6-28-9755-300	0	0	0	0	0	0	0	0	0	0	0	0	0
COP Transmission Main - Parts / Supplies	7-6-28-9755-450	0	0	0	0	0	0	0	0	0	0	0	0	0
RDN - Craig Bay Pump Station / Top Bridge Transmission											1,800,000			
Total River Intake / Supply Mains		16,823	14,056	99,908	137,534	66,984	189,308	951,282	1,479,920	538,720	1,870,720	10,920	0	0
Water Treatment - Administration	7-6-28-9752-300	6,113	11,517	10,664	8,735	4,376	14,090	6,878	10,920	10,920	10,920	10,920	0	0
Water Treatment - Travel	7-6-28-9752-307	0	0	1,669	0	0	0	0	0	0	0	0	0	0
Water Treatment - Contracts	7-6-28-9752-330	7,078	5,244	0	268	11,785	45,206	498,477	2,756,000	2,132,000	156,000	91,000	0	0
Water Treatment - Engineering	7-6-28-9752-331	20,534	32,178	33,148	127,478	41,938	361,737	141,183	161,200	195,000	0	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	2,355	5,967	0	0	0	5,216	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	234	420	0	0	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	26	26	0	0	0	0	43,809	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	0	0	0	157	133	130	0	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	206	0	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	457	136	0	115	723	4,868	1,276	0	0	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	0	159	0	0	126	460	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	0	79	192	0	126	709	583	0	0	0	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	179	0	0	0	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-461					144	561	0						
Total Water Treatment		36,977	55,726	45,673	136,959	59,351	432,977	692,206	2,928,120	2,337,920	166,920	101,920	0	0

Capital - Program Summary

Description	G/L	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 YTD	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	0	12,471	17,894	10,984	2,657	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	0	47,875	61,099	35,226	25,957	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	6,346	68,625	59,609	33,471	3,440	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	470	421	157	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	31	35	196	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	157	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	2,468	35,470	1,532	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	1,516	10	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	42	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	130	429	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	0	412	2,054	542	80	0	0	0	0	0	0	0	0
Total Aquifer Storage and Recovery		6,346	132,352	178,229	82,748	32,134	0	0	0	0	0	0	0	0
Total Capital		378,886	201,268	326,723	357,240	158,469	622,285	1,643,487	4,408,040	2,876,640	2,037,640	112,840	0	0
TOTAL EXPENDITURES		380,351	204,848	329,698	359,708	164,697	624,811	1,644,741	4,412,276	2,880,956	2,160,542	235,794	123,110	124,436

TO: Regional District of Nanaimo
Inaugural Board

MEETING: November 14, 2017

FROM: Jacquie Hill
Manager, Administrative Services

FILE: 0570

SUBJECT: 2018 Board and Standing Committee Regular Meeting Schedule

RECOMMENDATION

That the 2018 Board and Standing Committee regular meeting schedule be approved as presented.

SUMMARY

A list of 2018 regular meeting dates for the Board and Standing Committees has been prepared for consideration. The schedule follows the same format as in previous years, with the exception of August, 2018, in which a Regular Board meeting is not proposed, and adjustments to the meeting dates in the fall to accommodate the timing of the Union of British Columbia Municipalities (UBCM) convention and local government elections.

BACKGROUND

Board meeting requirements are set under Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017, and in provincial statute. The Board approves its upcoming meeting schedule for the regular Board, Committee of the Whole (CoW), and Electoral Area Services Committee (EASC) each year in late fall.

The list of proposed 2018 meeting dates is included as Attachment 1. The 2018 schedule does not include special meetings that may be required for Board and Standing Committees, which would be scheduled separately.

Regular meetings are typically held on the second and fourth Tuesdays of each month, except as follows:

August

The proposed annual schedule does not include a Regular Board meeting in August, 2018. Business over the summer months can be accommodated efficiently at the regular meetings in July and September, as the Board's Committees do not meet during August, and there are fewer business items during this period. Additionally, meetings will resume one week earlier than typical in September, 2018, as noted below.

September

The meeting cycle is moved forward by one week in September, 2018, to accommodate the annual UBCM convention. With meetings on the first and third weeks, the Board will resume business one week earlier than typical after the August break. The Board meeting cycle is affected most years in September by UBCM.

October

The meeting cycle is moved forward by one week in October, 2018, to accommodate local government elections general voting day on October 20, 2018. With meetings on the first and third weeks, the Board's final regular meeting prior to the election will take place on October 16, 2018.

November - December

The November, 2018 Inaugural meeting is set in accordance with the *Local Government Act*, which requires the Board to elect its chair and vice chair at the first meeting held after November 1, which is scheduled for November 13. Additionally an EASC and COW meeting will be held on November 20, 2018 with recommendations going to the regular Board meeting on December 4, 2018.

ALTERNATIVES

1. That the 2018 meeting schedule be approved as presented.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

The proposed 2018 Board and Standing Committee regular meeting schedule would reduce the number of Board meetings from 12 to 11, which would save approximately \$700.00 in meeting costs.

STRATEGIC PLAN IMPLICATIONS

The RDN Board Strategic Plan is a guiding document for all Board and committee meetings. The Plan's key focus areas of "Governance," "Service and Organizational Excellence," and "Relationships" are directly related to the administration of an efficient meeting schedule.



Jacquie Hill

jhill@rdn.bc.ca

October 25, 2017

Reviewed by:

- W. Idema, A/GM, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachment

1. Regional District of Nanaimo 2018 Board and Standing Committee Regular Meeting Schedule

ATTACHMENT 1 (page 1 of 2)

Regional District of Nanaimo 2018 Board and Standing Committee Regular Meeting Schedule

Meeting Location: RDN Board Chambers, 6300 Hammond Bay Rd, Nanaimo.

Meeting Times: Electoral Area Services Committee (EASC) – 1:30 pm
 Committee of the Whole – 3:00 pm
 Board Meeting – 7:00 pm

January 9	EASC/Committee of the Whole
January 23	Board Meeting
February 13	EASC/Committee of the Whole
February 27	Board Meeting
March 13	EASC/Committee of the Whole
March 27	Board Meeting
April 10	EASC/Committee of the Whole
April 24	Board Meeting
May 8	EASC/Committee of the Whole
May 22	Board Meeting
June 12	EASC/Committee of the Whole
June 26	Board Meeting
July 10	EASC/Committee of the Whole
July 24	Board Meeting
August	No regular EASC, Committee of the Whole, or Board meeting
September 4	EASC/Committee of the Whole
September 18	Board Meeting
October 2	EASC/Committee of the Whole
October 16	Board Meeting
November 13	Inaugural Board Meeting
November 20	EASC/Committee of the Whole
December 4	Board Meeting

2018 Conferences:

AVICC Convention – April 13-15 (Victoria)
 FCM Conference – May 31 - June 3 (Halifax)
 UBCM Convention – September 10-14 (Whistler)

ATTACHMENT 1 (page 2 of 2)

Regional District of Nanaimo 2018 Board and Standing Committee Regular Meeting Schedule

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- CoW / EASC
- Board
- AVICC (April 13-15)
- FCM (May 31 – June 3)
- UBCM (September 10-14)

TO: Regional District of Nanaimo Board **MEETING:** November 14, 2017
FROM: Lisa Moilanen
Communications Coordinator **FILE:** 1495-01
SUBJECT: Corporate Communications Updates

RECOMMENDATION

1. That the Corporate Communications Updates report be received for information.

SUMMARY

Recent changes to our existing corporate communications tools will improve our ability to meaningfully connect with our community. These changes include updates to our existing website, the addition of an unlimited annual subscription to an online engagement platform, *Get Involved RDN*, and the “About the RDN” video explaining what services we provide the region. The intent of these changes is to provide more opportunities for residents to learn about the Regional District of Nanaimo (RDN) in an accessible, transparent and authentic way.

BACKGROUND

[Our website](#)

Our website has been refreshed to make the site mobile friendly and more responsive for people using different devices. The new look of the website is also now in-line with our current branding and reorganized to help residents find what they are looking for.

[Get Involved RDN](#)

With the subscription to the engagement HQ software, our new online engagement platform *Get Involved RDN* is intended to be an additional way to connect with the community and not meant to replace face-to-face opportunities to engage. Projects that we have engagement with the community planned will become an active project on this page. This page allows us to display information including timelines, background documents, how we got here, what’s new, comments or ideas on a map, social media feeds and much more. The interactive portion of each project allows the opportunity for transparency and two way dialogue using various tools.

"About the RDN" Video

The video was created to share the services we provide in a simple video format and is currently displayed on both our website and Get Involved RDN page. We are also able to use still shots from this video to share what services we provide for projects and promotional purposes.

ALTERNATIVES

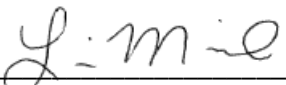
1. That the Corporate Communications Updates report be received for information.
2. That the Board provide alternative direction to staff.

FINANCIAL IMPLICATIONS

Funds totaling \$45,000 included in the 2017 budget were utilized for these projects. There will be an ongoing annual license fee of \$15,000 for the *Get Involved RDN* software.

STRATEGIC PLAN IMPLICATIONS

These new and updated communications tools will allow the Regional District of Nanaimo to better inform and engage residents on our projects and services. These changes support our 2016-2020 Strategic Plan to focus on service and organizational excellence as well as continuing to develop and encourage meaningful relationships with our communities. These enhancements to our existing communications are an additional way to improve public involvement by focusing on collaboration and communication.



Lisa Moilanen
lmoilanen@rdn.bc.ca
October 26, 2017

Reviewed by:

- J. Harrison, Director, Corporate Services
- P. Carlyle, Chief Administrative Officer

TO: Regional District of Nanaimo Board **MEETING:** November 14, 2017
FROM: Jane Matheson
Accountant **FILE:** 1840-04
SUBJECT: Bylaws No. 1767 and 1768 – Reserve Fund Establishment Bylaws

RECOMMENDATIONS

1. That “Barclay Crescent Sewer Service Reserve Fund Establishment Bylaw No. 1767, 2017” be introduced and read three times.
2. That “Barclay Crescent Sewer Service Reserve Fund Establishment Bylaw No. 1767, 2017” be adopted.
3. That “Westurne Heights Water Service Reserve Fund Establishment Bylaw No. 1768, 2017” be introduced and read three times.
4. That “Westurne Heights Water Service Reserve Fund Establishment Bylaw No. 1768, 2017” be adopted.

SUMMARY

The 2017/2018 budgets include the establishment of reserve funds for the Barclay Crescent Sewer and the Westurne Heights Water Service Areas for future capital infrastructure. Establishment of a reserve fund must be authorized by bylaw. Adoption of Bylaws 1767 and 1768 will complete the statutory requirement and will ensure that proper approvals are in place for reserve fund transfers for future capital infrastructure.

BACKGROUND

The Barclay Crescent Sewer Service and the Westurne Heights Water Service reserve funds will be used for capital upgrades, acquisitions and major projects for Regional District of Nanaimo assets utilized in the provision of sewer and water to the two service areas.

ALTERNATIVES

1. Approve and adopt the bylaws as presented.
2. Do not approve the bylaws.

FINANCIAL IMPLICATIONS

If the bylaws are adopted, there is an initial transfer to the Barclay Crescent Sewer Service reserve fund included in the 2017 Budget for \$5,000. The reserve transfer to the Westurne Heights Water Service Area is included in the 2018 proposed budget and will be completed in August 2018.

STRATEGIC PLAN IMPLICATIONS

The establishment of reserve funds for future capital expenditures assists in reducing the taxation impact of costly capital replacements or improvements as well as offsetting unforeseen costs as a result of one-time events that impact a service area. This directly supports the Board priority to fund infrastructure in support of core services employing an asset management focus.



Jane Matheson
Accountant
November 2, 2017

Reviewed by:

- M. Manhas, Manager, Capital and Financial Reporting
- W. Idema, Director of Finance
- G. Garbutt, A/Chief Administrative Officer

Attachments

1. Bylaw 1767
2. Bylaw 1768

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1767

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE BARCLAY CRESCENT SEWER SERVICES**

WHEREAS the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS the Board did by Bylaw No. 1391 establish the Regional District of Nanaimo Barclay Crescent Sewer Service;

AND WHEREAS it is considered desirable to establish a reserve fund to set aside funds to provide for costs related to the acquisition, repair, replacement, upgrading or improvements of the capital infrastructure of the Barclay Crescent Sewer Service;

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

1. There is hereby established a reserve fund to be known as the “Barclay Crescent Sewer Reserve Fund”.
2. Money from the current revenue of the Barclay Crescent Sewer Service Area, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for replacement, improvements, upgrades, repairs, expansion, and/or the acquisition of buildings, equipment and vehicles for the service.
5. This bylaw may be cited as the “Barclay Crescent Sewer Service Reserve Fund Establishment Bylaw No. 1767, 2017”.

Introduced and read three times this _____ day of _____, 2017.

Adopted this _____ day of _____, 2017.

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1768

**A BYLAW TO ESTABLISH A RESERVE FUND FOR
THE WESTURNE HEIGHTS WATER SERVICES**

WHEREAS the *Local Government Act* authorizes a Board to establish by bylaw a reserve fund for a specified purpose;

AND WHEREAS the Board did by Bylaw No. 1718 establish the Westurne Heights Water Service Area;

AND WHEREAS it is considered desirable to establish a reserve fund to set aside funds to provide for costs related to the acquisition, repair, replacement, upgrading or improvements of the capital infrastructure of the Westurne Heights Water Service;

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

1. There is hereby established a reserve fund to be known as the “Westurne Heights Water Reserve Fund”.
2. Money from the current revenue of the Westurne Heights Water Service Area, to the extent to which it is available, or as otherwise provided in the *Local Government Act*, may from time to time be paid into the reserve fund.
3. The money set aside may be invested in the manner provided by the *Local Government Act* until its use is required.
4. Money in the reserve fund shall be used for replacement, improvements, upgrades, repairs, expansion, and/or the acquisition of buildings, equipment and vehicles for the service.
5. This bylaw may be cited as the “Westurne Heights Water Service Reserve Fund Establishment Bylaw No. 1768, 2017”.

Introduced and read three times this ____ day of _____, 2017.

Adopted this _____ day of _____, 2017.

CHAIR

CORPORATE OFFICER

TO: Regional District of Nanaimo Board **MEETING:** November 14, 2017

FROM: Gerald St. Pierre
Acting Manager, Water Services **FILE:** 5500-22-NBP-0001

SUBJECT: Professional Engineering Services for the Nanoose Bay Peninsula Pump Station Replacement Project

RECOMMENDATION

That the Engineering Services contract for the Nanoose Bay Peninsula Pump Station Replacement Project be awarded to McElhanney Consulting Services Ltd. for \$230,432 (excluding GST).

SUMMARY

A Request for Proposals (RFP) was issued on September 14, 2017 for Professional Engineering Services for the Nanoose Bay Peninsula Pump Station. The RFP closed on October 12, 2017 and six proposals were received. The proposal from McElhanney Consulting Services Ltd. was the highest scoring proposal.

BACKGROUND

In partnership with the City of Parksville (CoP), the Regional District of Nanaimo (RDN) supplies surface water from the Englishman River to the Nanoose Bay Peninsula Water Service Area (NBPWSA). The water supply is conveyed via an existing pumpstation located on Northwest Bay Road in Parksville, BC.

As development within the NBPWSA progresses, the existing pumpstation will not be able to supply the required flows.

An RFP was issued on September 14, 2017 for Professional Engineering Services for the Nanoose Bay Peninsula Pump Station. The purpose of the RFP was to request proposals from qualified engineering firms for the design, tendering, and contract management of a new pumpstation and associated transmission main, as well as decommissioning the existing pumpstation.

The RFP closed on October 12, 2017 and six proposals were received. The RDN evaluation committee reviewed the proposals against the evaluation criteria set out in the RFP:

- Project Team, Experience, and Corporate Commitment (25%)
- Past Performance and References (25%)
- Project Understanding, Methodology, Task List and Deliverables (30%)
- Financial Proposal (20%)

The evaluation process ranked the proposal from McElhanney Consulting Services as the highest overall.

ALTERNATIVES

1. Award the Engineering Services contract for the Nanoose Bay Peninsula Pump Station Replacement Project to McElhanney Consulting Services Ltd. for \$230,432 (excluding GST).
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The recommended contract award amount of \$230,432 is within the \$270,000 amount budgeted for Engineering Services for this project.

Community Works Funds have been made available to fund this engineering work. The overall cost of the project, including construction is included in the Nanoose Bulk Water capital plan. The RDN has applied for project funding under the Strategic Priorities Fund. If grant funding is not secured, the project will be completed under existing borrowing authority.

STRATEGIC PLAN IMPLICATIONS

The design and construction of the pumpstation directly supports the strategic priority to Focus on Service and Organization Excellence and "...fund infrastructure in support of our core services...". More specifically, this project allows the RDN to maintain the existing level of service provided to the Nanoose Bay Peninsula Water Service Area well into the future. Also, this project supports the strategic priority to Focus on Economic Health and recognizes the importance of water in supporting economic and environmental health. Without this pumpstation, further development within the NBP Water Service Area would not be feasible.



Gerald St. Pierre, P.Eng., PMP
gstpierre@rdn.bc.ca
10/23/2017

Reviewed by:

- S. De Pol, Director, Water & Wastewater Services
- W. Idema, Director Finance
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

TO: Regional District of Nanaimo Board **MEETING:** November 14, 2017

FROM: Courtney Simpson
Senior Planner **FILE:** **6480-00 EA 'H'**

SUBJECT: **Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06 –
Consideration in Conjunction with Financial Plan and Waste Management Plans**

RECOMMENDATION

That the Board consider “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017”, in conjunction with the current Financial Plan, Liquid Waste Management Plan, and Solid Waste Management Plan.

SUMMARY

At its meeting on October 24, 2017, the Board gave first and second reading to Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06. In accordance with the requirements of the *Local Government Act*, following first reading and prior to the Public Hearing, an Official Community Plan (OCP) bylaw must be reviewed in conjunction with the current Regional District of Nanaimo (RDN) Financial Plan, Solid Waste Management Plan and Liquid Waste Management Plan.

As per the legislation, Finance, Solid Waste and Wastewater staff have reviewed the proposed OCP in conjunction with the current Financial Plan, the Solid Waste Management Plan and Liquid Waste Management Plan and have identified no conflicts or concerns. The proposed policies within the OCP are in line with and support these plans and the proposed bylaw can proceed through the bylaw adoption process.

BACKGROUND

In accordance with section 477 of the Local Government Act, “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017” has been reviewed with respect to the current RDN Financial Plan, the Solid Waste Management Plan and Liquid Waste Management Plan.

Financial Plan: The OCP is not in conflict with the current Financial Plan. Once adopted, implementation of the OCP will include consideration of additions to the Financial Plan in future years.

Solid Waste Management Plan: There currently are no solid waste management facilities in the OCP Area such as a transfer station or recycling depot. However, the OCP supports that type of use in any designation, subject to other policies of the Plan. The Solid Waste Management Plan is currently under

review and, when that process is complete, there may be recommendations to consider in future OCP reviews.

Liquid Waste Management Plan: As it relates to the OCP, the Liquid Waste Management Plan addresses wastewater disposal via onsite and sewer. The OCP is consistent with the Liquid Waste Management Plan. Of note is the concept of a mandatory septic maintenance program. In response to community input and particular concerns that inadequately maintained coastal onsite wastewater systems may be causing contamination of the marine environment, OCP Section 4.3, Policy 9, supports establishing a mandatory septic maintenance program. The Liquid Waste Management Plan supports a feasibility study for such a program, which was completed for the whole of the RDN in 2013 and was found to not be feasible at that time and of that scope. Implementing this OCP policy within Electoral Area 'H' or only a part of Electoral Area 'H' would require defining the scope both geographically and in the type of service, and a study of the feasibility of delivering the service.

With respect to the current project to construct a wastewater collection and disposal system for Bowser Village Centre, wastewater treatment for Rural Village Centres is supported in the OCP and the Liquid Waste Management Plan. The proposed policies within the OCP are in line with and support these plans and the proposed bylaw can proceed through the bylaw adoption process.

ALTERNATIVES

1. That Electoral Area 'H' Official Community Plan Amendment Bylaw No. 1335.06 has been considered in conjunction with the current Financial Plan, Liquid Waste Management Plan and Solid Waste Management Plan.
2. To refer back to staff for further consideration.

STRATEGIC PLAN IMPLICATIONS

Development of an OCP is one of the ways in which the RDN achieves its vision as stated in the 2016-2020 Strategic Plan. The objectives and policies in an OCP address all five of the Strategic Plan's strategic priorities: focus on governance, focus on service and organizational excellence, focus on relationships, focus on economic health, and focus on the environment.



Courtney Simpson
csimpson@rdn.bc.ca
November 6, 2017

Reviewed by:

- P. Thompson, Manager, Long Range Planning
- G. Garbutt, General Manager, Strategic & Community Development and Acting Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1769

**A BYLAW TO ESTABLISH A REGIONAL
ECONOMIC DEVELOPMENT SERVICE**

WHEREAS under the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a regional economic development service;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained;

AND WHEREAS participating area approval in each participating area has been obtained;

NOW THEREFORE the Board of the Regional District of Nanaimo enacts as follows:

1. Citation

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Economic Development Service Establishment Bylaw No. 1769, 2017”.

2. Service

The service established by this bylaw is the Regional Economic Development Service (the “Service”) for the purpose of promoting economic development in the service area.

3. Boundaries

The boundaries of the Service are coterminous with the boundaries of the Regional District of Nanaimo.

4. Participating Areas

The Participating Areas for the Service are the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach, the District of Lantzville, and Electoral Areas ‘A’, ‘B’, ‘C’, ‘E’, ‘F’, ‘G’ and ‘H’.

5. Cost Recovery

In accordance with section 378 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (c) fees and charges imposed under section 397 of the *Local Government Act*;

- (d) revenues raised by other means authorized under the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. **Maximum Requisition**

In accordance with the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is Fifty Thousand (\$50,000) Dollars.

7. **Apportionment**

The costs of the Service shall be apportioned among the Participating Areas as follows:

Participating Area	Allocation of Requisition
City of Nanaimo	\$33,350
City of Parksville	\$5,550
Town of Qualicum Beach	\$5,550
District of Lantzville	\$450
Electoral Area A	\$650
Electoral Area B	\$620
Electoral Area C	\$550
Electoral Area E	\$1,070
Electoral Area F	\$710
Electoral Area G	\$940
Electoral Area H	\$560
Total	\$50,000

Introduced and read three times this __ day of _____, 2017.

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

Adopted this __ day of _____, 201_.

CHAIR

CORPORATE OFFICER