

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

Tuesday, May 22, 2018

7:00 P.M.

RDN Board Chambers

This meeting will be recorded

Pages

1. **CALL TO ORDER**
2. **APPROVAL OF THE AGENDA**
3. **ADOPTION OF MINUTES**
 - 3.1 **Regular Board Meeting - April 24, 2018** 9

(All Directors - One Vote)

That the minutes of the Regular Board meeting held April 24, 2018, be adopted.
4. **DELEGATIONS - AGENDA ITEMS**
5. **CORRESPONDENCE**

(All Directors - One Vote)

That the following correspondence be received for information:

 - 5.1 **Randy O'Donnell, re Parking Lot Project at Mount Benson Regional Park** 19
 - 5.2 **Greg and Linda Gow, re Parking Lot Project at Mount Benson Regional Park** 23
6. **UNFINISHED BUSINESS**
7. **COMMITTEE MINUTES**

(All Directors - One Vote)

That the following minutes be received for information:

 - 7.1 **Executive Committee - May 15, 2018** 24
 - 7.2 **Solid Waste Management Select Committee - May 15, 2018** 26

7.3	Regional Parks and Trails Select Committee - May 15, 2018	28
7.4	Special Electoral Area Services Committee - May 11, 2018	31
7.5	Electoral Area Services Committee - May 8, 2018	33
7.6	Committee of the Whole - May 8, 2018	38
8.	COMMITTEE RECOMMENDATIONS	
8.1	Solid Waste Management Select Committee	
8.1.1	Church Road Transfer Station Hauling Contract 2018-2020	44
	(All Directors - Weighted Vote)	
	That the contract for the hauling of Municipal Solid Waste, Food Waste and Yard Waste from the Church Road Transfer Station be awarded to Magnum Disposal Services for the period from July 2, 2018 to June 30, 2020 for the approximate value of \$340,000 per year.	
8.2	Regional Parks and Trails Select Committee	
8.2.1	Witchcraft Lake Regional Trail Improvement Partnership Agreement	47
	(All Directors - Weighted Vote)	
	That the Regional District of Nanaimo enter into a two year agreement with the Federation of Mountain Clubs of British Columbia for the restoration and improvement of the Witchcraft Lake Regional Trail and trails within Mount Benson Regional Park.	
8.2.2	Mount Benson Regional Park – Parking Lot Project Update	61
	<i>Please note: The original recommendation was varied by the Committee</i>	
	(All Directors - Weighted Vote)	
	That upon completion of the new parking lot at 2761 Benson View Road, the floating boardwalk be removed or repurposed and the existing parking area be maintained to service the City of Nanaimo’s park at Witchcraft Lake.	
8.3	Special Electoral Area Services Committee	
8.3.1	Non-medical Cannabis Retail Store Licence Applications Policy	74
	<i>Please note: The original recommendation was varied by the Committee</i>	

(All Directors - One Vote)

That the Board adopt Regional District of Nanaimo Policy B1.24 Non-medical Cannabis Retail Stores Licence Applications with the notification requirements, as noted in section 3. c) ii) of Policy B1.24 expanded to a radius of 300 metres.

8.4 Electoral Area Services Committee

8.4.1 Cox Community Park Trails 148

Please note: Committee recommendation came from Business Arising from Correspondence

(All Directors - One Vote)

That staff be directed to work with Gabriola Lands and Trail Trust and to establish trails in the west section of Cox Community Park.

8.4.2 Huxley Community Park Phase 2 Construction Drawings 151

(All Directors - One Vote)

- 1. That up to \$75,000 of Electoral Area 'B' Community Works Funds be allocated for Huxley Community Park Phase 2 Construction Drawings.
- 2. That the Gabriola Skatepark Preferred Conceptual Plan be approved.
- 3. That up to \$10,000 of Electoral Area 'B' Community Works Funds be allocated for placement of pickleball court lines at the sport court at Huxley Community Park.

8.4.3 Signage Strategy for Community Parks and Trails - Electoral Area 'F' Review 173

(All Directors - One Vote)

That Malcolm Community Park be the pilot park for the new signage.

8.4.4 Signage Strategy for Community Parks and Trails – Electoral Area 'G' Review 178

(All Directors - One Vote)

That the pilot park for new signage for Electoral Area 'G' be Maple Lane Community Park and Stanhope Trail.

8.4.5 Maple Lane Park

Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

That staff develop a plan and short term costs for Maple Lane Community Park and add it to the priorities for the Five Year Plan for Electoral Area 'G' Community Parks.

- 8.4.6 Development Variance Permit Application No. PL2018-001 - 3672 Horne Lake Caves Road, Electoral Area 'H'** 183
- Delegations Wishing to Speak to Development Variance Permit Application No. PL2018-001 - 3672 Horne Lake Caves Road, Electoral Area 'H'**
- (Electoral Area Directors, except EA 'B' - One Vote)
- That the Board approve Development Variance Permit No. PL2018-001 to increase the maximum floor area on a single storey of a recreational residence from 70 m² to 95 m² subject to the terms and conditions outlined in Attachment 2 to 4.
- 8.4.7 Development Variance Permit Application No. PL2017-153 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2017-151 - 2120 and 2130 Sherritt Drive, Electoral Area 'E'** 193
- Delegations Wishing to Speak to Development Variance Permit Application No. PL2017-153 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2017-151 - 2120 and 2130 Sherritt Drive, Electoral Area 'E'**
- (Electoral Area Directors, except EA 'B' - One Vote)
1. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 1 and 2 in relation to Subdivision Application PL2017-151, subject to the terms and conditions outlined in Attachments 2 and 3.
 2. That the Board approve Development Variance Permit No. PL2017-153 to increase the permitted parcel depth of proposed Lots 1 and 2 subject to the terms and conditions outlined in Attachment 2 to 3.
- 8.4.8 Liquor Licence Amendment Application No. PL2018-040 - 395 and 403 Lowry's Road, Electoral Area 'G'** 200
- Delegations Wishing to Speak to Liquor Licence Amendment Application No. PL2018-040 - 395 and 403 Lowry's Road, Electoral Area 'G'**
- (All Directors - One Vote)
1. That the Board consider submissions or comments from the public regarding Liquor Licence Amendment Application No. PL2018-040.
 2. That the Board adopt the resolution pertaining to Liquor Licence Amendment Application No. PL2018-040 attached to this report as Attachment 2.

- 8.4.9 Building Permit Activity – First Quarter 2018** 207
(All Directors - One Vote)
That the report Building Permit Activity – First Quarter 2018 be received for information.
- 8.5 Committee of the Whole**
- 8.5.1 Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029** 210
Please note: The original recommendation was varied by the Committee
(Parksville, Qualicum Beach, Electoral Areas 'E', 'F', 'G', 'H' - Weighted Vote)
That the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 be approved as a guiding document.
- 8.5.2 2017 Consolidated Financial Statements and Audit Findings Report** 360
(All Directors - One Vote)
That the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2017 be approved as presented.
- 8.5.3 Spring 2018 Community Works Fund Status Report** 411
Please note: The original recommendation was varied by the Committee (Item 2 amended)
(Electoral Area Directors - Weighted Vote)
1. That the Community Works Funds program project list included in Attachment 1 be approved.
(All Directors - One Vote)
2. That the Community Works Funds Agreements between the Regional District of Nanaimo and third parties include a requirement that further information regarding the structure be provided for asset management purposes.
- 8.5.4 Community Works Funds - Meadowood Community Centre** 422
Please note: Committee recommendation came from Business Arising from Delegations
(All Directors - One Vote)
That pending final project approval from the Regional District of Nanaimo and the Union of BC Municipalities, the Electoral Area 'F' allocation of Community Works Funds for the Meadowood Community Centre be increased from the previously approved amount of \$700,000, to \$825,000.

- 8.5.5 Wastewater Services On-Call Electrical Maintenance and Repair Contract Award** 423
- (All Directors - Weighted Vote)
- That the Board award the Wastewater Services On-call Electrical Maintenance and Repair three year contract to Shaw Electrical Services.
- 8.5.6 Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate Contract Award** 426
- (All Directors - Weighted Vote)
1. That the Board award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade for a period of one year.
 2. That the General Manager of Regional and Community Utilities and the Director of Finance be authorized to extend the contract for an additional year if required.
- 8.5.7 Island Timberlands Land Access License for Shared Weather Station – Upper Nanoose Creek Watershed** 428
- (All Directors - Weighted Vote)
- That the Board approve the Non-Exclusive License five-year agreement with Island Timberlands for the use of land to install a shared weather / climate station in the upper Nanoose Creek watershed.
- 8.5.8 Nanaimo Search and Rescue New Facility Update** 436
- Please note: Committee recommendation came from Business Arising from Delegations*
- (All Directors - One Vote)
- That staff be directed to provide the Board with a report to include recommendations of possible funding sources for the Nanaimo Search and Rescue's new facility on Nanaimo Lakes Road.
- 8.5.9 Union of BC Municipalities, re Provincial Housing Affordability Announcements; and National Housing Strategy Launch Dates** 437
- Please note: Committee recommendation came from Business Arising from Correspondence*
- (All Directors - One Vote)
- That staff be directed to provide the Board with a report with information on how the Regional District can get involved in the new National Housing Strategy initiatives.
- 8.5.10 Federation of Canadian Municipalities Resolution - Marine Litter** 442
- Please note: Committee recommendation came from Business Arising from Correspondence*

(All Directors - One Vote)

That the Board support the request from the Federation of Canadian Municipalities to submit the expanded version of the Regional District of Nanaimo's recently adopted resolution on Marine Litter for consideration at the 2018 Federation of Canadian Municipalities Annual Conference.

9. REPORTS

9.1 Appointment of Bylaw Enforcement Officer 444

(All Directors - One Vote)

That Kayla Sherice Werezak of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer in accordance with *Bylaw Enforcement Officers Bylaw No. 857, 1992*, for the specific purpose of enforcing Regional District of Nanaimo Animal Control Bylaws.

9.2 Gathering for an Event in the Agricultural Land Reserve - Amendment Bylaws 500.413, 2018 and 1285.29, 2018 – Adoption Report 446

(Electoral Area Directors, except EA 'B' - One Vote - Must be taken separately)

- 1. That the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”.
- 2. That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.

9.3 Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018 458

(All Directors - One Vote)

- 1. That “Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018” be introduced and read three times.

(All Directors - One Vote / 2/3)

- 2. That “Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018” be adopted.

10. BYLAWS - WITH NO ACCOMPANYING REPORT

10.1 Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.03, 2018 - Adoption 477

(All Directors - One Vote)

That "Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.03, 2018" be adopted.

10.2 Southern Community Economic Development Service Amendment Bylaw No. 1648.01, 2018 - Adoption

479

(All Directors - One Vote)

That "Southern Community Economic Development Service Amendment Bylaw No. 1648.01, 2018" be adopted.

11. BUSINESS ARISING FROM DELEGATIONS

12. NEW BUSINESS

13. IN CAMERA

(All Directors - One Vote)

That pursuant to Sections 90 (1) (a), (c), (i), (j), (k) and (m) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to Board appointments, labour relations, solicitor-client privilege, third party business interests, the provision of a proposed service, and a matter that, under another enactment, is such that the public may be excluded from the meeting.

14. ADJOURNMENT

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

**Tuesday, April 24, 2018
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. McKay	City of Nanaimo
	Alternate	
	Director S. Armstrong	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director D. Brennan	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director G. Fuller	City of Nanaimo
	Director J. Hong	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
	D. Wells	Gen. Mgr. 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 welcomed Alternate Director Armstrong to the meeting.

APPROVAL OF THE AGENDA

18-139

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

18-140

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

Special Board Meeting - April 10, 2018

Regular Board Meeting - March 27, 2018

CARRIED UNANIMOUSLY

DELEGATIONS - AGENDA ITEMS

Fernando Costa, re Zoning Amendment Application No. PL2017-130 - 575 Horne Lake Road, Electoral Area 'H' - Amendment Bylaw 500.416, 2018 - First and Second Reading

Fernando Costa provided the history of his ownership of the property located at 575 Horne Lake Road, updated the Board on his application, and asked the Board to give 1st and 2nd reading to Amendment Bylaw No. 500.416.

CORRESPONDENCE

18-141

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

Jenny Gerbasi, Federation of Canadian Municipalities President, letter to Minister of Environment and Climate Change re Regional District of Nanaimo Marine Litter Resolution adopted by FCM Board of Directors

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

18-142

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

Electoral Area Services Committee - April 10, 2018

Committee of the Whole - April 10, 2018

Solid Waste Management Select Committee - April 3, 2018

Transit Select Committee - March 22, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

Electoral Area Services Committee

Signage Strategy for Community Parks and Trails

18-143

It was moved and seconded that the pilot park for new signage within Electoral Area 'H' be the Wildwood Community Park.

CARRIED UNANIMOUSLY

Glynneath Road Community Park - Tree Root Rot

18-144

It was moved and seconded that Glynneath Road Community Park be kept in a natural state and invasive plants be managed as needed.

CARRIED UNANIMOUSLY

Zoning Amendment Application No. PL2017-130 - 575 Horne Lake Road, Electoral Area 'H' - Amendment Bylaw 500.416, 2018 - First and Second Reading

18-145

It was moved and seconded that Zoning Amendment Application No. PL2017-130 - 575 Horne Lake Road, Electoral Area 'H' be rejected.

CARRIED UNANIMOUSLY

Dunsmuir Community Park Phase 1 Construction

18-146

It was moved and seconded that the Preferred Conceptual Plan for Dunsmuir Community Park be approved.

CARRIED UNANIMOUSLY

18-147

It was moved and seconded that up to \$100,000 be allocated from the Electoral Area 'H' Community Works Funds for the Dunsmuir Community Park Phase 1 Development.

CARRIED UNANIMOUSLY

18-148

It was moved and seconded that staff proceed with tendering Phase 1 of Dunsmuir Community Park.

CARRIED UNANIMOUSLY

Electoral Area 'A' – Driftwood Road Beach Access Improvements

18-149

It was moved and seconded that staff proceed with the final design, permitting and construction of the Driftwood Road beach access trail improvements in 2018 and not plan for additional parking at this time.

CARRIED UNANIMOUSLY

Committee of the Whole

Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029

18-150

It was moved and seconded that the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.

CARRIED UNANIMOUSLY

It was moved and seconded that the following motion be withdrawn and the motion not be acted on:

That the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that additional project planning, community review, cost estimate information and funding sources be completed for the District 69 Recreation Commission and the Board prior to the 2019 - 2024 Financial Plan review:

- a. Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
- b. Construction and operation of an artificial turf field.
- c. Expansion of Ravensong Aquatic Centre.

18-151

It was moved and seconded that the following infrastructure projects identified in the Recreation Services Master Plan be referred back to the District 69 Recreation Commission for their recommendation on whether these items should be priority items:

- a. Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
- b. Construction and operation of an artificial turf field.
- c. Expansion of Ravensong Aquatic Centre.

Opposed (2): Director Rogers, and Director Westbrook

CARRIED

Anchor Way Watermain Replacement - Construction Tender Award

18-152

It was moved and seconded that the Board award the contract for the Anchor Way Watermain Replacement project to Windley Contracting Ltd. in the amount of \$262,710.00 (excluding GST).

CARRIED UNANIMOUSLY

District 69 Victim Services Funding Agreement

18-153

It was moved and seconded that the Board approve the agreement to provide a grant of \$65,000 per year to the District 69 Family Resource Association for the provision of the Oceanside RCMP Victim Services Program for a two and a half (2.5) year term beginning September 1, 2017 and ending March 31, 2020.

CARRIED UNANIMOUSLY

Arrowsmith Search and Rescue Hall Proposal

18-154

It was moved and seconded that the Board provide letters to the Federal and Provincial Governments in support of Arrowsmith Search and Rescue's funding needs.

CARRIED UNANIMOUSLY

Transit Select Committee

September 2018 Conventional Transit Expansion Options

18-155

It was moved and seconded that the 5,000 hour annual conventional transit expansion schedule for September 2018 be referred back to staff for a more detailed study to provide service frequency improvements to Route: 40 Vancouver Island University Express.

CARRIED UNANIMOUSLY

Fare Program

18-156

It was moved and seconded that the Fare Program report be received for information with Option B - New Complimentary Fare Product Program be approved.

CARRIED UNANIMOUSLY

Minetown Days

Director Colclough left the meeting at 7:30 pm citing a conflict of interest with the next agenda item.

18-157

It was moved and seconded that the Board direct staff to prepare a report to make Route: 11 Lantzville free on September 8, 2018 for Minetown Day.

CARRIED UNANIMOUSLY

Director Colclough returned to the meeting at 7:31 pm

Summer 2018 \$1 Fare Pilot Study

18-158

It was moved and seconded that staff provide a report on conducting a pilot study for a \$1.00 fare ride in the Regional District of Nanaimo Transit System prior to the 2018 summer period and that staff send a letter of response to Heather Svensen, Corporate Administrator, Town of Qualicum Beach, to advise accordingly.

CARRIED UNANIMOUSLY

REPORTS

Amendment Bylaw 1285.31, 2018 – Adoption Report

18-159

It was moved and seconded that the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018”.

CARRIED UNANIMOUSLY

Amendment Bylaw 500.413, 2018 – Third Reading, Amendment Bylaw 1285.29, 2018 – Third Reading

18-160

It was moved and seconded that the Board receive the report of the public hearing held on April 16, 2018 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.

CARRIED UNANIMOUSLY

18-161

It was moved and seconded that the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”.

CARRIED UNANIMOUSLY

18-162

It was moved and seconded that the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.

CARRIED UNANIMOUSLY

Regional Growth Strategy Amendments to Implement the Electoral Area ‘H’ Official Community Plan

18-163

It was moved and seconded that “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be introduced and read two times.

CARRIED UNANIMOUSLY

18-164

It was moved and seconded that “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be read a third time.

CARRIED UNANIMOUSLY

18-165

It was moved and seconded that “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018” be adopted.

CARRIED UNANIMOUSLY

NEW BUSINESS

Association of Vancouver Island and Coastal Communities – Resolutions Block

18-166

It was moved and seconded that staff send a letter to the Association of Vancouver Island and Coastal Communities requesting there be a lower voting threshold to remove a resolution from the block for individual consideration.

CARRIED UNANIMOUSLY

Municipal and Regional District Tax

18-167

It was moved and seconded that the Regional District of Nanaimo send letters to the Ministers of Finance and Tourism, Arts and Culture that supports the initiatives of the Parksville Qualicum Beach Tourism Association (PQBTA) and that the Regional District of Nanaimo Board will continue to support the PQBTA so it may allocate all the funds generated by the Municipal Regional District Tax (MRDT) as determined by its Board of Directors.

CARRIED UNANIMOUSLY

IN CAMERA

18-168

It was moved and seconded that pursuant to Sections 90 (1) (e), (i), (j) and (k) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to land or improvements, solicitor-client privilege, third party business interests, and the proposed provision of a service.

CARRIED UNANIMOUSLY

TIME: 7:49 PM

RISE AND REPORT

EPCOR Water West Utility

18-169

It was moved and seconded that the Board rise and report on the following information items:

- The EPCOR Water West Utility is a private water utility in the French Creek area (including properties in Electoral Area 'G' and Town of Qualicum Beach) that serves approximately 2,000 connections with a population of approximately 4,000 residents.
- In 2016, a French Creek Residents' Association survey with over 600 respondents gave support for the concept of the Regional District of Nanaimo purchasing the water system if the costs did not exceed what they were currently paying.
- In December 2016, the Board directed staff to undertake a valuation process to determine a preliminary fair market value for the EPCOR Water West system.
- Through 2017, Regional District of Nanaimo staff worked with consultants and EPCOR utilizing historical information, and information presented in EPCOR's current 2018-2020 rate application filing submitted to the Comptroller of Water Rights in November 2017.
- The scope includes the entire area served by EPCOR, including properties in Electoral Area 'G' and Town of Qualicum Beach (Regional District of Nanaimo staff are in touch with Town of Qualicum Beach staff).
- Regional District of Nanaimo staff continue due diligence discussions with EPCOR, and those discussions are progressing. As is normal with purchase transactions, discussions are kept confidential between parties until complete. Regional District of Nanaimo staff anticipate more information will be available to the public in the next few months.
- Once staff have completed their assessments the Regional District of Nanaimo Board will consider moving forward with negotiations, and provide direction to staff.
- If mutually agreeable draft terms of sale are reached between the Regional District of Nanaimo and EPCOR, a process would be initiated seeking approval of the residents currently served by EPCOR to create a Regional District of Nanaimo Service Area and proceed with purchase. Residents would be provided details of the proposed service area creation and costs (including servicing the debt incurred by the purchase, and ongoing annual operating costs) as part of the process leading up to electoral approval.
- If the electoral approval process is successful, the Regional District of Nanaimo Board would then consider a decision on the purchase.

CARRIED UNANIMOUSLY

Coast Salish First Nation Art

18-170

It was moved and seconded that the Board endorse the Art Selection Committee’s recommendation that:

- a. James and Jim Johnny be awarded \$8,000 for an art piece to be installed in the Administration Building lobby;
- b. William Good be awarded \$10,000 for an art piece to be installed in the Board Chambers;
- c. Noel Brown be awarded \$7,000 for an art piece to be installed in the Board Chambers;
- d. Jessie Recalma be awarded \$3,000 for an art piece to be installed in the Board Chambers; and
- e. The Consumer – Ling Cod art piece by Brian Bob be purchased from the Reflecting Spirit Art Gallery for \$1,400.

CARRIED

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 8:17 PM

CHAIR

CORPORATE OFFICER

From: Randy O'Donnell

Date: May 15, 2018 at 9:36:33 PM PDT

To: Bill Veenhof <bill.veenhof@shaw.ca>

Cc: Alec McPherson <alecmcpherson@shaw.ca>, Maureen Young <maureen_young@shaw.ca>, "bobrogers4areaE@telus.net" <bobrogers4areaE@telus.net>, Julian Fell <fjfell.at.rdn@gmail.com>, Joe Stanhope <jstanhope@shaw.ca>, Bill McKay <bill.mckay@nanaimo.ca>, Jerry Hong <jerry.hong@nanaimo.ca>, Gordon Fuller <gordon.fuller@nanaimo.ca>, "mayor@parksville.ca" <mayor@parksville.ca>, Bill Yoachim <bill.yoachim@nanaimo.ca>, Bill Bestwick <bill.bestwick@nanaimo.ca>, Jim Kipp <jim.kipp@nanaimo.ca>, Diane Brennan <diane.brennan@nanaimo.ca>, Kirk Oates <councilloroates@parksville.ca>, "councillor.colclough@lantzville.ca" <councillor.colclough@lantzville.ca>, Teunis Westbroek <mayor@qualicumbeach.com>, Gordon Fuller <gordon.fuller@nanaimo.ca>, Jerry Hong <jerry.hong@nanaimo.ca>, "Cramer, Kelsey" <KCramer@rdn.bc.ca>, Ian Thorpe <ian.thorpe@nanaimo.ca>, " 'Taryn Klarner' 'Larry Lemmon' <'TOM HOLMES' "'VAN RENSBURG, Johann (NANAIMO)'" <'Patricia' <'Osborne, Tom" <TOsborne@rdn.bc.ca>

Subject: Mt. Benson Regional Park Decision of May 15th

To: Board Chair Bill Veenhof and Regional Directors

On behalf of the residents of Benson View Road, thank you for the opportunity of addressing the Board today. I would like to take an opportunity to address the decision made today and I will try to be brief.

The decision of the Board to remove the floating bridge was a step towards, but not a solution, to the ongoing noise, traffic and parking we experience. Firsthand knowledge based upon years of observation and interaction leaves us certain that many hundreds of park users are used to the short and direct access to the trailhead afforded by the floating bridge. The same people also know an alternative trail crossing private but undeveloped property, lies immediately adjacent to the parking area and that it too affords them a 'short-cut' to the trail head, thus saving them more than a half-kilometre of additional walking from the proposed parking area. Leaving the existing but totally unnecessary parking is simply an invitation to continued use.

Mr. Osborne's planners had provided us with layouts showing 92 parking spaces but we are now informed it will be 117 spaces. What he did not tell you was that he has been informed by us that the maximum number of vehicles ever experienced (winter of 2016 – ice skating) was 70. Typically in summer we would have around 45 vehicles. Therefore, with 117 spaces available (and a potential for an expansion of 24 additional spaces as shown on the layout diagram) why are you as a Board entertaining keeping the existing parking area and the potential for continued misuse and aggravation to the residences affected?

The common sense solution is to **prevent parking** in the current area. This is easily accomplished by simply moving the large rocks of the parking edge forward to now delineate a road shoulder. Simple, cheap and effective. This will also mitigate Mr. Osborne's unwarranted 'concern' that the remaining platforms will become areas of mischief – if young adults are unable to park, the platforms will not become a hang-out. Mr. Osborne and his planners clearly wish to see the existing parking remain, implying that the area would need to be re-mitigated with planting etc. Not so. Move the rocks forward and over time, mother nature will naturally restore the area to a vegetated road shoulder.

Two other items from Mr. Osborne's presentation also concern us. First and most importantly, a year ago our community was assured that construction would be completed by **October of 2018** – a timeline we considered long but if necessary, acceptable. Today we were told it would not be completed until **summer of 2019**, at least in part because according to Mr. Osborne, waiting another 'tendering season' will result in lower costs – a belief not grounded in reality. I again remind you: this delay completes a **full decade** over which we have sought relief.

Secondly, Mr. Osborne admitted that greater concern has been applied to the parking situation on Creekside Drive. We are perplexed as to why that neighbourhood's parking problem has had his attention and a solution, while ours has languished for nearly a decade. Residents there have owned their properties for only a third as long as have Benson View residents. Benson Creek gets a fraction of the recreational use compared with Mt. Benson Regional Park. Yet resources, including a contract with Footprints Security and subsequently, a properly sited and constructed parking lot have been in place for several years while we have been largely ignored.

In closing, we ask that you **revisit your decision** to remove the floating bridge but otherwise maintain the status quo. You are spending at minimum, \$1,000,000 taxpayer dollars – and a decision that retains all the potential of continuing the existing problem, is not a decision you should entertain. I am taking the liberty of attaching a letter received today – too late for inclusion at today's Board meeting – from Mr. Greg Gow, from whom the property was purchased, that will offer you further insight into making the appropriate final decision.

Thank you for your time and attention.

Randy O'Donnell

2920 Benson View Rd.





Dear Board Members,

I wholeheartedly concur with my neighbours that the removal of the present parking area at Mt. Benson Park is paramount to a successful conclusion for our community and for users of this important resource. We are pleased with the initiative the RDN took to solve this problem but Linda and I fear that it may be a hollow gesture if the main concerns of our neighbours who are directly affected are not met. The understanding that I had at the beginning of this process was the general consensus that two key components had to be attained. First, the strip parking lot off Benson View Road would be decommissioned and secondly, the bridge would be dismantled. The accomplishment of these two factors would have alleviated all of the other concerns.

At this point in time there has been very little done to assure our group these two key elements are going to be accomplished. We were shocked and dismayed that the parking area had such negative affects on our neighbours who live closest to it . It appears that noisy users and their dogs had an everyday impact on the quality of life of those living closest to the situation. The issues were so great that Larry Lemon had to move his family away from the property he built and had lived in for years. Linda and I were sad to become aware of the extraordinary activities that our neighbours constantly had to face. Excess noise, intrusion onto their properties, obvious signs of criminal activities and falling property assessments are just too much for any family to take. If you add these issues to the roadside litter, increased traffic and dangerous speeding it does not bode well for our Kilpatrick and Benson View neighbourhood. Who has the right to make the decisions that subjects a community to such a down grade? Creating access to a resource such as this is more than the physical development of the park.

As you all know, Linda and I have sold some land to the RDN that had every opportunity to meet both the needs of our community and the Parks Department. The property would accommodate an off-road parking lot with an increased parking volume, it will be time limited with winter and summer hours, it would be gated with supervised openings and closings and it would have suitable garbage disposal. In addition the lot would be appropriately fenced from my private lands to evade a lot of the negative intrusions that my neighbours faced. Even with all this planning there were major details that were missed. When we became aware of some of the future issues that would become problematic we offered the RDN a much better solution. For what-ever reason they declined, even though it would have solved the bridge issue, the parking strip issue, the ice skating issue and all with a much lower cost.

Respectively Submitted,
Greg and Linda Gow

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**Tuesday, May 15, 2018
11:30 A.M.
RDN Benson Room**

In Attendance:	Director B. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Lefebvre	City of Parksville
	Director B. Bestwick	City of Nanaimo
	Director B. McKay	City of Nanaimo
Regrets:	Director J. Stanhope	Electoral Area G
Also in Attendance:	Director B. Rogers	Electoral Area E
	Director M. Young	Electoral Area C
	P. Carlyle	Chief Administrative Officer
	D. Wells	Gen. Mgr., Corporate Services
	T. Osborne	Gen. Mgr., Recreation & Parks
	G. Garbutt	Gen. Mgr., Strategic & Community Development
	W. Idema	Director, Finance
	D. Pearce	Director, Transportation & Emergency Services

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

Executive Committee Meeting - February 27, 2018

It was moved and seconded that the minutes of the Executive Committee meeting held February 27, 2018, be adopted.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to section 90(1)(c) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to labour relations or other employee relations.

CARRIED UNANIMOUSLY

TIME: 11:01AM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 11:41AM

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING

Tuesday, May 15, 2018

2:00 P.M.

Committee Room

In Attendance:	Director A. McPherson	Chair
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director D. Brennan	City of Nanaimo
	Director J. Kipp	City of Nanaimo
Also in Attendance:	Director B. Rogers	Electoral Area E
	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	L. Gardner	Mgr. Solid Waste Services
	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

Solid Waste Management Select Committee Meeting - April 3, 2018

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held April 3, 2018, be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

Update on Solid Waste Management Plan

It was moved and seconded that the draft Solid Waste Management Plan, as presented, be forwarded to the Regional District of Nanaimo Committee of the Whole for approval.

Opposed (1): Director Young

CARRIED

COMMITTEE MINUTES AND RECOMMENDATIONS

Regional Solid Waste Advisory Committee - April 19, 2018

It was moved and seconded that the minutes of the Regional Solid Waste Advisory Committee meeting held April 3, 2018, be adopted.

CARRIED UNANIMOUSLY

REPORTS

Church Road Transfer Station Hauling Contract 2018-2020

It was moved and seconded that the contract for the hauling of Municipal Solid Waste, Food Waste and Yard Waste from the Church Road Transfer Station be awarded to Magnum Disposal Services for the period from July 2, 2018 to June 30, 2020 for the approximate value of \$340,000 per year.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to Section 90 (1)(k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussion related to negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:33PM

CHAIR

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING

Tuesday, May 15, 2018

12:00 P.M.

Board Chambers

In Attendance:	Director H. Houle	Chair
	Director A. McPherson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director B. Veenhof	Electoral Area H
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director I. Thorpe	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director B. Colclough	District of Lantzville
Director T. Westbroek	Town of Qualicum Beach	
Regrets:	Director J. Stanhope	Electoral Area G
	Director B. Yoachim	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	T. Osborne	Gen. Mgr. Recreation & Parks
	W. Marshall	Mgr. Parks Services
	A. Harvey	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 amended with the addition of the addendum items to Delegations and Correspondence.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regional Parks and Trails Select Committee Meeting - January 30, 2018

It was moved and seconded that the minutes of the Regional Parks and Trails Select Committee meeting held January 30, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

R. Stone, re: Erosion to Nanaimo River Park Grounds

R. Stone and C. Martin provided the Committee with information about the land erosion at Nanaimo River Regional Park and requested it needs attention to prevent the loss of more ground.

R. O'Donnell, Benson View Road Resident, re: Decommissioning of Witchcraft Lake Parking Area

R. O'Donnell told the Committee about his and his neighbors' concerns about the continued use of the current parking lot and floating boardwalk after the construction of the new parking lot on Benson View Road is complete. He also read a letter from L. Lemon, voicing his concerns and the impact on his property.

CORRESPONDENCE

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

R. O'Donnell, Benson View Resident to T. Osborne, Regional District of Nanaimo, re: Mt. Benson Parking Update (and replies)

L. & B. Lemmon, Benson View Resident to T. Osborne, Regional District of Nanaimo, re: Benson View Regional Park Issues (and reply)

N. Goeller, Ministry of Forest Lands, Natural Resource Operations and Rural Development to K.Cramer, Parks Planner re: Nanaimo River Regional Park (and replies)

D. Gaudry, Nanaimo & Area Land Trust, re: Proposed Mount Benson Regional Park Trail Maintenance 2018-2019

S. Holmes, Benson View Road Resident, re: Trailhead Mt. Benson Affected Residents

CARRIED UNANIMOUSLY

REPORTS

Parks Update Report – Winter 2018

It was moved and seconded that the Parks Update Report - Winter 2018 be received for information.

CARRIED UNANIMOUSLY

Witchcraft Lake Regional Trail Improvement Partnership Agreement

It was moved and seconded that the Regional District of Nanaimo enter into a two year agreement with the Federation of Mountain Clubs of British Columbia for the restoration and improvement of the Witchcraft Lake Regional Trail and trails within Mount Benson Regional Park.

CARRIED UNANIMOUSLY

Mount Benson Regional Park – Parking Lot Project Update

It was moved and seconded that upon completion of the new parking lot at 2761 Benson View Road, the floating boardwalk be removed or repurposed and the existing parking area be maintained to service the City of Nanaimo’s park at Witchcraft Lake.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS

R. Stone, re: Erosion to Nanaimo River Park Grounds

The Committee discussed the concerns about the Nanaimo River erosion.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 1:15 PM

CHAIR

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE SPECIAL ELECTORAL AREA SERVICES COMMITTEE MEETING

Friday, May 11, 2018

10:30 A.M.

RDN Board Chambers

In Attendance:	Director J. Stanhope	Chair
	Director A. McPherson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director W. Veenhof	Electoral Area H
Regrets:	Director H. Houle	Electoral Area B
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	J. Holm	Mgr. Current Planning
	P. Thompson	Mgr. Long Range Planning
	T. Mayea	Legislative Coordinator
	N. Redpath	Planner
	S. Commentucci	Recording Secretary
	B. Ritter	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.

MOTION TO WAIVE NOTICE

It was moved and seconded that the Special Electoral Area Services Committee meeting notice requirements be waived.

CARRIED UNANIMOUSLY

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

PLANNING

Non-medical Cannabis Retail Store Licence Applications Policy

It was moved and seconded that the Board adopt Regional District of Nanaimo Policy B1.24 Non-medical Cannabis Retail Store Licence Applications.

It was moved and seconded that the main motion be amended to add the following:

“with the notification requirements, as noted in section 3. c) ii) of Policy B1.24 expanded to a radius of 300 metres.”

CARRIED UNANIMOUSLY

The vote was taken on the main motion as amended:

It was moved and seconded that the Board adopt Regional District of Nanaimo Policy B1.24 Non-medical Cannabis Retail Stores Licence Applications with the notification requirements, as noted in section 3. c) ii) of Policy B1.24 expanded to a radius of 300 metres.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 11:54 AM

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING

Tuesday, May 8, 2018

1:30 P.M.

RDN Board Chambers

In Attendance:	Director J. Stanhope	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 W. Veenhof	Electoral Area H
	Also in Attendance:	P. Carlyle
R. Alexander		Gen. Mgr. Regional & Community Utilities
G. Garbutt		Gen. Mgr. Strategic & Community Development
T. Osborne		Gen. Mgr. Recreation & Parks
D. Wells		Gen. Mgr. Corporate Services
W. Idema		Director of Finance
D. Pearce		Director of Transportation & Emergency Services
T. Armet		Mgr. Building and Bylaw Services
J. Hill		Mgr. Administrative Services
J. Holm		Mgr. Current Planning
T. Mayea		Legislative Coordinator
S. Commentucci		Recording Secretary
B. Ritter		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 introduced the new Legislative Coordinator, T. Mayea.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as amended to remove Item 4.1 from Delegations.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area Services Committee Meeting - April 10, 2018

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held April 10, 2018, be adopted.

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

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

Electoral Area 'B' Parks and Open Space Advisory Committee - April 9, 2018

Electoral Area 'F' Parks and Open Space Advisory Committee - March 21, 2018

Electoral Area 'G' Parks and Open Space Advisory Committee - March 14, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

Electoral Area 'B' Parks and Open Space Advisory Committee

Cox Community Park Trails

It was moved and seconded that staff be directed to work with Gabriola Lands and Trail Trust and to establish trails in the west section of Cox Community Park.

CARRIED UNANIMOUSLY

Huxley Community Park Phase 2 Construction Drawings

It was moved and seconded that up to \$75,000 of Electoral Area 'B' Community Works Funds be allocated for Huxley Community Park Phase 2 Construction Drawings.

CARRIED UNANIMOUSLY

It was moved and seconded that the Gabriola Skatepark Preferred Conceptual Plan be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that up to \$10,000 of Electoral Area 'B' Community Works Funds be allocated for placement of pickleball court lines at the sport court at Huxley Community Park.

CARRIED UNANIMOUSLY

Electoral Area 'F' Parks and Open Space Advisory Committee

Signage Strategy for Community Parks and Trails - Electoral Area 'F' Review

It was moved and seconded that Malcolm Community Park be the pilot park for the new signage.

CARRIED UNANIMOUSLY

Electoral Area 'G' Parks and Open Space Advisory Committee

Signage Strategy for Community Parks and Trails – Electoral Area 'G' Review

It was moved and seconded that the pilot park for new signage for Electoral Area 'G' be Maple Lane Community Park and Stanhope Trail.

CARRIED UNANIMOUSLY

Maple Lane Park

It was moved and seconded that staff develop a plan and short term costs for Maple Lane Community Park and add it to the priorities for the Five Year Plan for Electoral Area 'G' Community Parks.

CARRIED UNANIMOUSLY

PLANNING

Development Variance Permit

Development Variance Permit Application No. PL2018-001 - 3672 Horne Lake Caves Road, Electoral Area 'H'

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-001 to increase the maximum floor area on a single storey of a recreational residence from 70 m² to 95 m² subject to the terms and conditions outlined in Attachment 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-001.

CARRIED UNANIMOUSLY

Development Variance Permit and Request for Frontage Relaxation

Development Variance Permit Application No. PL2017-153 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2017-151 - 2120 and 2130 Sherritt Drive, Electoral Area 'E'

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 1 and 2 in relation to Subdivision Application PL2017-151, subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve Development Variance Permit No. PL2017-153 to increase the permitted parcel depth of proposed Lots 1 and 2 subject to the terms and conditions outlined in Attachment 2 to 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2017-153.

CARRIED UNANIMOUSLY

Other

Non-medical Cannabis Retail Store Licence Applications Policy

It was moved and seconded that the Board adopt Regional District of Nanaimo Policy B1.24 Non-medical Cannabis Retail Store Licence Applications.

It was moved and seconded that the main motion be amended to add the following:

“and that the notification requirements, as noted in section 3. c) ii) of Policy B1.24 be expanded to a radius of 300 metres.”

Opposed (1): Director Young

CARRIED

It was moved and seconded that Regional District of Nanaimo Draft Policy B1.24 Non-medical Cannabis Retail Store Licence Applications be referred back to staff.

CARRIED UNANIMOUSLY

Liquor Licence Amendment Application No. PL2018-040 - 395 and 403 Lowry's Road, Electoral Area 'G'

It was moved and seconded that the Board consider submissions or comments from the public regarding Liquor Licence Amendment Application No. PL2018-040.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board adopt the resolution pertaining to Liquor Licence Amendment Application No. PL2018-040 attached to this report as Attachment 2.

CARRIED UNANIMOUSLY

BUILDING INSPECTION

Building Permit Activity – First Quarter 2018

It was moved and seconded that the report Building Permit Activity – First Quarter 2018 be received for information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Forum

The Directors' Forum included discussions related to Electoral Area matters.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:28 PM

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Tuesday, May 8, 2018

3:10 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. McKay	City of Nanaimo
	Alternate	
	Director S. Armstrong	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director D. Brennan	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director K. Oates	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director J. Kipp	City of Nanaimo
	Director B. Colclough	District of Lantzville
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	W. Idema	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	T. Mayea	Legislative Coordinator
	S. Commentucci	Recording Secretary
	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

ADOPTION OF MINUTES

Regular Committee of the Whole Meeting - April 10, 2018

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held April 10, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Carly Trobridge, Nanaimo Search and Rescue, re Nanaimo Search and Rescue New Facility Update

Carly Trobridge provided an update to the Committee on the Nanaimo Search and Rescue's proposed new facility to be located on Nanaimo Lakes Road and requested the Board's support in meeting their budget shortfall by requesting staff to help secure and obtain funding alternatives.

Chris Burger & Gerry Anderson, Corcan Meadowood Resident Association, re Update and Request for further Support of Ongoing Park and Access Improvements

Chris Burger and Gerry Anderson provided an update regarding the ongoing challenges of secondary access in and out of the community, and requested a polling station in close proximity for the upcoming election and continued support for the community hall project.

CORRESPONDENCE

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

Lighthouse Community Centre, re Funding Request for New Roofing for the Lighthouse Community Centre

Ministry of Public Safety and Solicitor General, re BC Community Road Safety Toolkit - Module 1, Protecting People Walking and Cycling

UBCM, re Provincial Housing Affordability Announcements; and National Housing Strategy Launch Dates

Justin Farrell, Policy Coordinator, Federation of Canadian Municipalities, re FCM Resolution, Marine Litter

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

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

Drinking Water and Watershed Protection Technical Advisory Committee - April 19, 2018

District 69 Recreation Commission - April 19, 2018

Agricultural Advisory Committee - April 6, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

District 69 Recreation Commission

Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029

It was moved and seconded that the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 be approved as a guiding document.

CARRIED UNANIMOUSLY

CORPORATE SERVICES

2017 Consolidated Financial Statements and Audit Findings Report

Cory Vanderhorst, CPA, CA from MNP LLP, presented highlights of the 2017 Consolidated Financial Statements and Audit Findings report to the Board.

It was moved and seconded that the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2017 be approved as presented.

CARRIED UNANIMOUSLY

Spring 2018 Community Works Fund Status Report

It was moved and seconded that the Community Works Funds program project list included in Attachment 1 be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that the Community Works Funds Agreements between the Regional District of Nanaimo and third parties include a requirement for asset management principles to be incorporated in the funding criteria.

It was moved and seconded that the main motion be amended by replacing "for asset management principles to be incorporated in the funding criteria" with "that further information regarding the structure be provided for asset management purposes."

Opposed (5): Director Thorpe, Director Houle, Director Armstrong, Director Lefebvre, and Director Oates

CARRIED

The vote was taken on the main motion as amended:

It was moved and seconded that the Community Works Funds Agreements between the Regional District of Nanaimo and third parties include a requirement that further information regarding the structure be provided for asset management purposes.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

Wastewater Services On-Call Electrical Maintenance and Repair Contract Award

It was moved and seconded that the Board award the Wastewater Services On-call Electrical Maintenance and Repair three year contract to Shaw Electrical Services.

CARRIED UNANIMOUSLY

Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate Contract Award

It was moved and seconded that the Board award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade for a period of one year.

CARRIED UNANIMOUSLY

It was moved and seconded that the General Manager of Regional and Community Utilities and the Director of Finance be authorized to extend the contract for an additional year if required.

CARRIED UNANIMOUSLY

Island Timberlands Land Access License for Shared Weather Station – Upper Nanoose Creek Watershed

It was moved and seconded that the Board approve the Non-Exclusive License five-year agreement with Island Timberlands for the use of land to install a shared weather / climate station in the upper Nanoose Creek watershed.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS OR CORRESPONDENCE

Nanaimo Search and Rescue New Facility Update

It was moved and seconded that staff be directed to provide the Board with a report to include recommendations of possible funding sources for the Nanaimo Search and Rescue's new facility on Nanaimo Lakes Road.

CARRIED UNANIMOUSLY

Community Works Funds – Meadowood Community Centre

It was moved and seconded that pending final project approval from the Regional District of Nanaimo and the Union of BC Municipalities, the Electoral Area 'F' allocation of Community Works Funds for the Meadowood Community Centre be increased from the previously approved amount of \$700,000, to \$825,000

CARRIED UNANIMOUSLY

Union of BC Municipalities, re Provincial Housing Affordability Announcements; and National Housing Strategy Launch Dates

It was moved and seconded that staff be directed to provide the Board with a report with information on how the Regional District can get involved in the new National Housing Strategy initiatives.

CARRIED UNANIMOUSLY

Federation of Canadian Municipalities, re FCM Resolution, Marine Litter

It was moved and seconded that the Board support the request from the Federation of Canadian Municipalities to submit the expanded version of the Regional District of Nanaimo's recently adopted resolution on Marine Litter for consideration at the 2018 Federation of Canadian Municipalities Annual Conference.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Roundtable

Directors provided updates to the Board.

IN CAMERA

It was moved and seconded that pursuant to Section 90 (m) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 4:15 PM

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:24 PM

CHAIR

CORPORATE OFFICER

TO: Solid Waste Management Select Committee **MEETING:** May 15, 2018

FROM: Ben Routledge
Superintendent,
Scale and Transfer Service **FILE:** 5360-01

SUBJECT: Church Road Transfer Station Hauling Contract 2018-2020

RECOMMENDATION

That the Board award the contract for the hauling of Municipal Solid Waste, Food Waste and Yard Waste from the Church Road Transfer Station to Magnum Disposal Services for the period from July 2, 2018 to June 30, 2020 for the approximate value of \$340,000 per year.

SUMMARY

The Church Road Transfer Station (CRTS) receives Municipal Solid Waste, Food Waste and Yard Waste from residential, commercial and municipal curbside customers. This material is loaded into walking floor or sealed end dump trailers and transported to the receiving facilities.

A tender for hauling services was released on March 12, 2018 through BC Bid. The tender closed on March 26, 2018. There were two proponents, both of which submitted compliant bids; Magnum Disposal Services (Magnum) in the amount of \$672,030 excluding tax and Ryler Holdings Ltd. (Ryler) in the amount of \$740,607.32 excluding tax. Magnum's bid was the lowest and meets all of the requirements of the tender.

Hauling rates are priced per load, and based on historical trends for materials transported, are expected to result in annual costs of approximately \$340,000 per year. The costs of this contract are provided for in the 2018 Solid Waste Budget.

BACKGROUND

The CRTS facility underwent a significant renovation in 2009 to facilitate increased residential and commercial traffic and accommodate receiving both Municipal Solid Waste (MSW) and Food Waste (FW). The CRTS site is the primary collection facility for the RDN Curbside Collection Program.

The CRTS site receives material seven days a week excluding statutory holidays. MSW trailers are hauled by the contractor to the Cedar Road Landfill, while FW and Yard Waste (YW) trailers are hauled to Nanaimo Organic Waste at Duke Point. The trailers are then returned to CRTS and the process is repeated as necessary.

Hauling totals for the past three years can be found below;

<u>Year</u>	<u>Solid Waste</u>	<u>Food Waste</u>	<u>Yard Waste</u>	<u>Total Loads</u>	<u>Total Tonnes</u>
2015	664	206	90	960	22,560
2016	698	209	92	999	22,907
2017	728	205	92	1025	23,091

The current contract was awarded to Magnum Disposal Services on May 1, 2013 and expires on April 30, 2018. Magnum has provided excellent service over the past five years, being flexible to the needs of the RDN. Magnum maintains open communication with RDN Staff and provides solutions to problems as they arise. Service will continue to be provided on a month to month basis until the Board's decision on the award of contract is complete.

ALTERNATIVES

1. Enter into contract with Magnum Disposal Services for the hauling of wastes from the CRTS to the receiving facilities.
2. Do not enter into contract and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Of the proponents Magnum Disposal Services bid provided the lowest hauling fees. Their tender offers service at the following costs:

<u>Year</u>	<u>MSW</u>	<u>Food Waste</u>	<u>Yard Waste</u>	<u>Estimated Total</u>
2018 - 2019	\$325.00 per load	\$325.00 per load	\$325.00 per load	\$333,450
2019 - 2020	\$330.00 per load	\$330.00 per load	\$330.00 per load	\$338,580
			<u>Total</u>	<u>\$672,030</u>

These costs are provided for in the 2018 Solid Waste Budget and are in keeping with CPI and the hauling industry as a whole.

STRATEGIC PLAN IMPLICATIONS

Be Fair and Equitable – By reviewing this contract, appropriate service levels are maintained for the residents of the RDN.

Show Fiscal Restraint – Through issuing this tender the RDN can be assured that the services requested are provided in the most cost effective way.



Ben Routledge
broutledge@rdn.bc.ca
April 19, 2018

Reviewed by:

- L. Gardner, Manager Solid Waste
- R. Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer

TO: Regional Parks and Trails Select Committee **MEETING:** May 15, 2018
FROM: Kelsey Cramer **FILE:** 2240-20
Parks Planner
SUBJECT: Witchcraft Lake Regional Trail Improvement Partnership Agreement

RECOMMENDATION

That the Regional District of Nanaimo enter into a two year agreement with the Federation of Mountain Clubs of British Columbia for the restoration and improvement of the Witchcraft Lake Regional Trail and trails within Mount Benson Regional Park.

SUMMARY

The agreement supports the Regional District's interest in improving the environmental and recreational condition of the Witchcraft Lake Regional Trail (WLRT) and trails within Mount Benson Regional Park. The Island Mountain Ramblers, a member of the Federation of Mountain Clubs of BC, wish to participate in a volunteer trail restoration project in the Nanaimo area. This pilot trail improvement project has the possibility for a future agreement to provide more trail restoration over a longer term.

BACKGROUND

In the spring of 2017, RDN Parks Services was contacted by the President of the Island Mountain Ramblers (the Club), an unincorporated member Club of the Federation of Mountain Clubs of British Columbia (FMCBC), based in Nanaimo. The Club was interested in an opportunity to begin a long-term volunteer trail restoration project in the Nanaimo area and had identified Witchcraft Lake Regional Trail as a possible site. If the pilot project is successful then the parties could enter into a long-term agreement. The Witchcraft Lake Regional Trail Improvement Partnership Agreement (Attachment 1) sets out the project, location and duration of a partnership approach to improving a portion of the Witchcraft Lake Regional Trail and Mount Benson Regional Park trails.

The RDN acquired Mount Benson Regional Park in 2006. Recreational access to the park was sanctioned in 2013 when the RDN received authorization from the Province to manage the WLRT under section 56 of the Forest and Range Practices Act. Within this time, the trail has become worn and eroded and is in need of trail restoration work. The RDN does not have the resources to resolve trail issues to extent that is required and the opportunity to have support from a dedicated volunteer group is critical to improving the environmental conditions of the trail and the recreational experience for hikers. The Nanaimo & Area Land Trust (NALT) was also consulted in identifying the pilot project location and agrees that this is a suitable site to begin remediation works, with the goal of expanding farther down the trail with the renewal of a longer-term agreement in the future.

The FMCBC will enter into the agreement with the RDN on behalf of the Club, who will be undertaking the work, because the FMCBC is a registered society in BC. The Club does not have the ability to enter into an agreement because it is not a legal entity. The attached agreement has been prepared with the RDN's solicitor.

Key aspects of the Partnership Agreement include:

- a plan for trail improvement within the pilot project area is to be submitted to the RDN staff for review and acceptance prior to the work (note: the approved plan will be appended to the agreement as Schedule 'B');
- detailed volunteer record keeping will be submitted to the RDN at the end of the year;
- the Club has responsibility, through the FMCBC, for site safety and supervision of the work;
- FMCBC's will provide comprehensive general liability insurance in the amount of three million dollars, with the RDN listed as an additional insured;
- RDN support for costs of materials for the work (up to \$2,000 has been allocated for 2018); and
- either party to terminate the agreement with 60 days' notice.

Upon completion of the agreement term, the parties will assess the pilot project and a new agreement may be developed for a longer-term trail improvement partnership.

The goal is for the volunteer work to begin early in the summer of 2018.

ALTERNATIVES

1. That the Witchcraft Lake Regional Trail Improvement Partnership Agreement be approved.
2. That the Witchcraft Lake Regional Trail Improvement Partnership Agreement not be approved and alternative direction be provided to staff.

FINANCIAL IMPLICATIONS

The 2018 budget includes \$2,000 for materials to support the volunteer efforts in the first year (summer/fall 2018). A subsequent allocation of funds will be considered for the second year of the agreement term (summer/fall 2019) and will be identified in the 2019 budget. Following an assessment of the pilot project, and if a new agreement is developed for the longer-term, costs for materials will be considered and allocated on an annual basis by the RDN.

STRATEGIC PLAN IMPLICATIONS

The Witchcraft Lake Regional Trail Improvement Partnership Agreement supports the RDN's strategic plan focus areas of *Environment* and *Relationships*.



Kelsey Cramer
kramer@rdn.bc.ca
April 24, 2018

Reviewed by:

- W. Marshall, Manager, Parks Services
- T. Osborne, General Manager, Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Witchcraft Lake Regional Trail Improvement Partnership Agreement

**WITCHCRAFT LAKE REGIONAL TRAIL IMPROVEMENT PARTNERSHIP
AGREEMENT**

THIS AGREEMENT made the _____ day of _____, 2018

BETWEEN:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
(the "**Regional District**")

OF THE FIRST PART

AND:

Federation of Mountain Clubs of British Columbia
Attn: Barry Janyk
130 West Broadway,
Box 19673
Vancouver, BC
V5T 4E7
(the "**FMCBC**")

OF THE SECOND PART

WHEREAS:

- A. The Regional District is the authorized manager of the Witchcraft Lake Regional Trail, portions of which traverse over a Provincial Crown woodlot, an undeveloped provincial highway road allowance and lands owned by the City of Nanaimo;
- B. The Regional District is the owner of Mount Benson Regional Park, which park includes a series of trails, including trails connecting to the Witchcraft Lake Regional Trail (the "**Mount Benson Regional Park Trail System**");
- C. The Witchcraft Lake Regional Trail provides the only public access route to Mount Benson Regional Park. Public access is only permitted by foot;

- D. The Regional District holds an agreement with Island Timberlands to allow road use access by the Regional District to Mount Benson Regional Park for park maintenance only (no public access) by traversing across Island Timberlands' private property;
- E. The Trail (as defined below) requires repairs and preventative maintenance to improve the Trail and to keep it in a safe and proper manner;
- F. The Federation of Mountain Clubs of British Columbia ("**FMCBC**") is a society registered in the Province of British Columbia pursuant to the *Societies Act*, SBC 2015 chapter 18, whose membership includes Individual Members, Associate Members and Member Clubs, as defined in the FMCBC Bylaws;
- G. FMCBC's purposes include: to encourage public appreciation and use of the recreational resources in the mountains of British Columbia; to promote the development and maintenance of a system of mountain access roads, trails and huts;
- H. The Island Mountain Ramblers (the "**Club**") is an unincorporated body having membership in the FMCBC as a Member Club as defined by FMCBC;
- I. The Club wishes to participate in the restoration of and improvements to the Trail as a Member Club of FMCBC and FMCBC agrees;
- J. FMCBC wishes to enter into this this Trail Improvement Partnership Agreement (the "**Agreement**") on behalf of the Club and the Regional District agrees;
- K. The parties agree to undertake a pilot improvement project on a portion of the Trail, with the possibility for expansion of the agreement to include the entire Trail, under the terms and conditions of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the premises, and the mutual covenants and agreements herein contained, the parties hereto agree with each other as follows:

1 TERM

- 1.1 The Agreement will be for a term of two (2) years, commencing on the date first written above and ending on the 31st day of May, 2020 (the "**Term**").
- 1.2 The Agreement may be extended by the written agreement of the parties on the terms and conditions contained herein.

2 IMPROVEMENT AREA

- 2.1 The parties have designated that portion of the Witchcraft Lake Regional Trail and the Mount Benson Regional Park Trail System (together the "**Trail**") laying within the oval area as marked on the map showing the Trail attached hereto as Schedule A (the "**Map**") as a pilot improvement project area (the "**Improvement Area**").

3 RESPONSIBILITIES

- 3.1 FMCBC will submit a plan (the "**Plan**") to the Regional District for review and acceptance prior to commencing trail improvement work within the Improvement Area. Upon acceptance of the Plan by the Regional District, the Plan will be appended to and form part of the Agreement as **Schedule B**.

- 3.2 The Plan will set out the works approved to be done under this Agreement (the "**Work**"), including as follows:

3.2.1 Trail tread improvements:

- Draining/hardening of mud holes and boggy areas;
- Repairing washout areas;
- Repairing slump areas;
- Grubbing rocks, roots, stumps;
- Repairing turnpike sections;
- Repairing trail surfaces, including removal of loose rocks;
- Installing or repairing cribbing; and
- Replenishing trail surface materials using materials similar to the existing or minimal maintenance alternatives.

3.2.2 Trail Alignment:

- Minor re-alignment to avoid obstacles or to improve trail sustainability.

- 3.3 The Plan will set out the following items in sufficient detail for the Regional District to review and approve: the expected resources that will be required in both labour and materials; the approach to be taken in making improvements to the Trail; the health and safety standards that must be followed for all Work; detailed sketches or plans for specific work areas within the Improvement Area.

- 3.4 FMCBC will provide a schedule for the Work and will provide an itemized list of materials needed for the Work to the Regional District not less than three (3) weeks before the materials will be needed at the site.

- 3.5 The Regional District agrees to purchase requested materials for use on the Work, up to a value to be determined by the RDN on an annual basis. Further,

the RDN will, to the extent possible, assist with delivering the materials as close to the Improvement Area as possible by vehicle.

- 3.6 FMCBC will supply and provide all tools and equipment needed to undertake the Work.
- 3.7 FMCBC will be solely responsible for supervising and ensuring that all Work is carried out in a good and workman-like manner and will ensure that the Improvement Area is kept in a safe and useable state at all times.
- 3.8 There are no financial obligations between the parties, other than that expressed in Section 3.5, under this Agreement.
- 3.9 FMCBC will not permit any volunteer to participate in the Work prior to the volunteer reading and signing a copy of the waiver attached hereto as Schedule C and will provide the originally signed waivers to the Regional District by December 15th of each year.
- 3.10 FMCBC will satisfy itself of the competency of individuals undertaking the Work, including without limitation, prior to being permitted to operate a chainsaw, FMCBC will obtain proof that the individual is certified under the BC Forest Safety Council's Basic Chainsaw Operator Training course or an equivalent qualification.

4 RECORD KEEPING

- 4.1 FMCBC will maintain a record of volunteer participants, as detailed in Section 4.2 below and will provide the completed records to the Regional District by no later than December 15th of each year.
- 4.2 FMCBC will keep accurate records of all individuals participating in the Work, including: name, address, date of birth, qualifications (e.g. training, certification, or training requirements), FMCBC membership, and the specific dates that each individual participated in the performance of the Work under this Agreement.
- 4.3 FMCBC will collect and use the personal information in 4.2 in strict accordance with the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, chapter 165.

5 POSTING NOTICE OF THE WORK

- 5.1 FMCBC will post signage on the trailhead kiosks, at least one week prior to the commencement of the Work. This notice shall provide detailed information regarding the Work to be undertaken, the timeline for the Work to be completed

and the potential risks associated with use of the Trail while the Work is occurring.

- 5.2 All signage posted by FMCBC will provide contact information that users of the trail may use to obtain further information about the Work.
- 5.3 If at any time FMCBC requires the Trail to be closed to facilitate the Work, FMCBC must provide written notice to the Regional District at least two weeks prior to the commencement of the Work and must post signage at the trailhead kiosks notifying any potential users of the closure at least one week prior to the commencement of the Work.
- 5.4 FMCBC agrees that the Regional District may direct individuals interested in participating in the Work to the FMCBC or the Club.

6 INSURANCE

- 6.1 FMCBC will carry a policy of comprehensive general liability insurance against claims for bodily injury, death or property damage to any person or persons arising out of the Work carried out on the Trail, in the amount of not less than three million dollars (\$3,000,000.00) per single occurrence or such greater amount as the Regional District may from time to time designate, having a deductible of not more than five thousand (\$5,000) dollars, naming the Regional District as an additional insured party.
- 6.2 The FMCBC agrees to provide to the Regional District certified copies of the insurance policies referred to in section 6.1 upon execution of this Licence.
- 6.3 All policies of insurance must contain a clause requiring the insurer not to cancel or change the insurance without first giving the Regional District thirty (30) days prior written notice.
- 6.4 The Federation of Mountain Clubs of BC policy specifically provides coverage for all members of the FMBC and the Club during any Club-led activity that is posted as an Island Mountain Ramblers event. Persons who are not members of FMCBC or the Club are not covered by the FMCBC's insurance policy.

7 INDEMNIFICATION

- 7.1 FMCBC agrees to release and discharge, the Regional District, its elected officials, appointed officers, employees and agents from and against all liability, including without limitation, claims, damages, costs, expenses or fees (including fees of lawyers on a solicitor and own client basis), losses, personal injury, including severe bodily injury or death, which the FMCBC, the Club, its members or volunteers, may suffer or allege arising out of or resulting from the

Work or any activities of the FMCBC, its members, agents, contractors, or invitees or the Club or its members on the Trail or within the Improvement Area.

- 7.2 FMCBC will indemnify and save harmless the Regional District, its elected officials, appointed officers, employees and agents from and against all lawsuits, damages, losses, personal injury, including severe bodily injury or death, costs, expenses, liability and fees (including fees of solicitors on a solicitor and own client basis) (the "**Claims**") which the FMCBC or anyone else may incur, suffer or allege by reason of the use of the Trail by the FMCBC or by any person for which the FMCBC is at law responsible, except to the extent the Claims are contributed to or caused by the negligence, willful misconduct or wrongful act or omission of the Regional District.

8 ASSIGNMENT

- 8.1 FMCBC may not assign this Agreement without the advance written consent of the Regional District, such consent to be at the sole discretion of the Regional District.

9 TERMINATION

- 9.1 Either party may terminate this Agreement by providing sixty (60) days' notice in writing to the other party (the "Notice Period"). During the Notice Period, FMCBC will complete any Work in progress and will clean the Improvement Area, including the removal of all tools, equipment and unused materials.
- 9.2 The Notice Period may be extended by the parties to permit FMCBC to complete the tasks set out in 9.1.
- 9.3 Any unused materials provided to FMCBC by the Regional District shall be returned to the Regional District at the end of the Notice Period.
- 9.4 Unless a new agreement is entered into as contemplated by Section 10.1 below, upon expiry of the Term, FMCBC will complete any Work in progress and will clean the Improvement Area, including the removal of all tools, equipment and unused materials.

10 RENEWAL

- 10.1 On the completion of the Term, the pilot project will be assessed by both parties and a new agreement may be developed for a longer-term Trail improvement partnership.

11 NOTICES

11.1 Each notice sent pursuant to this Agreement ("**Notice**") will be in writing and sent to the relevant party at the address or email address set out below or to such other party as may be designated in writing:

<p>To the Regional District:</p> <p>Regional District of Nanaimo Attention: Manager of Parks Services 6300 Hammond Bay Road Nanaimo, BC V9T 6N2 Email: parks@rdn.bc.ca</p>	<p>To the FMCBC:</p> <p>Federation of Mountain Clubs Attention: Barry Janyk 130 West Broadway, Box 19673 Vancouver, BC V5T 4E7 Email: barry.janyk@mountainclubs.org</p>
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12 MISCELLANEOUS

12.1 Waiver of any default by a party is not a waiver of any subsequent default.

13.2 That when the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic or corporate where the context or the parties require.

13.3 The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.

13.4 This Agreement must enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.

13.5 This Agreement must be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

13.6 All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.

13.7 This is the entire agreement between the parties.

13 COUNTERPARTS

13.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

REGIONAL DISTRICT OF NANAIMO)
by its authorized signatories)
)
_____))
Name:)
)
_____))
Name:)

FEDERATION OF MOUNTAIN CLUBS OF)
BRITISH COLUMBIA)
by its authorized signatories)
)
_____))
Name:)
)
_____))
Name:)

SCHEDULE "B"
TRAIL IMPROVEMENT AREA WORK PLAN

SCHEDULE "C"
RELEASE OF LIABILITY, WAIVER AND ASSUMPTION OF ALL RISKS

RELEASE OF LIABILITY, WAIVER AND ASSUMPTION OF ALL RISKS

Witchcraft Lake Trail Improvement Project

PLEASE READ CAREFULLY

TO: Regional District of Nanaimo

I wish to participate in the Witchcraft Lake Trail Improvement Project and acknowledge that in order to do so, I must agree to be bound by this Release of Liability, Waiver and Assumption of Risk. I understand and acknowledge the risks and hazards of trail improvement and accept full responsibility and agree to participate in the Witchcraft Lake Trail Improvement Project at my own risk.

I HEREBY waive any and all claims that I may now and in the future have against, and release from all liability and agree not to sue the Regional District of Nanaimo and their respective agents, officers, employees, volunteers or representatives (the "Released Parties") for any loss, damage, personal or bodily injury, or death sustained or suffered by me as a result of my participation in the Witchcraft Lake Trail Improvement Project due to any cause whatsoever, including without limitation, negligence, fault or breach of statutory duty by the Regional District of Nanaimo, including duties arising from *Occupiers Liability Act*.

In no event will the Regional District of Nanaimo be liable for any loss, damage, personal or bodily injury or death nor for any loss of or damage (including indirect or consequential damages) that I suffer whether attributable to or arising out of my participation in the Witchcraft Lake Trail Improvement Project or by reason of any matter or thing done or permitted.

I confirm that I am the age of majority and that I have read and understand this agreement prior to signing it and agree that this agreement will be binding upon me (as participant or guardian), my heirs, executors and administrators.

Signed this ____ day of _____, 2018 at _____, British Columbia.

Participant's Signature

Participant's Printed Name

Witness's Signature

Witness's Printed Name

TO: Regional Parks and Trails Select Committee **MEETING:** May 15, 2018

FROM: Kelsey Cramer
Parks Planner **FILE:** 6150-20

SUBJECT: Mount Benson Regional Park – Parking Lot Project Update

Please note: The recommendation was varied by the Committee as follows:

That upon completion of the new parking lot at 2761 Benson View Road, the floating boardwalk be removed or repurposed and the existing parking area be maintained to service the City of Nanaimo's park at Witchcraft Lake.

RECOMMENDATIONS

1. That following completion of the new parking lot, the existing parking lot and floating boardwalk at Witchcraft Lake remain open for one year and that a subsequent report to the Board be prepared on their use.

SUMMARY

A new \$ 1 million 100+ stall parking lot to serve Mount Benson Regional Park and the surrounding recreational trails on provincial crown land is expected to be complete summer, 2019.

Some local residents have requested that the existing parking site be fully decommissioned by removing the parking lot and floating boardwalk. The anticipated cost to fully decommission the parking lot and boardwalk is in the order of \$20,000 to \$25,000, in addition to the loss of approximately \$83,000 in capital expenditures that went into creating the site.

Monitoring of the use of the existing parking area once the new parking lot is open to assess the impact is recommended.

BACKGROUND

Since the creation of Mount Benson Regional Park in 2006, the main trailhead and access point on Benson View Road, at Witchcraft Lake, has seen increasing recreational use. The current parking area, which straddles Ministry of Transportation and Infrastructure (MoTI) road allowance and City of Nanaimo (City) land, was installed in 2010 for a cost of \$34,000. The roadside parking lot was installed with input from the MoTI, as well as from the neighbours, who had voiced concern about a lack of parking at the site. A floating boardwalk was also installed by the City of Nanaimo to provide a sanctioned route across the lake to the trails beyond. The RDN contributed \$30,000 to its construction

and manages the trailhead and floating boardwalk as regional trail under License of Use with the City of Nanaimo. Prior to this infrastructure going in, recreationalists would trespass around the northern shore of the lake to get to the trails and mountain top. The RDN's License of Use agreement with the City was renewed in 2017 for a second 5-year term, expiring in 2022.

The existing roadside parking area holds 24 cars and is managed by the RDN under permit with the MoTI. Other site amenities include a trailhead kiosk with map, a garbage can, bollard, access control gate and directional signage that have gone in between 2010 and 2017, at a total cost of approximately \$19,000. There is the potential to move these amenities to the new parking lot.

The existing roadside parking area appeared to meet the immediate needs at the time. More recently however, in 2015 and 2016, neighbours once again began contacting the RDN with complaints about the parking and trailhead, including road congestion, noise and litter. The RDN Board approved the purchase of 2761 Benson View Road, at a cost of \$580,000, with the intent to create an off-road parking lot and new trailhead for Mount Benson Regional Park which should be completed in the summer of 2019 (see Attachment 1 for a Context Map).

Update on the New Parking Lot Project

The new paved parking lot will contain approximately 100+ stalls, 25 of which would be located within the adjacent undeveloped road allowance. The design is considered to be at 50% completion and may change as the design progresses (Attachment 2). The corresponding cost estimate is approximately \$905,000, which includes a 15% construction contingency (Attachment 2). Trailhead amenities are not included within this estimate. MOTI will review the design and hydrological assessment prior to permitting access, development and maintenance of the parking area where it falls on road allowance.

Current works on the property include the removal of the house, which is expected to net \$11,500 towards the project.

The project includes trail improvements to connect with the existing Witchcraft Lake Regional Trail. The RDN already holds a permit with MoTI for trail development and maintenance in the undeveloped road allowance south of the lake. A new trail alignment across Crown land to the Regional Park is also being investigated, with the intent of delivering a sustainable hiking trail that will be able to better withstand the recreation use than the existing Witchcraft Lake Regional Trail. The cost of this trail is estimated to be in the order of \$20,000. A submission to the Province for permission to use this alignment will be made in the coming weeks.

Once approvals from MoTI and the Province are confirmed and the design is complete, then the project will be tendered. An anticipated timeline for tendering the project is winter 2018/2019, with Board consideration of the award of the tender in February 2019 and project construction beginning spring 2019.

Determining the Future of the Existing Witchcraft Lake Parking Area

While most residents are content with the plans for the new parking lot, some residents, near the existing trailhead, are requesting the RDN decommission the existing parking area and remove the floating boardwalk over Witchcraft Lake (Attachment 3). The RDN manages the existing parking under permit with MoTI and maintains the floating boardwalk under agreement with the City.

The RDN has kept the City staff and MoTI staff apprised of the neighbours' requests and concerns given that responsibility at this site will shift fully to their organizations should the RDN no longer be involved. City staff and MoTI staff have been on site to consider options for the existing parking and trailhead area.

The following are options considered:

- a) *Leave the parking and trailhead area as is and monitor its use for a given period once the new parking lot is open;* monitoring the existing trailhead and parking once the new parking lot is open will allow the opportunity to observe how the environment changes with the new parking lot and trailhead in operation. As per a letter from the MoTI (Attachment 4), the Ministry supports the continued use of the existing parking area located within the public road right of way, and will, in conjunction with the RDN re-asses the use of the existing parking area after the construction and implementation of the new parking lot.
- b) *Leave the parking area as is once the new parking lot is open and have two parking lots;* it is expected that the majority of recreationalists will make use of the new parking lot and trailhead as it will provide amenities such as signage, maps, garbage and vault toilet. It is also expected that historic winter use of Witchcraft Lake will continue and that recreational access across the lake remains a valued asset, including for the residents who live nearby. The existing kiosk would be relocated to the new parking lot and a smaller map sign could be installed to de-emphasize this access point.
- c) *Permanently remove the existing parking area, boardwalk and other trailhead features by removing the culvert and re-instating the roadside ditch, as well as restoring vegetation once the new parking lot is open;* prior to the boardwalk going in, people walked around the northern shore of the lake to access the trails. The lake itself has been used for skating in the winter when it's cold enough to freeze. To fully decommission the site would detract from the public's access to the lake and the trails on the other side. MoTI staff expressed that they would not support installing no-parking signs along this portion of Benson View Road because the surrounding area and road itself are public. There is also no avenue to enforce signage beyond calling the RCMP, who may be busy responding to other priorities. With this input, if the roadside parking and boardwalk are gone, people who still want to visit the lake will not be obstructed with no-parking signs. They will still be able to park on the road shoulder.
- d) *Remove the boardwalk, but keep the platform at the base of the trail as a lookout, or relocate the boardwalk elsewhere on the lake so that it provides a viewing platform, but does not provide a crossing;* a lookout or viewing platform would create an environment where people are not merely passing through, but are invited to stay. Neighbour concerns around noise and loitering could potentially be exacerbated by a viewing platform or lookout in this relatively secluded location. Another limitation to moving the structure elsewhere on the lake is the quantity of dead trees in the waterbody. A clear route would need to be created, or it would need to be lifted and then installed from a new location along the shoreline.

Removing the existing 24 parking stalls and floating boardwalk immediately after the new 100+ stall parking lot is opened may be premature if there is no longer the pressure on this location as the primary access point to this popular recreational area. A monitoring period of one year is proposed to allow

time to make a decision on the RDN’s future involvement at this location. The City of Nanaimo will be consulted and kept informed during the monitoring period as the outcome at this site involves City land.

ALTERNATIVES

1. That following completion of the new parking lot, the existing parking lot and floating boardwalk at Witchcraft Lake remain open for one year and that a subsequent report to the Board be prepared on their use.
2. That the existing roadside parking lot and floating boardwalk at Witchcraft Lake remain open once the new parking lot is complete and the RDN manage both recreational access points.
3. That the existing roadside parking lot and floating boardwalk at Witchcraft Lake be permanently decommissioned and the RDN remove itself from future responsibility at this site once the new parking lot is complete.
4. That the Regional Board provide alternative direction to staff regarding the future of the existing roadside parking lot and floating boardwalk at Witchcraft Lake.

FINANCIAL IMPLICATIONS

To date approximately \$83,000 has been spent by the RDN on capital improvements to the existing parking lot and trailhead at Witchcraft Lake.

ITEM	COST
2010 Floating Boardwalk	\$30,000
2010 Parking lot	\$34,000
2013 Kiosk with map and bollard	\$15,000
2017 Garbage can and Gates	\$4,000
TOTAL EXPENDITURE	\$ 83,000

Operational costs on site have been approximately \$1,000 annually and include garbage removal, trail re-surfacing and most recently, snow-plowing.

To fully decommission the existing parking and boardwalk will be an expected one-time cost of approximately \$20,000 to \$25,000 (which includes an estimated \$8,000 to remove the floating boardwalk and \$15,000 to remove the culvert, re-instate the ditch and re-vegetate the disturbed areas). Actual costs of removal would be confirmed by contractor quotes.

Costs associated with monitoring the site for one year will depend on the method applied and could cost in the range of \$5,000. This would be budgeted for in 2019.

In summary, a capital loss of approximately \$89,000 would result if the existing site is decommissioned, assuming the kiosk, bollard, garbage and gates would be used elsewhere. If the site is left open and monitored, an expected cost for monitoring would be \$5,000 per year.

STRATEGIC PLAN IMPLICATIONS

The Mount Benson Regional Park parking lot project responds to the following RDN strategic priorities:

- Recognizing recreational amenities as core services.
- Funding infrastructure in support of our core services.



Kelsey Cramer
kcramer@rdn.bc.ca
May 9, 2018

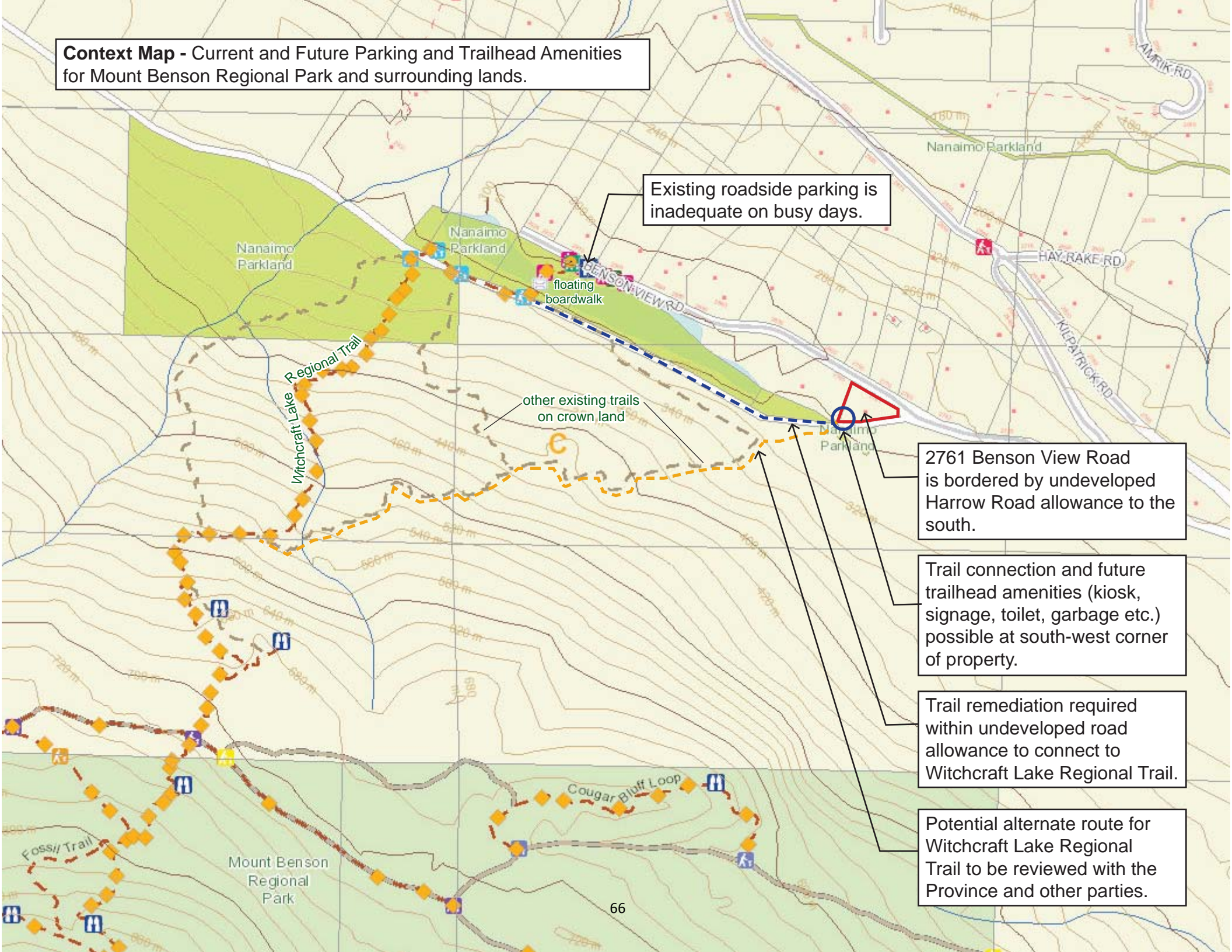
Reviewed by:

- W. Marshall, Manager, Parks Services
- T. Osborne, General Manager, Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Context Map
2. 50 percent Concept Design and Cost Estimate
3. Benson View Rd Residents Feedback Summary
4. Letter from MoTI

Context Map - Current and Future Parking and Trailhead Amenities for Mount Benson Regional Park and surrounding lands.



Existing roadside parking is inadequate on busy days.

other existing trails on crown land

2761 Benson View Road is bordered by undeveloped Harrow Road allowance to the south.

Trail connection and future trailhead amenities (kiosk, signage, toilet, garbage etc.) possible at south-west corner of property.

Trail remediation required within undeveloped road allowance to connect to Witchcraft Lake Regional Trail.

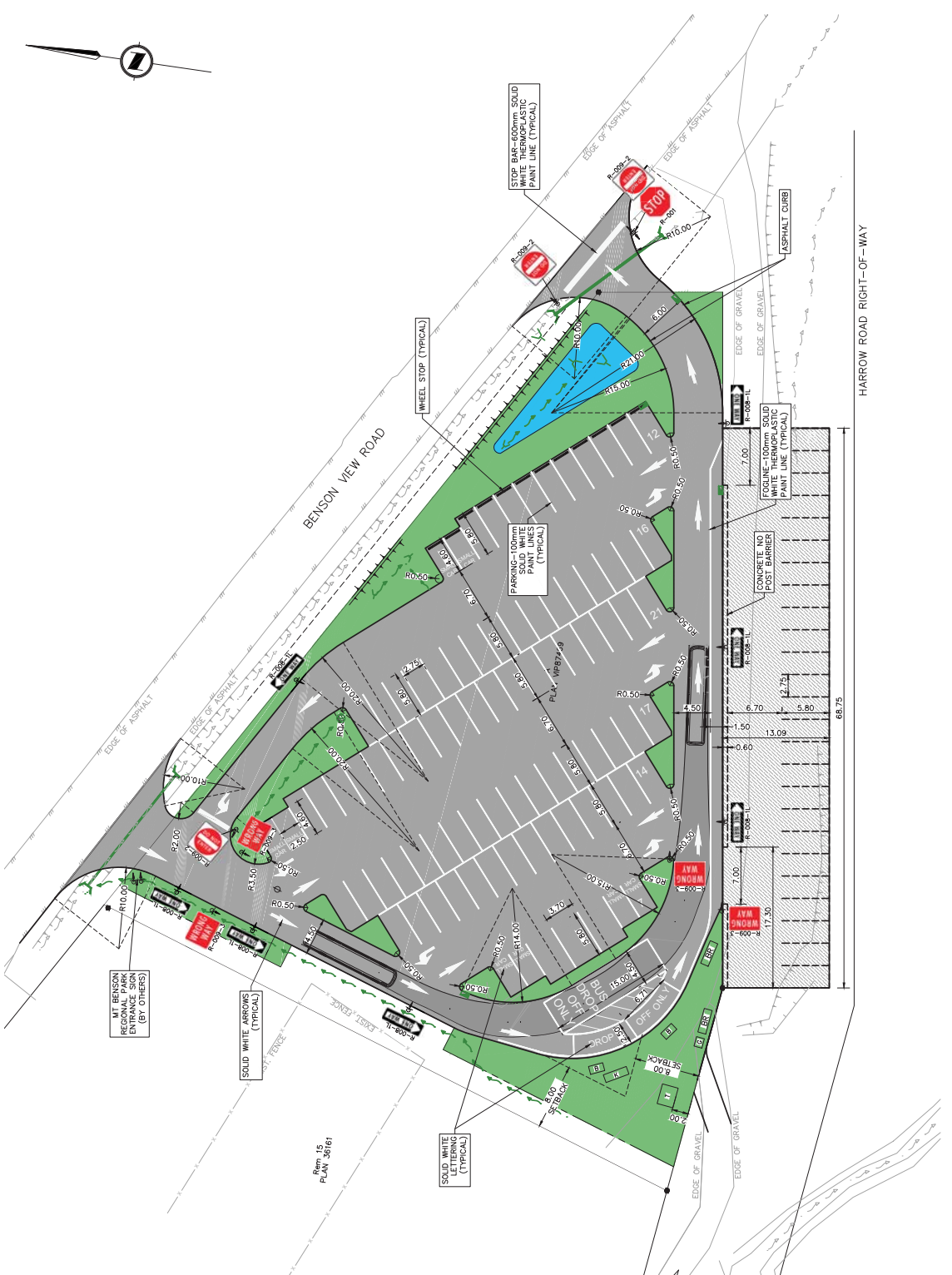
Potential alternate route for Witchcraft Lake Regional Trail to be reviewed with the Province and other parties.



- NOTES:**
1. PAVEMENT MARKINGS TO CONFORM TO THE MANUAL OF STANDARD TRAFFIC SIGNS AND MARKINGS (MSTSM) AND BE REVIEWED AND APPROVED PRIOR TO PLACEMENT.
 2. ERADICATE EXISTING ROAD MARKINGS AS REQUIRED.
 3. RELOCATED SIGNS TO COME WITH NEW CONCRETE TO BE SUPPOSED OFF THE CONCRETE BASE & POST TO BE SUPPOSED OFF THE

PARKING	
FULL-SIZE	76
SMALL-CAR	8
ACCESSIBLE	3
BUS	1
PICK UP / DROP OFF	4
TOTAL	92

- LEGEND:**
- [E] BENCH 1.8m x 1m PAD
 - [X] MOCK 3m x 1m PAD
 - [G] GARBAGE 1.2m x 1m PAD
 - [BR] BICYCLE RACK 3m x 1m PAD
 - [T] TOILET 2.5m x 2m PAD / FOOT FRONT



Drawing No. **104**
 Project Number **22311230-01**
 Rev. **PA**

REGIONAL DISTRICT OF NANAIMO
 830 WEST ISLAND HIGHWAY, PARKSVILLE BC, V9P 2K4
MOUNT BENSON PARKING LOT
GEOMETRICS, SIGNING
AND PAVEMENT MARKINGS

Approved Stamp



50% DESIGN
 NOT FOR CONSTRUCTION

Scale: 0 2 1:250 1:2m
 ORIGINAL DATE: 05/11/2018 4:00:00 PM (02/1/2018)

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DATE	ISSUED FOR 50% DESIGN APPROVAL	BY	DATE	ISSUED FOR 100% DESIGN APPROVAL	BY

REGIONAL DISTRICT OF NANAIMO
Recreation and Parks Department
Mount Benson Parking Lot
50% DESIGN - CONSTRUCTION COST ESTIMATE

Prepared By: H.Cao
Checked By: C.M.P.
Date: April 19, 2018

					MCSL ESTIMATE	
					2018 Dollars	
ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1.0	GENERAL CONDITIONS					
1.1	Refer to Supplementary Specifications	Mobilization and Demobilization	Lump Sum	1.00	\$15,000.00	\$15,000.00
1.2	Refer to Supplementary Specifications	Site Maintenance and Sediment Management	Lump Sum	1.00	\$8,000.00	\$8,000.00
		GENERAL CONDITIONS SUBTOTAL				\$23,000.00
2.0	ROAD AND SITE WORKS					
		SITE PREPARATION				
2.1	Refer to Supplementary Specifications	Clearing and Grubbing - Includes tree removal and disposal	Square metre	6225.00	\$2.00	\$12,450.00
2.2	31 24 13 1.8.5.1	Stripping (150mm thickness fill areas only)	Cubic Metre	290.00	\$12.00	\$3,480.00
2.3	31 24 13 1.8.5.1	Common excavation , off-site disposal	Cubic Metre	2460.00	\$18.00	\$44,280.00
2.4	31 23 17 1.6.1/2/3/4	Rock Removal (Blasting permitted)	Cubic Metre	990.00	\$200.00	\$198,000.00
2.5	31 24 13 1.8.9	Subgrade preparation	Square metre	6225.00	\$1.50	\$9,337.50
2.6	31 24 13 1.8.7	Import road embankment fill	Cubic Metre	1120.00	\$25.00	\$28,000.00
	32 11 16.1	GRANULAR SUB-BASE:				
2.7	32 11 16.1 1.4.3/4	Granular sub-base - 250 mm thickness for parking areas	Square metre	4630.00	\$13.00	\$60,190.00
	32 11 23	GRANULAR BASE:				
2.8	32 11 23 1.4.2/3	Granular base - 150 mm thickness for road and site	Square metre	4630.00	\$15.00	\$69,450.00
	32 12 16	HOT-MIX ASPHALT CONCRETE PAVING:				
2.9	32 12 16 1.5.1/2	Asphaltic concrete paving 50mm thickness	Square metre	3740.00	\$45.00	\$168,300.00
2.10	32 12 16 1.5.1/2	Asphalt water control curb	Lineal Metre	200.00	\$35.00	\$7,000.00
	03 30 20	PAINTED PAVEMENT MARKINGS:				
2.11	32 17 23 1.5.3	Permanent pavement markings	Lump Sum	1.00	\$10,000.00	\$10,000.00
2.12	Refer to Supplementary Specifications	Traffic sign, pole and base	Each	15.00	\$600.00	\$9,000.00
		MISCELLANEOUS				
2.13	Refer to Supplementary Specifications	Concrete No-post Barriers	Lineal Metre	55.00	\$180.00	\$9,900.00
2.14	Refer to Supplementary Specifications	Concrete Wheel Stops	Each	12.00	\$120.00	\$1,440.00
2.15	Refer to Supplementary Specifications	Steel Security Gate c/w concrete footing	Each	4.00	\$3,500.00	\$14,000.00
		ROAD AND SITE WORKS SUBTOTAL				\$644,827.50
3.0	STORM WORKS					
3.1	Refer to Supplementary Specifications	Remove existing culverts	Lineal Metre	15.00	\$90.00	\$1,350.00
3.2	31 23 01 1.10.6	Drainage swale	Lineal Metre	140.00	\$25.00	\$3,500.00
3.3	Refer to Supplementary Specifications	Drainage Ditch (MOTI ROW)	Lineal Metre	75.00	\$50.00	\$3,750.00
3.4	Refer to Supplementary Specifications	Ditch Rip Rap - 25kg Class min 300 thickness	Square metre	120.00	\$40.00	\$4,800.00
3.5	33 40 01 1.6.2	Culvert 500mm CSP, imported backfill	Lineal Metre	20.00	\$210.00	\$4,200.00
3.6	33 40 01 1.6.2	Culvert 600mm CSP, imported backfill	Lineal Metre	30.00	\$250.00	\$7,500.00
3.7	33 42 13 1.5.3	Pre-cast concrete headwall	Each	6.00	\$3,500.00	\$21,000.00
3.8	33 40 01 1.6.5	Catchbasin	Each	6.00	\$1,500.00	\$9,000.00
3.9	33 40 01 1.6.2	Pipe - 200mm diam. PVC SDR28, imported backfill (catchbasin lead)	Lineal Metre	50.00	\$140.00	\$7,000.00
3.10	33 40 01 1.6.2	Pipe - 300mm diam. PVC, imported backfill	Lineal Metre	100.00	\$180.00	\$18,000.00
3.11	33 44 01 1.5.1.1	Manhole, lid, slab, cover and frame - 1050mm diameter	Each	2.00	\$2,800.00	\$5,600.00
3.12	33 44 01 1.5.1.2	Manhole riser section - 1050mm diam.	Vert. Metre	3.00	\$600.00	\$1,800.00
		POND				
3.13	Refer to Supplementary Specifications	Pond Grading	Square metre	200.00	\$100.00	\$20,000.00
3.14	Refer to Supplementary Specifications	Discharge Control Structure	Lump Sum	1.00	\$5,000.00	\$5,000.00

REGIONAL DISTRICT OF NANAIMO
Recreation and Parks Department
Mount Benson Parking Lot
50% DESIGN - CONSTRUCTION COST ESTIMATE

					2018 Dollars	
ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
3.15	Refer to Supplementary Specifications	Geofabric Liner	Square metre	200.00	\$8.00	\$1,600.00
3.16	Refer to Supplementary Specifications	Re-use of existing blast rock for armour (stockpile and re-use)	Cubic Metre	90.00	\$30.00	\$2,700.00
STORM WORKS SUBTOTAL						\$116,800.00
4.0	LANDSCAPING					
	32 92 19	HYDRAULIC SEEDING				
4.1	32 92 19 1.8.1/2	Hydraulic Seeding of disturbed areas	Square metre	600.00	\$5.00	\$3,000.00
LANDSCAPING SUBTOTAL						\$3,000.00

Notes:

1) Estimated costs are derived from recent experience on Vancouver Island, but there is no warranty that actual cost will not vary. McElhanney accepts no liability for actual cost which may vary from the estimated construction costs provided herein.

2) Cost estimate based on McElhanney drawings 12523-01-101-401 (50% Designed), dated April 16, 2018.



SECTION 1: GENERAL CONDITIONS SUBTOTAL	\$23,000.00
SECTION 2: ROAD AND SITE WORKS SUBTOTAL	\$644,827.50
SECTION 3: STORM WORKS SUBTOTAL	\$116,800.00
SECTION 4: LANDSCAPING SUBTOTAL	\$3,000.00
TOTAL CONSTRUCTED WORKS	\$787,627.50
CONTINGENCY (15%)	\$118,144.13
TOTAL PROJECT COST (LESS GST)	\$905,771.63

Benson View Road Residents Feedback Summary

compiled December 11, 2017

Feedback form distributed at Residents Meeting on-site October 17, 2017. Thirteen (13) residents signed in.

Number of Respondents: 8 feedback forms returned
3 emails with comments received

Question 1	Please share any general comments regarding the Regional District of Nanaimo Board's recent approval to purchase 2761 Benson View Road for the purposes of an off-road parking lot and trailhead amenities for Mount Benson Regional Park and surrounding lands.		
Responses	POSITIVE	NEGATIVE	Comments (# times noted if more than 1)
	9	2	Gate control at night to prevent partying (2)
			Security checks, animal control checks
			Retain as much existing vegetation as possible
			Install no parking signs on Benson View (2)
			Process is taking too long, waiting another year is unreasonable
			Great. Ensure veg. buffer between road and parking area
			Install 'tow-away zone', 'slow your speed' on BV Rd
			Parking upgrades required, build and retain as much as possible. Construction costs and demand will only increase in future. We'll be across from new parking lot and would prefer things did not change, but are aware this is unrealistic and support RDN efforts towards easing the congestion
			Install Parking Lot Full sign (2)
			Elated to receive news of designated parking lot
			Benson View Road is dangerous for vehicles, walkers, bikers (3)
			Excellent! Decommission existing parking and bridge (2)
			Install 'residents only' parking signs on BV Rd
			Not sustainable as sole access to Mount Benson (2)

Question 2	Depending on whether the adjacent Harrow Road allowance is incorporated, between 92 and 126 parking stalls are anticipated. Final design will include a fence between the parking lot and the neighbouring residence and will include an access-control gate.		
Responses	92 better than 126	126 better than 92	Comments
	0	8	126 will not be enough for future needs with more vehicles.

Question 3	Do you feel that phasing construction would be a suitable approach (e.g. build some stalls first and then build the remainder at a later date)?		
Responses	Yes	No	No response
	0	7	Staging the project will increase cost.

Question 4	Are there specific aspects of Option 1 or Option 2 that you prefer and would like to see reflected in the next stage of design?		
Responses			
	Option 2- we need to maximize parking now and in future.		

Benson View Road Residents Feedback Summary

compiled December 11, 2017

	Build out as much as possible with consideration for neighbourhood and environment.
	Make new trail to Witchcraft Lake and existing floating bridge so people not tempted to park at end of Benson View Rd.

Question 5	Please check all trailhead amenities that you feel should be integrated in the next stage of design:		
Responses	For	Against	Comments (# times noted if more than 1)
Kiosk	8	0	
Garbage	6	2	Must be emptied - bears will make a mess
Recycling	5	3	Must be emptied - bears will make a mess
Pit toilets	4	4	Area is on wells, pit toilets not compatible. Toilets essential - where do 8000 people from June to Aug go?
Directional Signs	8	0	
Interpretive Signs	7	1	
Other	2	0	Gate locked at night (2), sign warning of fines for littering

Question 6	Given the new proposed parking facility and trailhead development at 2761 Benson View Rd, what is your preference for the existing roadside parking lot?	
Responses	Count	Comments
Leave it as is and continue to maintain it as a secondary trail access point	3	Very disappointed to think access should be discontinued all together. Why demolish a unique amenity and reduce parking capacity by 24 stalls? Why reduce usage options for mobility constrained people?
Leave the floating boardwalk, but reduce parking area and remove kiosk	0	
Decommission parking area and remove floating boardwalk/ all amenities	5	Could the existing bridge be relocated to new trailhead as a pier to walk out onto? Decommissioning all is only sane plan for residents. If bridge is left, hikers will still park all up and down the road.
Other	1	Leave the bridge, but decommission parking area - people can walk to bridge from new parking area.

Additional Comments Received via Email
Residents expect quiet rural lifestyle and increase in traffic takes this away.
People undertaking 'midnight hikes' then early morning voices are loud when they return.
Unsavory characters drink and party in existing parking lot and police have had to be called.
Many visitors use the roadside as their garbage dump - how is RDN going to manage garbage issue.
Traffic safety on Kilpatrick and Benson View Road is most important factor. There have been two fatalities on the road. Road is disintegrating in places due to increased traffic, road wasn't intended for this level of traffic.
Road is treacherous in winter and heavier traffic will reduce safety.



April 18, 2018

To: Regional District of Nanaimo Board of directors.

RE: Witchcraft Lake and Benson View road parking.

This letter, written on behalf of the Ministry of Transportation and Infrastructure is intended to support the Regional District of Nanaimo with respect to the constructed parking area on Benson View road.

The parking area on Benson View road is currently being used by the public for the purposes of vehicle parking in order to access Benson View Park. Working in conjunction with the RDN the ministry has provided, by way of permit to the RDN to use the public road right of way and to construct and maintain the current parking area.

The ministry supports the continued use of this parking area located within the public road right of way. Working with local communities and Municipal governments as a whole, the Ministry supports the betterment and continual access of public rights of way.

In recognition of the cost and efforts to enhance the current access The Ministry would support the current parking area to remain, during the construction period of the new Benson View parking and trailhead. After the construction period and implementation of the new Parking lot and trailhead the ministry will, in conjunction with the RDN re-asses the use of the existing parking area.

Regards

Stefan Yancey

Operations Manager

CC: Michael Pearson, Vancouver Island District Manager.

TO: Electoral Area Services Committee **MEETING:** May 8, 2018
FROM: Nick Redpath
Planner **FILE:** 0125-20-CANNABIS
SUBJECT: Non-medical Cannabis Retail Store Licence Applications Policy

Please note: The recommendation was varied by the Committee as follows:

That the Board adopt Regional District of Nanaimo Policy B1.24 Non-medical Cannabis Retail Stores Licence Applications with the notification requirements, as noted in section 3. c) ii) of Policy B1.24 expanded to a radius of 300 metres.

RECOMMENDATION

That the Board adopt Regional District of Nanaimo Policy B1.24 Non-medical Cannabis Retail Store Licence Applications.

SUMMARY

The nationwide legalization of non-medical cannabis (NMC) by the summer of 2018 presents challenges to all levels of government. The federal government will continue to oversee the medical cannabis regime under the *Access to Cannabis for Medical Purposes Regulations* and will take on the responsibility of regulating the production of NMC upon its legalization. In British Columbia, the wholesale distribution of NMC will be solely through the Liquor Distribution Branch (LDB). The LDB will be the operator of government-run retail stores and the Liquor Control and Licensing Branch will be responsible for licensing and monitoring the retail sector using a mixed public/private model. The Province has advised that it will permit local governments to decide whether they wish to have NMC retail stores in their communities and for the Province to issue a retail licence, support of the local government must be obtained by an applicant. Draft Policy B1.24 (see Attachment 1 – Draft Policy B1.24 Non-medical Cannabis Retail Store Licence Applications) is proposed to establish a framework in guiding the review of NMC retail store licence applications in the Regional District of Nanaimo (RDN).

BACKGROUND

The federal government will be responsible for the supply of cannabis (regulation, production and product standards) and set industry-wide standards around the types of products available, packaging and labelling requirements, serving sizes and potency standards, prohibiting the use of certain ingredients and promotional restrictions. The federal government is also responsible for establishing minimum conditions that provincial and territorial legislation will be required to meet to ensure consistency. The conditions set by the federal government relate to personal possession limits (maximum 30 grams per adult), personal cultivation (maximum four plants per residence) and setting of

a minimum age of consumption (18 years). Continued oversight of the medical cannabis regime will also fall under federal jurisdiction.

Provincial and territorial governments will assume responsibility for many aspects of non-medical cannabis regulation in their respective jurisdictions. On April 26, 2018, the Province introduced legislation to provide for legal, controlled access to NMC in British Columbia. The proposed *Cannabis Distribution Act (CDA)* will establish the Province's exclusive jurisdiction over wholesale distribution of cannabis and provide authority for public retail sales. The proposed *Cannabis Control Licensing Act (CCLA)* establishes provincial control over the sale, supply and possession of NMC and establishes licensing of private cannabis retailers, including registration and training requirements for those who will work in cannabis retail. The *CCLA* also outlines restrictions on the possession, personal cultivation and consumption of cannabis by adults, prohibitions for minors and includes an extensive compliance and enforcement regime.

Regional districts are likely to be most active in the areas of land use management (administering and enforcing zoning regulations pertaining to cannabis production facilities and non-medical cannabis retail sales), public consumption (regulation and enforcement around public consumption in local government facilities), cannabis in the workplace (maintaining safe municipal workplaces) and enforcement issues (building code and bylaw enforcement). The Federation of Canadian Municipalities released a Municipal Guide to Cannabis Legalization to assist Canadian local governments in preparing for the upcoming nationwide legalization this summer (see Attachment 2 – Municipal Guide to Cannabis Legalization).

Land Use Management

To address cannabis production facilities within the RDN, "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.415, 2018" and "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.31, 2018" were adopted to reflect the change in terminology used by the federal government from "marihuana" production to "cannabis" production and regulate the production of cannabis for medical and non-medical purposes in anticipation of legalization later this year.

The Province released a private retail licensing guide (see Attachment 3 – B.C. Cannabis Private Retail Licensing Guide) for NMC retail store licence applications. This guide provides information for those considering applying for a provincial licence to retail NMC and assists local governments in preparing for potential retail store licence applications within their communities. The rules governing NMC retail stores will be similar to those currently in place for liquor, and public and private retailers will have similar operating rules. The Province requires that a local government review NMC retail store licence applications, consider community impacts and provide a resolution to indicate whether or not the local government supports the licence application. The Province is currently working with local governments and the Union of B.C. Municipalities to finalize the application process, including what information local governments will need to have in order to provide informed comments and pass a resolution on applications.

The RDN's review of NMC retail store licence applications have implications on both the Community Planning budget and staff resources. "Regional District of Nanaimo Planning and Services Fees and Charges Amendment Bylaw No. 1259.12", 2018" was recently adopted to help cover the cost of reviewing NMC retail store licence applications.

Regulatory Options

A number of different regulatory approaches exist to address the retail aspect of NMC. Three of these options are outlined below and it is up to local governments to decide on the best approach for their respective community.

1. Allow NMC shops as a retail use under existing zoning and provide locational input through the licence application process and create a policy to guide the review of licence applications. **(recommended option)**
2. Adopt specific NMC retail land use regulations and only permit the use in specific zones deemed suitable to accommodate these shops.
3. Establish an initial prohibition on NMC retail stores through land use regulations and require a zoning amendment application for each proposed NMC retail store.

Recommended Option - Policy B1.24 Non-medical Cannabis Retail Store Licence Applications

With the Province requiring local governments to review NMC retail store licence applications, draft Policy B1.24 is being proposed to establish a framework to guide the review of these licence applications within the RDN. This approach is consistent with the RDN Liquor Licence Applications Policy B1.6 used in the review of liquor licence applications received from the Province. The intent of this policy is to outline criteria to be considered by the Regional District of Nanaimo Board and assist in forming a resolution as part of the Province's CDA licensing process for NMC retail stores. The draft policy approach is flexible and adaptive to community interests and concerns. The draft policy is intended to provide guidance to applicants and RDN staff as part of the application process and address potential adverse community impacts of NMC retail stores, including inappropriate exposure of minors to cannabis and undesirable concentration of these retail stores.

The Province intends to introduce special provisions for rural areas to provide access to NMC to rural populations and will review whether rural agency stores that currently sell liquor will also be eligible for NMC sales. Draft Policy B1.24 applies to both regular NMC retail store and rural agency store licence applications and a review of the proposed policy may be required once the Province finalizes details of the application process.

Local governments throughout the province are taking different regulatory approaches to address the upcoming challenges faced with the legalization of cannabis. Allowing NMC shops as retail under existing zoning and providing locational input through the licence application process is recommended for the RDN. Draft Policy B1.24 will help guide RDN staff and potential licence applicants to help create an efficient and effective process in preparation for legalization. The Province has yet to finalize the application process for NMC retail licences and has indicated that a local government resolution is required prior to issuing final approval. Should the Board adopt draft Policy B1.24, staff would monitor for further Provincial guidance and changes to the NMC licensing process and bring forward recommended policy revisions for the Boards consideration as necessary.

Zoning

At present, similar to alcohol, the selling of cannabis would fall under general retail use within "Regional District of Nanaimo Land use and Subdivision Bylaw No. 500, 1987" and "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002", and is permitted in any zone that

allows that use. In reviewing all applications, draft Policy B1.24 requires that all NMC retail stores be located in a zone where retail store is a permitted principal use.

Separation from Sensitive Uses and other Non-medical Cannabis Retail Stores

To address potential adverse community impacts and provide guidance to applicants for non-medical cannabis licences, draft Policy B1.24 proposes a minimum 300 metre setback between each NMC retail store and other uses deemed sensitive. Identified sensitive uses include schools, playgrounds, community centres and daycares. The intent of the proposed minimum setbacks within draft Policy B1.24 is to mitigate inappropriate exposure of minors to cannabis, minimize public impact and prevent undesirable concentrations of NMC retail stores.

The minimum 300 metre setback from sensitive uses and other NMC retail stores was selected after a review of existing regulations for other local governments within BC and the United States of America took place. In 2014, Washington State legalized cannabis and permitted the retail sale of NMC in storefronts. The Washington State Liquor and Cannabis Board implemented a 1000 feet (300 metre) distance requirement from restricted entities including schools, playgrounds, recreation facilities, child care centres, public transit centres, libraries and arcades. The City of Vancouver mirrored Washington State and implemented 300 metre setbacks from schools, community centres, neighbourhood houses, youth facilities that serve vulnerable youth and other cannabis related businesses. The City of Victoria implemented a 200 metre setback from public or independent elementary, middle or secondary schools and a 400 metre setback between cannabis retail stores.

Contact has been made with member municipalities to discuss approaches to address NMC retail and proposed setback distances between sensitive uses and other NMC stores. Many jurisdictions are in the early stages of preparing to receive NMC retail store licence applications and no confirmed setback distances have been implemented by member municipalities to date. Continued communication will take place to provide opportunity for consistency within the region.

Notification Distance

To address potential adverse community impacts and provide an opportunity for owners and tenants within the vicinity of a NMC retail store licence application to submit feedback, a 200 metre notification area is proposed within draft Policy B1.24. Consistent with RDN Liquor Licence Applications Policy B1.6, the RDN will mail, or otherwise deliver, written notice to owners and tenants in occupation of any part of a parcel within a distance of 200 metres at least 10 days prior to the date of the hearing advising the public of the application and their opportunity to be heard at the hearing. Policy B1.24 anticipates minor amendments to licenced NMC retail stores in the future and includes provisions which are consistent with those provided in existing liquor licence Policy B1.6.

ALTERNATIVES

1. Adopt Policy B1.24 Non-medical Cannabis Retail Store Licence Applications.
2. Do not adopt Policy B1.24 Non-medical Cannabis Retail Store Licence Applications.
3. Provide alternate direction.

FINANCIAL IMPLICATIONS

This report and draft Policy B1.24 have been prepared in response to the Provincial *Cannabis Distribution Act* and NMC retail store licence application process in anticipation of the upcoming legalization of non-medical cannabis. Draft Policy B1.24 can be accommodated within the existing Community Planning budget.

The implications to the Community Planning budget for review of non-medical cannabis retail store licence applications could be significant depending on the number received. Recent bylaw amendments creating a \$4,000 fee to review non-medical cannabis retail store licence applications will help recover the cost associated with review and processing of these applications.

STRATEGIC PLAN IMPLICATIONS

A focus on “Economic Health” is one of the strategic priorities in the RDN Strategic Plan 2016 – 2020. In particular, the strategic plan directs that the RDN will foster economic development and support diversification of our regional economy. Retail of non-medical cannabis could provide local business opportunities in this emerging sector and promote economic health through the diversification of our regional economy.

The Strategic Plan 2016-2020’s “Focus on Service and Organizational Excellence” states that the RDN will ensure our processes are as easy to work with as possible. Draft Policy B1.24 is intended to bring clarity to potential applicants and provide a framework that is easy to work with, delivering an efficient and effective process.



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May 1, 2018

Reviewed by:

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Attachments

1. Draft Policy B1.24 Non-medical Cannabis Retail Store Licence Applications
2. Municipal Guide to Cannabis Legalization
3. B.C. Cannabis Private Retail Licensing Guide

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT:	<i>DRAFT Non-medical Cannabis Retail Store Licence Applications</i>	POLICY NO: B1.24 CROSS REF.:
EFFECTIVE DATE:	TBD	APPROVED BY: Board
REVISION DATE:		PAGE: 1 of xx

PURPOSE

This document is intended to outline the process employed by the Regional District of Nanaimo in the review and processing of requests for local government resolutions for non-medical cannabis (NMC) retail store licence applications.

POLICY

1. Applications

a) Application Forms

Applications for a Board resolution shall be made to the Manager of Current Planning on the form provided by the Manager, and shall contain the following at a minimum:

- i) Name, address, and signature of the applicant
- ii) Name, address, and signature of registered owner, if different from the applicant, or a letter of consent from the owner, if the applicant is not the owner
- iii) Title search for the property (dated within 30 days of the application), including copies of any charges on title, and corporate registry search (if applicable)
- iv) The legal description of the property and street address of the property
- v) Plans in support of the application, including a site plan, floor plan and signage details in a format consistent with the RDN’s development permit application requirements
- vi) A description of the proposed NMC retail store, including: the proposed store’s size, proposed hours of operation and specific market segment being targeted
- vii) A community impact statement that outlines the NMC retail store’s potential positive impacts on the community, potential negative impacts on the community, and measures taken to address the store’s potential negative impacts
- viii) Identification of any sensitive uses and NMC retail stores within the specified separation distance from the subject property established in the Community Impact Evaluation Criteria section of this policy
- ix) A copy of a completed Liquor Control and Licensing Branch (LCLB) application form.

b) Application Fees

At the time of application for a local government resolution the applicant shall pay the Regional District of Nanaimo an application fee in the amount set out in Regional District of Nanaimo Fees and Charges Bylaw No. 1259, 2002, and any amendments thereto.

2. Community Impact Evaluation Criteria

The Board may consider the following when providing a resolution with respect to an application for a new NMC retail store licence, or an amendment to an existing licence:

- i) Location of the proposed NMC retail store
- ii) The proximity of the proposed NMC retail store to existing NMC retail stores and sensitive uses, including schools, playgrounds, community centres and daycares, which are in operation at the time the application is made. A separation distance of 300 metres should be provided between the subject property and properties containing these uses
- iii) The size of the proposed NMC retail store and proposed hours of operation
- iv) The number and market focus or clientele of liquor primary establishments in proximity to the proposed NMC retail store
- v) Traffic and parking
- vi) Official Community Plan policies and zoning allowing for 'retail store' as a principle permitted use
- vii) Population, density, and trends in the surrounding community
- viii) Relevant socio-economic information
- ix) Referral responses and comments received through public notification
- x) The impact on the community if the application is approved.

3. Public Consultation

The Regional District of Nanaimo will solicit and receive the views of residents that may be impacted by the application as follows:

a) Public Meetings

The RDN shall hold a hearing, which shall be advertised in accordance with this policy. On the date identified in the public notice, the Electoral Area Director or designate, will hear the applicant and members of the public it considers may be impacted if the NMC retail store licence is granted. The RDN may, at its discretion, hold a public information meeting prior to the hearing to facilitate additional consultation with the public.

Where an application for a local government resolution is associated with an Official Community Plan (OCP) Amendment or an application for land use and subdivision bylaw change, the hearing for that application shall be used to obtain public input on the NMC retail store licence application.

b) Minor Amendments

Notwithstanding the above the Board may also consider a minor amendment application to an existing NMC retail store licence, without the requirement to hold a hearing, if the proposal is not anticipated to negatively impact the surrounding community and complies with other applicable RDN bylaws and policies. All other requirements of this policy must be met and notice of the Board's consideration of the licence amendment application will be provided in accordance with the public notification requirements of this policy.

c) Notification Requirements

Public notification of the proposed NMC retail store will be required as follows:

- i) Upon receipt of a complete application the applicant shall post a notice on the subject property in a format prescribed by the Manager of Current Planning in a location unobstructed to view from the adjacent highway or street, advertising that the property is subject to an NMC retail store licence application.
- ii) The RDN will mail, or otherwise deliver, written notice to owners and tenants in occupation of any part of a parcel which is the subject of the application, and within a distance of 200 metres of all parcels that are the subject of the application at least 10 days prior to the date of the hearing advising the public of the application and their opportunity to be heard at the hearing.
- iii) The RDN shall place two consecutive advertisements in a local newspaper. The publication will appear not less than 3 nor more than 10 days before the date of the hearing advising the public of the application and their opportunity to be heard at the hearing.
- iv) The purpose of the letter and newspaper notice will be to:
 - inform the public that the Board has received a request for a local government resolution for a NMC retail store licence
 - identify the general terms and intent of the application
 - make available the time and date on which public representations will be heard by the Board, or designate
 - outline any proposed changes to an existing NMC retail store licence if the application is for an existing licensed NMC retail store.

4. Consideration of Applications

A report on a NMC retail store licence application shall be submitted to the Electoral Area Services Committee and shall contain: details of the application; an evaluation of the proposal; a summary of referral responses and comments received through public consultation; and a draft resolution for the Board's consideration. The Board may approve the draft resolution, amend the draft resolution and approve it, or provide no comment regarding the application.

Municipal Guide to Cannabis Legalization

A roadmap for Canadian
local governments



Disclaimer

This guide provides general information only. It is not meant to be used as legal advice for specific legal problems. This guide should not be used as a substitute for obtaining legal advice from a lawyer licensed or authorized to practice in your jurisdiction.

Information about the law in this guide has been checked for legal accuracy at the time of its publication, but may become outdated as laws or policies change. Links to non-FCM resources are provided for the convenience of readers of this guide. FCM does not create or maintain these non-FCM resources, and is not responsible for their accuracy.

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Rising to the local challenge of cannabis legalization



To municipal leaders and staff across Canada,

The nationwide legalization of non-medical cannabis by the summer of 2018 presents major challenges for all orders of government.

And of course, municipalities form the order of government closest to daily life and commerce—building more livable communities, handling crises, and doing what it takes to keep residents safe and well-served. We are also very much on the front lines of implementing this new federal commitment. Our cities and communities, after all, are the places where non-medical cannabis will be legally sold and consumed.

Getting this right is a big job.

Local governments will face significant new enforcement and operational challenges in the months and years ahead. And those challenges don't end with policing. There is a world of bylaws to develop and business licensing rules to review. There are processes to adopt across as many as 17 municipal departments. And that's where this guide comes in.

FCM worked with legal, land-use planning and policy experts to develop a roadmap for how municipalities might choose to adapt and develop bylaws in domains ranging from land use management to business regulation to public consumption.

Building on last summer's [Cannabis Legalization Primer](#), this guide offers policy options and practical suggestions for local rules and by-laws. And this roadmap was strengthened by technical and financial contributions from your provincial and territorial municipal associations across the country.

As you forge ahead locally, FCM continues to advocate at the federal level for deeper engagement with municipalities. Municipalities also need new financial tools—and we're making progress on accessing a fair share of cannabis excise tax revenues. While local policing is largely outside the scope of this guide, its costs are inside the scope of many municipal budgets. Those costs, layered onto the new administrative costs you will face, need to be sustainable.

This work and this guide are designed to help you do what you do best: protect and strengthen your communities as sustainably and durably as possible. Legalizing non-medical cannabis across this country requires a strong partnership among orders of government. And your tireless efforts, in communities of all sizes, from coast to coast to coast, are central to getting the job done.

A handwritten signature in black ink that reads "J Gerbasi". The signature is fluid and cursive, with the first letter of each name being capitalized.

Jenny Gerbasi

Deputy Mayor of Winnipeg
President, FCM

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Saskatchewan Urban Municipalities Association
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Union of British Columbia Municipalities
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Finally, FCM thanks its nearly 2,000 members—Canadian municipalities of all sizes and regions, from coast to coast to coast. These are the local governments on the front lines of implementing the federal commitment to legalize non-medical cannabis. They are the fuel that powers FCM's policy and advocacy work.

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1

Federal framework

On April 13, 2017, the federal government tabled two bills to legalize and regulate cannabis in Canada:

- [Bill C-45](#), *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts (the “Cannabis Act”)*.
- [Bill C-46](#), *An Act to amend the Criminal Code (offences relating to conveyances) and to make consequential amendments to other Acts*.

With a planned Summer 2018 adoption date, the *Cannabis Act* creates a regulatory framework for the production, distribution, sale, cultivation, and possession of cannabis across Canada. Bill C-46 addresses offences relating to cannabis trafficking, and focuses on strengthening impaired-driving measures.



1.1 Bill C-45, the proposed *Cannabis Act*

As outlined by the federal government, the *Cannabis Act* seeks to achieve the following objectives:

- ▶ Restrict youth access to cannabis.
- ▶ Regulate promotion or enticements to use cannabis.
- ▶ Enhance public awareness of the health risks associated with cannabis.
- ▶ Impose serious criminal penalties for those breaking the law, especially those who provide cannabis to young people.
- ▶ Establish strict product safety and quality requirements.
- ▶ Provide for the legal production of cannabis.
- ▶ Allow adults to possess and access regulated, quality-controlled, legal cannabis.
- ▶ Reduce the burden on the criminal justice system.

For local governments, the *Cannabis Act* has significant implications for local land use regulation, business regulation and licensing, and the regulation of public consumption and personal cultivation of cannabis. There will also be, to a certain extent, variations across provincial and territorial jurisdictions. The most significant variance will be whether these jurisdictions choose to distribute non-medical cannabis through a government or a privately run system.

When implementing a strategy to regulate cannabis locally, municipal governments should first consider and work within any existing or anticipated provincial/territorial and federal initiatives that affect the public consumption of cannabis. Under the *Cannabis Act*, the federal government proposed significant restrictions on the marketing

and promotion of cannabis products. We address this in [CHAPTER 2: LAND USE MANAGEMENT](#) and [CHAPTER 4: PUBLIC CONSUMPTION](#).

Public smoking and alcohol consumption legislation varies greatly across provinces and territories. We anticipate that many will extend existing legislation to public cannabis consumption.

Local governments should be attuned to where consumption of cannabis is, or is not, permitted in their province or territory. Local governments should also be aware of what cannabis consumption regulations the federal and provincial/territorial governments introduce. This will help them determine whether or how the local government wishes to contribute to and work within those regulations in their community.

1.2 Bill C-46, on impaired driving

While the *Cannabis Act* and Bill C-46 were proposed at the same time and relate to the regulation of cannabis, they have distinct focuses. Bill C-46 addresses offences relating to cannabis conveyancing and trafficking, as well as enhancing impaired-driving investigation and enforcement measures.

Bill C-46 has significant implications for law enforcement as well as individual rights protected by the Charter. A brief summary of the proposed legislation follows, but Bill C-46 is otherwise outside the scope of this guide.

- ▶ **Part 1 creates three new offences** for having specified levels of a drug in the blood within two hours of driving. The penalties would depend on the drug type and the levels of drug or the combination of alcohol and drugs, with the drug levels to be set by regulation.



For THC, the main psychoactive compound in cannabis, a person found driving with a blood content of 2 or more nanograms of THC would be subject to a summary conviction criminal offence. A person found driving with higher THC blood content levels, or a combined alcohol and THC blood content level, would be subject to even more severe criminal penalties.

- **Part 2 replaces the current Criminal Code** regime dealing with transportation offences. It would allow for mandatory alcohol and drug screening by police at roadside stops, as well as increased minimum fines for impaired driving.

Under the proposed mandatory alcohol and drug screening provisions, law enforcement officers would

be able to demand an oral fluid sample at roadside if they suspect a driver has a drug, including THC, in their body. For alcohol, if law enforcement officers have an “approved screening device” at hand, they will be permitted to demand breath samples of any drivers they lawfully stop without first suspecting that the driver has alcohol in their body.

The proposed legislation would also allow for police officers to provide opinion evidence in court, as to whether they believe a driver was impaired by a drug at the time of testing. This is without the need for an expert witness in each trial.

▶ **Law enforcement practices by local police forces and the RCMP will be affected if Bill C-46 is enacted.**

Many of the legislative changes in Bill C-46 relate to amending the Criminal Code or involve policing and law enforcement practices. The focus of this Guide is to assist local governments in the regulation of cannabis under the *Cannabis Act*. If a local government is concerned about the impact of Bill C-46, consultation with local police forces and the RCMP is recommended.

1.3 Medical vs. non-medical cannabis regimes

The laws regarding cannabis do not change until the *Cannabis Act* has passed. Until such time, the [Access to Cannabis for Medical Purposes Regulations](#) (ACMPR), released August 2016, remain the authority for lawful cannabis production and possession. Currently, cannabis may be grown by registered persons and licensed producers for medical purposes only, unlicensed possession of any cannabis is illegal, and the retail distribution of cannabis in “dispensaries” and other storefront operations is also illegal.

Although the federal government has indicated it may revisit the ACMPR regime if the *Cannabis Act* becomes law, the current ACMPR regime continues under the Act. Medical practitioners will continue to be able to prescribe cannabis for medical purposes. Individuals with a prescription, including those under 18, will continue to

be able to access medical cannabis. The *Cannabis Act* also provides that those licensed under the ACMPR for commercial medical cannabis production will continue to be authorized to produce medical cannabis under the *Cannabis Act*, and be deemed to hold licenses for the production of non-medical cannabis.

Definitions: Cannabis vs marihuana

Cannabis is commonly used as a broad term to describe the products derived from the leaves, flowers and resins of the *Cannabis sativa* and *Cannabis indica* plants, or hybrids of the two. These products exist in various forms, such as dried leaves or oils. They are used for different purposes, including medical, non-medical, and industrial purposes. Under the *Cannabis Act*, cannabis is broadly defined and includes:

- ▶ Any part of the cannabis plant, other than mature stalks that do not contain leaves, flowers or seeds, the cannabis plant fibre, or the plant root.
- ▶ Any substance or mixture of substances that contains or has on it any part of a cannabis plant.
- ▶ Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

Marihuana (marijuana) is commonly used to refer to parts of a cannabis plant, such as the leaves or flowers. It not a defined term under the *Cannabis Act*. Under the *Controlled Drugs and Substances Act*, marihuana is referred to as a form of cannabis.

“Cannabis” is preferable to “marihuana” for the regulatory context. Furthermore, “marihuana” is often seen spelled two different ways: the “h” is common in federal communications, while the “j” is associated with a phonetic Mexican Spanish usage—which has also drawn critique for a xenophobic association. Although cannabis and marihuana have historically been used interchangeably, the definition for cannabis is broader, and better able to include cannabis products and other substances than marihuana.

1.4 Jurisdictional issues

Federal responsibilities

Under the *Cannabis Act*, the federal government is responsible for establishing and maintaining a comprehensive and consistent national framework for regulating production of cannabis. This also includes setting standards for health and safety and establishing criminal prohibitions. Under the *Cannabis Act*, the federal government is specifically responsible for:

- ▶ Individual adult possession of cannabis, including determining the maximum allowable cannabis possession and home cultivation quantities.
- ▶ Promotions and advertising, including regulating how cannabis or cannabis accessories can be promoted, packaged, labelled and displayed.
- ▶ Licensing commercial cannabis production.
- ▶ Industry-wide regulations on the quantities, potency, and ingredients in the types of products that will be allowed for sale.
- ▶ Registration and tracking of cannabis from seed to sale.
- ▶ Minimum conditions for provincial/territorial distribution and retail sale; and allowing for the federal government to license distribution and sale in any province/territory that does not enact such legislation.
- ▶ Law enforcement at the border.
- ▶ Criminal penalties for those operating outside the legal system.

Provincial and territorial responsibilities

Under the proposed federal legislation, the provinces and territories are authorized to license and oversee the distribution and sale of cannabis, subject to minimum federal conditions. Some of these minimum conditions are that cannabis, including cannabis accessories and other products, may only be sold if it:

- ▶ qualifies as fresh cannabis, cannabis oil, cannabis plants or seeds;
- ▶ does not have an appearance, shape or attribute that could be appealing to a young person;
- ▶ does not contain ingredients such as caffeine, alcohol, or nicotine; and
- ▶ has not been recalled.

Edibles, or foods such as candy and baked goods that have been infused with cannabis, are not currently authorized under the proposed federal regime. Although these additional forms of cannabis may be authorized and regulated in the future.

All retailers must be authorized to sell cannabis under the proposed federal Act, or by provincial legislation that meets the minimum federal conditions on retail sale. These minimum conditions are that an authorized retailer can only sell cannabis produced by a federally authorized producer that is sold:

- ▶ to a person older than 18;
- ▶ with appropriate record-keeping measures in place;
- ▶ under conditions to prevent diversion to an illegal market or activity; and
- ▶ not through a self-service display or vending machine.

Delegation of authority

Many of the activities involved in cannabis legalization fall within the exclusive jurisdiction of provinces. Federal enabling legislation may grant similar legislative powers to the territorial governments. In some circumstances, provincial or territorial governments have further delegated or recognized local government authority to address certain matters. As a general principle, a federal role does not necessarily oust provincial/territorial or local government jurisdiction. Throughout this guide, we examine how jurisdictional authority is applied in the context of non-medical cannabis.

Municipal governments should examine their enabling legislation, as well as federal legislation and regulations, to understand the full extent of their potential scope of action.

Summary of possible roles and responsibilities

Federal	Provincial/Territorial	Municipal
Cannabis production Cannabis possession limits Trafficking Advertising Minimum age limits (18) Oversight of medical cannabis regime, including personal cultivation registration	Wholesale and retail distribution of cannabis Selection of retail distribution model Workplace safety Discretion to set more restrictive limits for: <ul style="list-style-type: none"> • minimum age for consumption • possession amount 	Zoning (density, location) Retail locations Home cultivation Business Licensing Building Codes Nuisance Smoking restrictions Odours Municipal workplace safety Enforcement Regulations around public consumption Personal possession Municipal cost considerations related to local policing

Charter issues

Over the past few years, the *Controlled Drugs and Substances Act* provisions dealing with the possession of medical cannabis have been held to be contrary to the *Canadian Charter of Rights and Freedoms*. But there currently does not appear to be a basis in the Charter for a challenge on local government restrictions applying to the production, distribution, retail sale or consumption of cannabis for non-medical purposes. Neither the right to life, liberty and security of the person, nor any other right guaranteed by the Charter, would be infringed by such restrictions.

As an example, the Charter should not prevent local governments from enforcing building construction and safety standards in relation to home cultivation of cannabis. These would likely qualify as “reasonable limits” on any Charter right to access a supply of non-medical cannabis. We note other specific Charter considerations in subsequent sections of this guide.

2 Land use management

The location, scale and density of cannabis cultivation and retail facilities will have real impacts for local communities. Commercial cultivation presents challenges ranging from odours to use of public water and energy utilities. Retail facilities influence the social and economic character of neighbourhoods, and residents have concerns about proximity to parks and schools.

Local governments' ability to manage land use with tools like zoning will depend on the authority that provinces and territories delegate, as will as the retail models they choose to adopt. Personal cultivation of cannabis is an issue that will require extensive public consultation—and municipalities will face difficult decisions about whether to develop a regulatory response.



2.1 Jurisdictional issues

Planning and zoning regulations fall within the scope of matters for which the *Constitution Act, 1867* assigns exclusive jurisdiction to the provinces. This includes matters of a merely local and private nature, and property and civil rights. Federal enabling legislation grants similar legislative powers to the territorial governments.

In most circumstances, local government regulations addressing land use activities related to the cultivation, processing, retail sale and consumption of non-medical cannabis would fall within the scope of these provincial/territorial matters. They could fall to local governments, depending on the extent to which the relevant provincial or territorial government delegates appropriate powers.

If a business obtains a federal licence under the *Cannabis Act*, it will not mean that the company will not be subject to provincial/territorial or local government regulations dealing with land use management. Locally, this constitutional arrangement can provide municipalities with the authority to prohibit particular land uses. We recommend that municipalities consult their individual provincial/territorial enabling land use laws for specific direction. But generally, there is no obligation for municipalities to permit cannabis cultivation in specific areas.

Delegation of land use regulation

The provinces and territories have largely delegated their authority over planning and land use management to local and, in some cases, regional governments. The wording of the enabling legislation defines the precise scope of planning and land use management authority. This can be done through stand-alone legislation like Prince Edward Island's

Planning Act, or through a more general statute like Alberta's *Municipal Government Act*.

Local governments are entitled to interpret enabling legislation broadly enough to address emerging issues and respond effectively to community objectives. However, they cannot extend its scope beyond what the wording of the legislation can reasonably bear. Some enabling legislation across Canada may allow local governments to deal with particular uses on a "conditional use" or "direct control" basis, which might be particularly appropriate in the case of new land use activities (such as those associated with cannabis) whose impacts are not well-understood at the outset.

Note that a provincial or territorial government might choose to exercise its jurisdiction over planning and land use management to control cannabis-related activities directly. For example, as a matter of general policy, the government might not wish to allow the use of residential premises for the cultivation of cannabis plants for non-medical use, as is the case in Quebec. This is despite the federal government's willingness to allow that type of private production under the *Cannabis Act*. Municipal governments should monitor the development of the relevant provincial or territorial regime before initiating their own regulations.

What does this mean for municipalities?

None of the land use activities that are expected to result from the legalization of cannabis are likely to diverge from the existing enabling legislation and interpretations noted above. The land use activities contemplated relative to the *Cannabis Act* are similar to activities associated with other consumable commodities such as food, beverages and tobacco.

Given the existing regulatory framework and role of municipal governments, there are several issues related to land use management that local governments may have to address.

2.2 Location and scale of commercial cultivation and processing

This section addresses commercial-scale cannabis production. For information on personal cultivation of cannabis for non-medical consumption, see [SECTION 2.4: PERSONAL CULTIVATION](#).

Typical land use impacts: agriculture and production

Producing cannabis for non-medical use at a commercial scale is an activity that has some similarities to certain agricultural uses carried out in greenhouses, usually but not necessarily in agricultural zones. Greenhouse agriculture is sometimes carried out in industrial zones and business parks as well.

Federal authorization for commercial cannabis cultivation under the *Cannabis Act* will address two scales of cultivation: standard cultivation and micro-cultivation. It will authorize activities typically associated with this type of land use, including research and development, product storage and transportation—but not packaging, labelling or retail sale to the public.

Whether local government regulations should distinguish between standard and micro-cultivation will depend, in part, on whether the distinction the federal licensing regime is making would be practical as a local government distinction. It might be if it is based on cultivation area, but might not be if it is based on product weight or volume. This issue is addressed in greater detail below.

Municipally-operated utilities

As a type of intensive agriculture, cannabis production needs a supply of water for irrigation, of electricity for lighting, and of energy for heating. The availability of adequate utilities is a basic land use management consideration.

As a result, zoning regulations whether for agricultural or industrial zones should always be in step with the capacity of utility systems to support the permitted land uses.

Cannabis production has some special impacts in relation to odour emissions and a need for heightened security that can be associated with high-value crops. All of these factors can reasonably inform locational criteria for land use management purposes.

There are currently around 90 commercial-scale facilities in Canada licensed by Health Canada for medical cannabis production, and many more worldwide. Municipalities may wish to examine these existing facilities to identify and evaluate likely land use impacts and assess the need for a local regulatory framework. Locations of licensed Canadian facilities can be found on the [Health Canada website](#).

Other considerations

Commercial-scale processing of cannabis may give rise to additional considerations. Extraction of cannabis oil, for example, can involve the use of butane, which is explosive at ordinary temperatures. This is an industrial-type activity, which may be appropriate only in industrial zones, or in buildings with particular design and construction characteristics.

The federal government is proposing to license cannabis processing separately from cultivation and retail sales. These authorizations will include research and development activities, product storage and transportation, and the sale of product to licensed retail distributors. Again, both standard-scale and micro-scale processing facilities might be authorized. This suggests that land use regulations should address cannabis production and cannabis processing as separate activities. In addition, local regulations could distinguish between different scales of processing reflecting the federal licensing regime, if such a distinction is practical to enforce.

Typical land use restrictions

As noted earlier, commercial-scale cannabis production is a form of agriculture. Most zoning bylaw definitions of agriculture would include it, unless the cultivation of this particular crop has been carved out of the permitted use category.

A carve-out for cannabis would have been rare prior to the enactment of federal legislation permitting the cultivation of

cannabis for medical use. In general, most zoning bylaws are designed to prohibit land uses in particular zones unless the regulations expressly permit the use.

For clarity, some bylaws also contain a list of expressly prohibited uses, to avoid any doubt. Explicitly forbidding a specific land use would provide more certainty than relying on an omission in the list of permitted activities.

The Land Use Bylaw of Grande Prairie, AB, is typical and defines an “agricultural operation” as *“An agricultural activity conducted for gain or reward or in the hope of expectation of gain or reward, and includes, but is not limited to ... the production of fruit, vegetables, sod, trees, shrubs and other specialty horticultural crops.”*

Municipalities can write land use regulations to make very fine distinctions, for example between manufacturing plants for furniture and manufacturing plants for automobiles, if the uses have different land use impacts and there is accordingly a policy reason for making the distinction. Likewise, a local government could distinguish between the cultivation of cannabis and the cultivation of other types of crops—prohibiting one but not others.

Similarly, regulations can reflect distinctions that the federal government may be making between standard-scale cannabis production and micro-production facilities run by small-scale growers. Enforcing such a distinction could be difficult, though, if the federal distinction is based on a revenue or production criterion rather than plant numbers or growing area. It is a good practice to establish a basis for such distinctions by documenting and analyzing a comparison between potential impacts.

Proximity and clustering restrictions

Once Health Canada began licensing commercial production facilities for medical cannabis, some local governments amended their land use regulations to address community concerns. This included clustering cannabis businesses in certain districts by imposing minimum distances between the facilities. In some cases, cities established minimum distances between the production facilities and land uses involving children, such as parks and schools. In

these cases, municipalities did not feel that the equivalent federal licensing criteria were sufficient.

To this extent, the facilities were being dealt with in the same manner as pawnshops and adult entertainment venues. Applying similar criteria should be considered carefully in the context of local considerations, including health, safety, and economic development. This is an example of an instance where the federal role does not necessarily oust provincial/territorial or local government’s jurisdiction.



What can municipalities do?

Policy options

- ▶ Simply allow the activities to occur within the rubric of existing land use regulations, as agricultural or industrial activities in the case of production and industrial or manufacturing activities in the case of processing.
- ▶ Carve the activities out from existing permitted use categories, to be permitted only at locations specified in the regulations or under the authority of a special use permit.
- ▶ Carve the activities out from existing permitted use categories, with an exception for existing cannabis production operations that were established under the medical cannabis regime.
- ▶ Prohibit the activities entirely, as activities that the local government simply does not wish to permit within its jurisdiction, if the enabling legislation permits prohibition of uses.

Regulatory options

- ▶ Make no regulatory change, or amend existing regulations to make it clear that activities related to the commercial production or processing of cannabis are included in permitted or permissible use categories.
- ▶ Amend existing permitted or permissible use categories to exclude commercial cannabis production or processing activities, except at specific locations or under the authority of a special permit.
- ▶ As immediately above, but limit production to the scale that is appropriate to supply cannabis for medical uses.

- Add these activities to a list of prohibited uses, or amend all permitted or permissible use categories that could conceivably include them, to specifically exclude the activities.

Possible regulatory language

A land use bylaw definition of “agriculture” usually refers to the cultivation of crops. A definition could be modified to reflect a local regulatory choice about cannabis cultivation, adding wording that excludes “the cultivation of cannabis, other than cultivation authorized under either Part 1 or Part 2 of the Access to Cannabis for Medical Purposes Regulations under the *Controlled Drugs and Substances Act* (Canada).”

The reference to the ACMPR would reflect a policy choice to allow this use only to the extent that it serves a medicinal market. The exclusion could be narrowed to refer to specific locations where cannabis cultivation or processing is allowed, or to a local conditional use permit or other discretionary authorization being obtained.

Under the *Cannabis Act*, Part 1, authorizations are for commercial-scale operations. Part 2 deals with personal use and designated person production as originally authorized under the [Medical Marijuana Access Regulations](#). Excluding cannabis production from permitted “agricultural” uses could either permit or forbid both types of production—or allow one of them but not the other.

2.3 Location and density of retail facilities

Anticipated land use impacts

One of the key variations in provincial/territorial frameworks is the type of retail model that will be implemented. There are exclusively public models where the province or territory takes control of the entire retail system. There are hybrid models where a mix of private retailers and government

run stores will be present. There is also the option of an exclusively private model where the province controls distribution but private businesses are responsible for retail sale.

Diverse retail sales models

At the time of writing, six provinces/territories are moving toward a Crown corporation (public) distribution model for cannabis retail sales. Four other jurisdictions signalled they will develop a private retail system. One territory will run a public retail system but with no bricks and mortar storefronts—online sales only. Another two provinces/territories will have a hybrid system with both private and public retail distribution.

Municipalities should consult their specific provincial/territorial cannabis legislation as well as general enabling land use planning legislation to better understand where their own municipal roles and responsibilities will originate on the issue of non-medical cannabis.

The storefront sale of cannabis for non-medical use is essentially a type of retail trade with similarities to the sale of other consumable commodities such as food and beverages. Cannabis is already being sold in Canada, in illegal storefront dispensaries that some local governments have tolerated in mixed-use neighbourhoods.

The use does not appear to have any unusual characteristics in relation to functional aspects such as deliveries of product, off-street parking or signage requirements. It has some similarity to pharmacy uses and banks in relation to the need for secure storage. Hours of operation may be different from other types of business, but would usually be addressed via business regulations. See [CHAPTER 3: BUSINESS REGULATION](#) for more information.

Local governments will have to consider what behaviours they wish to incent. And they may be limited in this regard by restrictions set out in a specific province or territory. For example, if a municipality wants to use the availability of non-medical cannabis to promote tourism, they may wish to focus on creating tourist commercial districts.

Local governments would benefit from speaking with municipal staff members from U.S. cities where retail cannabis sale is already permitted. Even some bigger Canadian cities have a good sense of the challenges associated with cannabis clientele, based on their experience with storefront dispensaries. This could help guide Canadian municipalities in deciding whether to enact special land use restrictions to either encourage or control the growth of cannabis-related businesses.

Commercial consumption facilities

Smoking tobacco is illegal in most enclosed public places in Canada. The legalization of cannabis use for non-medical purposes will mean that municipalities must clarify whether smoking laws automatically include cannabis. This would mean examining both provincial/territorial and municipal laws.

In Vancouver, for example, the Public Health Bylaw is drafted in such a way that cannabis is likely covered.

Vancouver's Health Bylaw No. 9535 defines “smoking” as including *“burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device.”*

Municipalities may have to amend smoking bylaws that contain narrower definitions restricting their scope to tobacco use. The same policy concerns that gave rise to this type of public health bylaw, including second-hand tobacco smoke, would presumably extend equally to cannabis.

Assuming that provincial/territorial health laws allow local governments the flexibility to consume publicly, local governments wishing to allow smoking in particular types of premises such as “cannabis cafés” may need to make an exception in their own smoking bylaws. This is in addition to addressing this land use category in zoning and business regulations.

Provincial and territorial occupational health and safety regulations that require employers to protect workers from second-hand smoke in the workplace may complicate the operation of such premises, or even make it impossible.

Alberta's proposed *Act to Control and Regulate Cannabis* provides that: *“No person may smoke or vape cannabis ... in any area or place where that person is prohibited from smoking under the Tobacco and Smoking Reduction Act or any other Act or the bylaws of a municipality.”*

Proximity and clustering restrictions

Municipalities can use local land use regulations to prevent the clustering of too many of one kind of business. They can also keep similar types of businesses or activities in one place, and/or away from other land uses. Common candidates for such treatment are so-called “adult” businesses, arcades, pawnshops and thrift stores.

In terms of restrictions on cannabis consumption and sales or production, regulations about minimum distance from other facilities like schools should be specific. Does the distance requirement refer to a school site on which a school might be built? Or is a school scheduled to be built there? Does the regulation refer to an unused school building, or only a school that is actually in operation? Also, regulations should address what kind of school needs to be a minimum distance away from a cannabis business—public, private, commercial, technical or post-secondary.

In the case of spacing between retail cannabis sales outlets, local governments should consider several questions as they develop regulations:

- ▶ When exactly does a “cannabis sales use” start, and therefore become subject to proximity or clustering considerations?
- ▶ Is a building permit or business licence sufficient, or must the use actually be in operation?
- ▶ Is an application for a building permit or business licence sufficient?

In all cases, details on how the requisite distance is to be measured need to be defined and could include how the distance is calculated, and how variances will be approached.

Some local governments will be permitted by their land use management enabling legislation to deal with retail cannabis sales as a conditional use. This would allow them to use direct control as well as or in the place of zoning, taking clustering and spacing considerations into account when issuing site-specific land use approvals. In these cases, they will not need to address those matters in generally applicable regulations. The one-off nature of such approvals does not eliminate the need, though, for conditions to be grounded in an evidence-based land use impact analysis and for the clustering and spacing requirements to be communicated clearly to stakeholders.

Considerations for medical cannabis

Prohibitions and regulations regarding retail sales of cannabis will have to acknowledge that sales of cannabis for medical purposes will continue. Pre-legalization, pharmacists in some jurisdictions were allowed to dispense cannabis to patients with appropriate prescriptions, though most preferred not to stock or dispense the drug. This may change after legalization if the black market for cannabis is substantially reduced and having the drug in inventory no longer constitutes a special security risk. Local governments should therefore be careful not to restrict this type of cannabis sales with overly broad regulations.

Retail signs

Retail trade facilities require signage. Under the *Canadian Charter of Rights and Freedoms*, there is a right to freedom of commercial expression. Local government regulations that limit the types and sizes of signs that can be used in commercial areas are generally acceptable. Examples include prohibitions on large window signs and other types of signage that detract from the visual attractiveness of an area, or restrictions on temporary signage associated with the opening of a new business.

Sign regulations that attempt to directly control the message conveyed by a commercial sign could, however, potentially risk interfering with the right to freedom of commercial expression under the Charter.

The federal government intends to address the packaging and labelling of cannabis products with regulations under the *Cannabis Act*. These regulations will have to respect provincial and territorial jurisdiction over land use management, and are therefore unlikely to touch on retail signage.

For their part, provincial and territorial governments may choose to address advertising issues as they create their own cannabis distribution regimes. Neither of these regimes is likely to deprive local governments of their entire jurisdiction over the use of commercial signage.

Typically, local government signage regulations address the types of signs that are permitted on particular premises—whether freestanding or mounted on a building, for example. These regulations can also specify the extent of sign area permitted in relation to the size of the business premises. Business operators are often subject to landlord controls as well, such as those requiring a consistent signage format or theme in a retail mall.

Quebec's proposed *Cannabis Regulation Act* contains the following: *“All direct or indirect advertising for the promotion of cannabis, a brand of cannabis, the Société québécoise du cannabis or a cannabis producer is prohibited where the advertising ... is disseminated otherwise than ... in printed newspapers and magazines that have an adult readership of not less than 85%; or ... by means of signage visible only from the inside of a cannabis retail outlet.”*

Another aspect of signage relates to public health and the desire to reduce public consumption through marketing and advertising. We address this in [CHAPTER 4: PUBLIC CONSUMPTION](#).



What can municipalities do?

Policy options

- ▶ Allow and issue authorization for cannabis shops. Permit this as you would any other business in a commercial district.
- ▶ Carve this type of retail sales out of existing permitted use categories. Only permit cannabis businesses at particular locations or under the authority of a special permit.
- ▶ Prohibit cannabis retail stores completely if the enabling legislation permits prohibition of uses.

Regulatory options

- ▶ Make no regulatory change, or amend existing regulations to make it clear that retail cannabis sales are included in permitted retail trade land use categories.
- ▶ Amend existing permitted use categories to exclude retail cannabis sales activities, except at specific locations or under the authority of a special permit, from all land use categories that could conceivably include the use.
- ▶ Add these activities to a list of prohibited uses.

Possible regulatory language

- ▶ “Retail trade” means the sale of consumer goods at retail, including retail trade in bakeries, but excludes the retail sale of cannabis other than in licensed pharmacies.

2.4 Personal cultivation

Personal use and designated personal cultivation

The use of residential premises for the cultivation of medical cannabis plants has caused major problems for Canadian municipalities over the past several decades. It has meant a significantly compromised housing stock, heavy demands on policing resources, local nuisance complaints, and erosion of the culture of compliance on which the effectiveness of local bylaws largely depends.

These problems were exacerbated because people holding Health Canada production licenses failed to adhere to the terms of their licence regarding plant quantities. Health Canada also failed to enforce those terms. And many of these licences actually authorized cannabis production at a scale (hundreds of plants) that is simply inappropriate for a typical residential dwelling.

Residential buildings are usually not designed or constructed to accommodate cannabis production. The mechanical systems in non-industrial buildings are usually not appropriate to support this kind of use without modifications (that are often carried out by unqualified persons and without permits). The location of dwellings where cannabis is being grown exposes neighbours to odours and other impacts. The federal government’s initiatives in commercial production of medical cannabis were, in part, an attempt to alleviate these problems by shifting cannabis production from residential premises to properly designed and constructed facilities.

Personal use under the *Cannabis Act*

The *Cannabis Act* permits people over 18 to grow up to four cannabis plants within a “dwelling-house.” Provincial and territorial governments will be able to exercise their own jurisdiction to prohibit or regulate this scale of production, although only Manitoba and Quebec have announced the intention to do so.



The relevant definition of “dwelling-house” makes no distinction between a detached dwelling and a dwelling in a multiple-unit building. It also includes any adjacent yard or garden where the plants could be grown outdoors. No federal permit or licence would be required.

The *Cannabis Act* prohibits the use of residential premises for the production of cannabis for non-medical use at a larger scale. Health Canada will continue to authorize,

however, the production of medical cannabis under Part 2 of the ACMPR, including production under up to four registrations per production site.

Local regulation of medical cannabis production in residential premises will continue to engage Charter issues. We suggest that you carefully consider these issues before attempting to further regulate medical cannabis production.

The courts have found that commercial-scale cannabis production facilities were not a complete answer, constitutionally, to patients' needs for medical cannabis, and assumed that cannabis production, distribution and possession were otherwise illegal. Legalization profoundly undermines that assumption, and will likely result in broad availability of the drug across the country.

Ordinary land use regulations prohibiting cannabis production in residential premises may, over time, become a reasonable limit on access to medical cannabis, and therefore wholly constitutional, if there are plentiful alternative sources of supply.

Manitoba's proposed *Safe and Responsible Retailing of Cannabis Act* provides that *"a person must not cultivate cannabis at his or her residence."* The Act does not apply to the *"cultivation of cannabis for medical purposes that occurs in accordance with the requirements of the applicable federal law."*

Land use impacts

Local governments in provinces and territories that have not prohibited this activity will need to consider whether personal use cannabis production in a dwelling, at the minor scale permitted by the *Cannabis Act*, will raise land use management issues.

Residence-based cannabis production under the federal medical cannabis regime did cause certain challenges from a municipal health and safety perspective. But this regime is likely not an accurate predictor of how non-medical personal cultivation will be taken up by the public at large.

Regardless, municipalities may be skeptical about whether or not people will comply with the four-plant limit and if federal government will enforce the rule. Personal-use cannabis production at the scale permitted by the *Cannabis Act* would seem to engage no different land use management issues than the cultivation of other types of domestic plants. Possible exceptions could be odour issues and those associated with the risks of outdoor cultivation to children and domestic pets.

This all assumes an adequate commercial supply of cannabis that will eliminate the black market. In an ideal world, an adequate legal supply would eliminate the security issues associated with cannabis production in residential premises. The incentive to obtain a licence to produce medical cannabis and then violate the terms of that licence, may significantly reduce after legalization.

Local governments might consider whether any of this could be addressed by requiring licences for personal home cultivation. A registration system could help identify where cannabis production is actually occurring—though it is worth evaluating whether citizens would be likely to comply with such a requirement.

In the land use management context, growing four cannabis plants either indoors or outdoors in residential premises would probably be like growing other types of domestic plants. It would constitute an ordinary incidental, accessory or ancillary use of the premises not requiring express authorization in the relevant land use regulations.

Local governments contemplating a regulatory response to this aspect of the *Cannabis Act* should examine their accessory or ancillary use regulations. If the regulations already address in detail the types of plant cultivation that is permitted and cannabis is not mentioned, the regulations might be interpreted, by implication, to prohibit the cultivation of this particular plant species.

The *Land Use Bylaw of the Town of Truro, NS* defines an *"accessory use"* as *"the use or uses which take place on the same site as the principal use, and of a nature customarily and clearly secondary and incidental to the principal use."*

Nuisance regulation

An alternative approach to the issue would be to address the actual impacts of cannabis cultivation in residential areas. This would mean enacting regulations that deal directly with the physical impacts of the activity. A local government may have nuisance regulation and abatement powers that have already been, or could be, exercised in

relation to odour-producing activities. In that case, cannabis production would not need to be addressed at all via land use regulations. We examine nuisance regulations in greater detail in the [CHAPTER 6: ENFORCEMENT ISSUES](#).

B.C.'s *Community Charter* authorizes local governments, under their authority to deal with nuisances, to regulate, prohibit and impose requirements in relation to *“the emission of smoke.”*

Proprietary jurisdiction of other entities

Cultivation of cannabis in residential premises, while potentially subject to local government regulation, is also subject to supervision by other interested parties including landlords, condominium corporations and co-operative boards. They deal more directly with complaints from neighbours and may therefore seek to regulate its cultivation or use to some degree.

Saskatchewan's *Condominium Property Act*, Section 47(1)(e), gives a condominium corporation the authority to pass bylaws *“governing the management, control, administration, use and enjoyment of the units, common property and common facilities.”*

Landlords, including local governments that manage their own rental housing portfolio, have an interest in ensuring that their premises are not used in a manner that is inherently damaging or unsafe. Boards composed of owners

have a similar interest in ensuring that multi-unit buildings are not used in such a way as to create nuisances or unsafe conditions. Local governments with concerns about this use in multiple-unit buildings might reasonably conclude that they can manage the four-plant scenario in their own rental housing portfolio via tenancy agreements. They may also choose to leave the management of home cannabis cultivation in other buildings for owners to deal with as they see fit.

Choosing to regulate

The issue of home cultivation of cannabis—even with a four-plant limit in place—is one that will require public consultation. It is also the issue that will be the most challenging for municipalities to decide on whether to develop a regulatory response. The impacts of cannabis cultivation at this scale are perhaps minor, and other actors may be likely to address them via separate mechanisms such as tenancy agreements and strata association bylaws.

Citizens expect governments to enforce regulations. The issue of how to regulate home cultivation of cannabis will apply to the greatest number of properties. Of all the regulations that might be considered in relation to the legalization of cannabis, this one has the potential to generate the greatest number of enforcement complaints.



What can municipalities do?

Policy options

- ▶ Accept minimum-scale plant cultivation (four plants) in residential premises without a local regulatory response.
- ▶ Require some type of permit for this scale of cannabis cultivation in residential premises. Clarify that this is not a commercial activity that would require a business licence. Local government permit records would be public.
- ▶ Regulate the activity by permitting indoor production only, or by permitting it only in certain areas such as detached-dwelling zones.
- ▶ Prohibit the activity in all residences. (Accepting that such a prohibition could be unenforceable in relation to individuals who hold a personal use production licence for medical cannabis.)

Regulatory options

- ▶ Do nothing.
- ▶ Amend the zoning regulations to require a land use permit for the cultivation of cannabis in residential premises, and establishing a permit application procedure.
- ▶ Amend the zoning regulations to specify that accessory cultivation of cannabis is permitted only in certain zones, or is only permitted indoors.
- ▶ Amend the zoning regulations by adding a prohibition on cannabis cultivation in residential premises generally, or by excluding cannabis cultivation from the “accessory use” category that is permitted in residential zones.

Possible regulatory language

This suggested language could support the options above. A definition of the term “cannabis” could be included, referring to its definition in the *Cannabis Act*, or it could be left undefined. Consider these options for amending the land use regulations:

- ▶ Add a regulation along these lines: “No person, other than a person who is authorized to do so under Part 2 of the Access to Cannabis for Medical Purposes Regulation under the *Controlled Drugs and Substances Act* (Canada), shall use any residential premises for the growing of a cannabis plant, unless the person has registered the premises with the [municipality] as a residential cannabis production site.”
- ▶ Establish a registration process that includes a registration fee sufficient to cover the costs of administering the process.
- ▶ Specify that the use of residential premises for the growing of a cannabis plant is permitted only if the premises are [a detached dwelling] [located in a single-family residential (RS1) or two-family residential (RS2) zone].
- ▶ Specify that the use of residential premises for the growing of a cannabis plant is permitted only if the plant is located within a dwelling unit.
- ▶ Specify that the use of residential premises for the growing of a cannabis plant is prohibited, except in the case of premises in respect of which a registration has been issued by Health Canada under Part 2 of the Access to Cannabis for Medical Purposes Regulation under the *Controlled Drugs and Substances Act* (Canada).

3 Business regulation

Local governments expect to have some scope to regulate cannabis cultivation, processing and retail businesses in their communities. Once again, that scope will depend on the specific regulatory authority that individual provinces and territories choose to delegate to municipalities in their enabling legislation.

Local governments may use tools like business licensing to protect public health and safety, to protect youth and restrict their access to cannabis, to deter illicit activities, to mitigate public nuisances, and more. In doing so, it will be essential to strike an effective balance between empowering legal cannabis businesses to operate and addressing legitimate community concerns.



3.1 Jurisdictional issues

Constitution Act

Business regulations are exclusively the domain of provinces. According to the [*Constitution Act, 1867*](#), provinces have 1) the power to regulate particular trades or callings under “property and civil rights”; and 2) the power to make laws in relation to “shop, saloon, tavern, auctioneer and other licences in order to the raising of a revenue for provincial, local, or municipal purposes.”

Federal enabling legislation grants similar legislative powers to territorial governments. In many cases, provinces or territories have delegated this authority to local governments. In these cases, municipalities are free to regulate business activities related to the cultivation, processing, retail sale and consumption of non-medical cannabis.

Provincial/territorial delegation of regulation

The extent to which provinces and territories delegate their authority over business regulation to local governments will depend on the wording of the enabling legislation. For example, in British Columbia, local governments but not regional governments have been delegated the authority to regulate businesses. The authority does not include the authority to prohibit businesses. It also requires that before council adopts a business regulation bylaw, it give notice and provide an opportunity for people who say they are affected to make representations to council.

In New Brunswick, local governments do not have the broad general powers to make business licensing bylaws but do have the power to regulate and license only certain businesses. In Winnipeg, the municipal charter states that a bylaw passed under the general authority to regulate businesses must not require a licence to be obtained for “selling agricultural produce grown in Manitoba if the sale is made by the individual who produced it, a member of the immediate family of the individual or another individual employed by the individual.”

Conflicts with legislation

Business regulations would only be rendered inoperative if there is a conflict with federal or provincial/territorial legislation regulating the same subject matter. In this regard, a conflict may arise where one enactment says “yes” and the other says “no.” In these cases, citizens are being told to do inconsistent things. The exception is in cases in where the relevant provincial/territorial legislation specifies a different legal test.

This is another example where the mere existence of federal or provincial/territorial legislation does not oust local government jurisdiction to regulate the same subject matter. Thus, as discussed in [CHAPTER 2: LAND USE MANAGEMENT](#), a federal licence does not automatically mean a business is immune from local business regulations.

Local government business regulations may, for example, enhance the statutory scheme by complementing or filling in certain gaps in the federal or provincial/territorial legislation. They may also impose higher standards of control than those in related federal or provincial/territorial legislation.

Federal and provincial lands and cannabis businesses

One restriction on a local government's delegated authority in relation to business regulation is in relation to any cannabis businesses operated by the federal government or on land owned by the federal government. The *Constitution Act* gives exclusive jurisdiction over the use of federal lands to the federal government. As a result, neither the provincial/territorial governments nor local governments may regulate in relation to the use of federal lands.

A further restriction in some provinces/territories is in relation to cannabis businesses operated by the provincial/territorial government or on land owned by the provincial/territorial government. As noted in [CHAPTER 2: LAND USE MANAGEMENT](#), at least six provinces/territories will run public retail distribution models, meaning there is likely to be legislation that grants provincial/territorial governments immunity from some or all local government regulations. In most cases this will mean a limited role on the land management and business licensing aspects of retail cannabis sales in jurisdictions with government run stores as the exclusive retail distributor.

In Ontario, the *Legislation Act* is broadly worded such that no Act or regulation binds or affects the provincial Crown unless it expressly states an intention to do so. This would include local government business regulations. In contrast, in British Columbia, the *Interpretation Act* only makes local government regulations inapplicable to the provincial Crown in its use and development of land.

3.2 Business regulation power

Scope and municipal purpose

To the extent that a province or territory has delegated business regulation powers to local governments, local governments may place restrictions on businesses. This is true even if those restrictions may adversely affect the

profitability of the business in some circumstances. Local governments should ensure, however, that such regulations are enacted for a proper municipal purpose.

There are several “municipal purposes” that support regulating cannabis businesses. For example, a local government may wish to regulate such businesses to protect public health and safety, to protect youth and restrict their access to cannabis, to deter illicit activities, and to mitigate nuisances.

Types of business regulations

One of the most common business regulations is a requirement that people obtain a licence from the local government in order to run a business. The local government may establish in the bylaw terms and conditions that must be met for obtaining, continuing to hold or renewing a business licence. It can also designate someone to impose these terms and conditions. The bylaw may suspend or cancel a business licence for failing to comply with the terms and conditions.

The local government may set out in the bylaw specific regulations for certain types of businesses. Types of regulations may include, for example: the days and hours of operation of the business, the age of individuals on the premises, the keeping of records, or the display and advertising of products at the premises.

The City of Whitehorse's Business Licence Bylaw

requires every person who offers adult books, adult magazines or adult videos for sale where such items are on display to the public to place such items:

- at a distance not less than 1.5 meters above the floor;
- in display cases in such a manner that only the title is displayed; and
- in display cases that are within clear view of the area
- where payment is made for purchased items.

Another common type of business regulation is a requirement in the bylaw that the business comply with all applicable federal and provincial laws. In British Columbia,

local governments have been successful in enforcing such a provision in their business licence bylaws against storefront medical cannabis retailers. The business licence applications were rejected on the basis that the retail sale of cannabis was unlawful under the federal law.

In this regard, the business bylaw may be a helpful tool to address any ongoing issues with cannabis retail businesses that are operating without a business licence.

Business bylaws may also require that the business comply with all applicable municipal bylaws such as zoning and building bylaws. Local governments should be careful, however, not to use their business regulation powers to prevent, for land use management reasons, a particular type of business that is permitted by the applicable zoning regulations.

It is usually also a general requirement in the bylaw for people to pay a fee to obtain a business licence. Such a fee should be calculated to correspond with the cost of administering and enforcing the regulatory scheme, to preserve its constitutionality as a regulatory charge.

3.3 Cannabis retail businesses

Typical business regulations

As noted in [CHAPTER 2: LAND USE MANAGEMENT](#), storefront cannabis retailers have been lawful in some U.S. states for several years now. Despite their illegal status in Canada, these storefront operations have proliferated under many local governments. To manage these businesses, some jurisdictions have enacted specific regulations. Others may choose to do so before cannabis becomes legal in 2018.

Many of these regulations parallel alcohol and tobacco related regulations. For example, Alberta, Manitoba and Newfoundland and Labrador are proposing to amend their

liquor legislation to impose a licensing regime for the sale of cannabis with some similarities to liquor sales. These provinces are considering allowing private retailers to sell cannabis administered through the applicable liquor commission or corporation.

The manner and extent to which the applicable provincial/territorial government intends to regulate such businesses may prevent or influence a local government's decision whether to implement its own regulations. An example is how the LCBO in Ontario will have the exclusive right to sell cannabis.

Typical business regulations for cannabis retail businesses might include:

- ▶ Requiring the applicant to submit certain documents such as a security plan, proof of a security alarm contract, 24/7 contact information, a list of employees and a police information check.
- ▶ Prohibiting minors on the premises, limiting the hours of operation and requiring security measures.
- ▶ Prohibiting consumption on the premises.
- ▶ Restricting the sale of other products on the premises.
- ▶ Prohibiting the display and advertising to minors.
- ▶ Prohibiting online sales and home delivery.
- ▶ Requiring business owners to keep records of all business activities.
- ▶ Restricting the number of licences that may be issued to each person and the total number of licences that may be issued in the jurisdiction.
- ▶ Requiring that a minimum number of employees with specific qualifications be on the premises when open.
- ▶ Restricting the advertising and signs visible from the outside of the premises.
- ▶ Requiring a transparent storefront.
- ▶ Requiring measures to prevent nuisances.

The City of Vancouver's Licence Bylaw requires the following security measures to be installed and maintained on the business premises of a medical marijuana-related retail business:

- Video surveillance cameras that monitor all entrances and exits and the interior of the business premises at all times.
- Video camera data must be retained for at least 21 days after it is gathered.
- A security and fire alarm system must be monitored at all times.
- Valuables must be removed from the business premises or locked in a safe on the business premises at all times when the business is not in operation.

Local governments should monitor the development of the relevant provincial or territorial regime and may wish to seek legal advice before initiating their own business regulations.



What can municipalities do?

Policy options

- Simply allow the activities to occur within existing business regulations as business activities, which may or may not require a business licence under the applicable regime and which are not subject to any particular regulations.
- Specifically regulate cannabis retail businesses to address issues related with these types of businesses, if the provincial/territorial enabling legislation permits this.

Regulatory options

- Make no regulatory change, or amend existing regulations to specify the applicable business licence fee for this category of business, if the enabling legislation permits this.
- Amend existing regulations to set out specific business regulations for cannabis retail businesses, if the enabling legislation permits this.

3.4 Commercial cultivation and processing facilities

Typical business regulations

Most municipal governments have yet to enact specific regulations for cannabis-related businesses. It could be because the [Access to Cannabis for Medical Purposes Regulations](#) (ACMPR) already addresses the commercial cultivation and processing of cannabis for medical purposes. Regulations under ACMPR include:

- Requiring a criminal record check.
- Security features such as video surveillance cameras and an intrusion detection system.
- Detailed record-keeping.
- Air filter equipment to prevent the escape of odours.

At the time of writing, the proposed Health Canada *Cannabis Act* regulations have established similar licensing requirements related to location, physical and personal security, record keeping and good production practices.

This does not mean local governments cannot also manage such businesses. Some of the types of business regulations for cannabis retailers noted above may be equally

applicable to cannabis cultivation and processing businesses. In the U.S., some states and local governments have enacted specific regulations to manage these businesses, including:

- ▶ Prohibiting minors on the premises.
- ▶ Prohibiting consumption on the premises.
- ▶ Restricting the advertising and signs on the premises.

Local governments may also wish to enact specific regulations in relation to cannabis cultivation and processing businesses to:

- ▶ Prevent nuisances by requiring the annual maintenance and documentation of odour control equipment.
- ▶ Support community aesthetics by prohibiting the outdoor storage of production or processing equipment.



What can municipalities do?

Policy options

- ▶ Allow the activities to occur within the existing regulations as business activities, which may or may not require a business licence under the applicable regime and which are not subject to any particular regulations.
- ▶ Specifically regulate cannabis cultivation and processing businesses to address any related issues.

Regulatory options

- ▶ Make no regulatory change, or amend existing regulations to specify the applicable business licence fee for this category of business.
- ▶ Amend existing regulations to set out specific business regulations for cannabis cultivation and processing businesses.



4 Public consumption

The public consumption of cannabis is associated with a range of potential public harms, from health impacts of second-hand smoke to behavioural modelling effects for children and youth. The tools and options available to municipalities to mitigate potential harms will depend on the space of authority that provinces and territories choose to delegate.

Established practices in regulating tobacco and alcohol consumption offer a foundation for developing a strategy that reflects local priorities. Many factors other than the law influence how and when people consume cannabis—from social customs to product availability—and no single regulatory approach eliminate all harmful public impacts.



4.1 Jurisdictional issues

As with most local governance matters, municipalities must consider the extent to which they are authorized to regulate cannabis consumption. This chapter addresses how local governments can regulate public consumption through bylaws and policies. As the factors influencing public consumption of cannabis are diverse, we recommend that municipalities consider a combination of these approaches, alongside consultation with legal counsel.

Public consumption cannot be regulated by a local government on the moral grounds that cannabis consumption should be considered a criminal activity. Under the constitutional division of powers, the federal government has the exclusive authority to regulate with respect to criminal law matters. Local bylaws or regulations that are based on a moral position, or perceptions and stereotypes about people who consume cannabis, are unlikely to withstand a challenge before the courts.

Many aspects of cannabis consumption, such as possession, advertising and smoking, are regulated by the federal and provincial/territorial orders of government. Most local governments are able to regulate cannabis only as it relates to a power that has been granted to the local government by the provincial or territorial government.

In assessing how to effectively address issues associated with public cannabis consumption, local governments must first consider the aspects of public cannabis consumption it intends to regulate, and determine whether it is authorized, or necessary, to do so.

4.2 Provincial smoking restrictions

Across Canada, provincial and territorial governments have regulated, or indicated they will regulate, aspects of public consumption of cannabis. They plan to use a combination of cannabis-specific legislation, tobacco smoking legislation, as well as occupational health and safety regulations.

Smoking is the most common form of cannabis consumption, and most provincial/territorial governments have sought to incorporate cannabis into the legislation addressing tobacco smoking. Some provinces have done so through expanding the definition of “smoke” to include cannabis as well as tobacco and other vapour products. This approach results in existing tobacco smoke restrictions also applying to cannabis.

New Brunswick’s *Smoke-Free Places Act* contains a broad definition for smoking that extends to cannabis. Specifically, “smoke” means:

- (a) to smoke, hold or otherwise have control over an ignited tobacco product or another ignited substance that is intended to be smoked, or
- (b) to inhale or exhale vapour from, or to hold or otherwise have control over, (i) an activated electronic cigarette, (ii) an activated water pipe, or (iii) another activated device containing a substance that is intended to be inhaled or exhaled.

In addition to including cannabis in the relevant definitions under the smoking legislation, many provincial/territorial governments have enacted specific legislation or regulations to restrict the places in which cannabis may be consumed.

In some cases, these prohibitions on the public consumption of cannabis are broader than the prohibitions on smoking tobacco. In Ontario's *Cannabis Act*, for example, consuming cannabis for non-medical purposes is specifically prohibited in all public places in the province. This applies in workplaces under the *Occupational Health and Safety Act*, as well as in vehicles or boats. By comparison, the prohibitions under the *Smoke-Free Ontario Act*, establish that tobacco smoking is prohibited in enclosed public places and enclosed workplaces, and that no person shall smoke tobacco in a vehicle while another person who is less than 16 years old is present in the vehicle.

Put simply, someone accustomed to walking through an Ontario town smoking a tobacco cigarette will not be able to do the same with non-medical cannabis. But how local rules will be enforced remains to be clarified (see [CHAPTER 6: ENFORCEMENT ISSUES.](#))

In other regions, occupational health and safety regulations address the public consumption of cannabis by limiting the places in which a person may smoke any substance. In the Northwest Territories, smoking in public is primarily regulated in this way. Under those regulations, smoking is prohibited in almost all enclosed workplaces, within a buffer zone around those workplaces, as well as in outdoor bus shelters.

Ontario's *Cannabis Act, 2017*, Section 11, prohibits the non-medical consumption of cannabis in public places, workplaces, vehicles or boats, or any other place prescribed by the regulations. A “public place” is defined as “any place to which the public has access as of right or by invitation, whether express or implied, and whether or not a fee is charged.” These prohibitions are broader than those in the provincial tobacco smoking legislation.

New Brunswick's *Cannabis Control Act* (Bill 16)

proposes restrictions on the places in which cannabis may be consumed in addition to those in the provincial smoking legislation:

17 (1) No person who is 19 years of age or older shall consume cannabis unless the person is in lawful possession of the cannabis and

- a) is in a private dwelling and has obtained the consent of the occupant,
- b) is on vacant land and has obtained the consent of the owner or occupant, or
- c) is in a place prescribed by regulation and in the circumstances prescribed by regulation, if any

(2) For greater certainty, no person who is 19 years of age or older shall consume cannabis in a place to which the public has access as of right or by express or implied invitation, or any other place prescribed by regulation.

[...]

19 Despite any other provision of this Act or the regulations, no person shall smoke cannabis or medical use cannabis in a place where smoking is prohibited under the *Smoke-free Places Act*.

4.3 Public health and welfare

Where a local government has been empowered to regulate the public health or welfare of its community, it may be able to further regulate the public areas in which cannabis may be consumed.

In British Columbia and Ontario, many of the municipal bylaws regulating the areas in which smoking is permitted

have been enacted through such authority. Generally, the understanding that tobacco consumption can be harmful to respiratory health and contribute to cancers, and that second-hand smoke can have similar negative health impacts, has qualified as health-related reasons for municipal restrictions on tobacco consumption. Local governments are likely to be able to draw on a similar approach for cannabis consumption where authorized.

In Vancouver, the Parks Board was delegated authority to enact bylaws to regulate smoking in parks to protect and promote public health—adopting language like the following:

3.1 A person must not smoke:

- (a) in a park;
- (b) on a sea wall or beach in a park;
- (c) in a building in a park, except in a caretaker's residence;
- (d) in a customer service area in a park;
- (e) in a vehicle for hire in a park;
- (f) on public transit in a park; or
- (g) in an enclosed or partially enclosed shelter in a park where people wait to board a vehicle for hire or public transit.

3.2 Except as permitted by Section 3.1, a responsible person must not suffer or allow a person to smoke in:

- (a) a building in a park;
- (b) customer service area in a park; or
- (c) a vehicle for hire in a park.

4.4 Municipally-owned or managed property

Local governments can also regulate the locations in which cannabis may be consumed as owners or operators of property. In the event that provincial/territorial smoking legislation does not already prohibit cannabis consumption in a park, a local government may be able to enact such a prohibition through its authority as the owner of that park. A similar approach can be taken to municipally-operated property, such as community centres or recreational facilities.

Community events and municipal alcohol policies

The approach many municipalities have taken in developing a municipal alcohol policy could be adapted to apply to cannabis. For example, an agreement for the use of municipal property for special events, such as festivals or sporting events, could also be used to manage the public consumption of cannabis. This could also apply to community centre and arena rentals.



The City of Ottawa's **Municipal Alcohol Policy** applies to all City Staff, volunteers, community partners who either manage or have control over City property, rental clients, and organizers of events, on City property, at which alcohol will be sold, served or consumed. This Policy applies to the sale, serving and consumption of alcohol on City property, or at locations or for events under the City's control (collectively "City Property"), whether or not a facility is operating under a liquor licence issued by the Alcohol and Gaming Commission of Ontario (AGCO), a Special Occasion Permit, a liquor licence with a Catering Endorsement, or any other approval that has been issued by the AGCO.

City Property includes the following:

- All City-owned properties,
- All properties leased by the City,
- City Highways (including the travelled portion of the Highway (roadway), boulevards, sidewalks or other areas of the Highway),
- Properties controlled by local boards over which City Council may require that general policies be followed,
- Events held by the City at partner or third-party premises, and,
- City Properties under a Public-Private Partnership Agreement, as determined on a case-by-case basis by the General Manager of Recreation, Cultural and Facility Services

Special challenges for municipalities

Regulating cannabis consumption presents multiple challenges and options for local governments. Their authority to regulate smoking cannabis in public depends on provincial or territorial legislation. Their authority, and need, to regulate smoking also varies greatly across the provinces and territories.

Regulating the public consumption of cannabis that is not smoked presents further challenges as identifiable markers of consumption, such as smoke or odours, are not as easy to detect. The health risks associated with smoking are also less present.

In regulating public consumption, local governments should be aware that cannabis may be consumed in many different forms. The *Cannabis Act* allows the production of cannabis as fresh, dried or oil-based products. While smoking remains the most common, consumption methods that do not produce smoke, including herbal vaporizers or e-cigarettes, or other cannabis-oil based products such as skin creams, are also available.

"Edibles," or foods such as candy and baked goods that have been infused with cannabis, are not currently authorized under the proposed federal regime, although such additional forms of cannabis may be authorized and regulated in the future.

Public consumption exceptions for the use of cannabis for medical purposes, or for traditional ceremonial practices, must also be considered.



What can municipalities do?

Policy options

- Allow cannabis smoking within the framework of the existing provincial and federal regulations.
- Regulate the conditions under which the smoking of cannabis may occur in public places.
- Prohibit the locations in which the smoking of cannabis may occur in public places.

Regulatory options

- ▶ Make no regulatory changes to public place policies or bylaws.
- ▶ Amend existing bylaws and policies to clarify that smoking cannabis is only permitted in accordance with the regulations and policies.
- ▶ Specifically regulate conditions under which the smoking of cannabis may occur in public places, or specific public places.
- ▶ Prohibit the smoking of cannabis on specific public places, such as parks, community centres, and sports arenas.
- ▶ For special events, develop policies regarding an event host's responsibility to control and be accountable for the smoking of cannabis.

4.5 Promotions, advertising and signage

Local governments should also be aware of how other orders of government have responded to concerns relating to public consumption of cannabis. Similar to the *Tobacco Act*, the federal government has set standards on how cannabis can be marketed across Canada, as well as minimum standards for the packaging of cannabis products. When a local government is concerned about how promotion and advertising may influence public consumption, an important first step is to be aware of the federal regulations on these matters.

Federal regulation of cannabis promotions

Under the *Cannabis Act*, the federal government has prohibited cannabis products from being promoted in a manner that:

- ▶ Refers to its price or distribution.
- ▶ Is appealing to young people.

- ▶ Uses testimonials or endorsements.
- ▶ Uses depictions of real or fictional characters.
- ▶ Presents cannabis brand elements as glamorous, risky, exciting or daring.
- ▶ Induces the purchase of cannabis through monetary incentives, lotteries, or contests.
- ▶ Is misleading about the characteristics, safety, and health effects of cannabis.

The federal government has also proposed restrictions on the venues in which advertising for cannabis may occur. The *Cannabis Act* prohibits the use of cannabis branding elements in locations where people under the age of 18 are permitted, in sponsorships for people, events and facilities, as well as in foreign media.

Marketing regulation and content

Local governments may have the authority to regulate business and public health regulations and business marketing options when it comes to cannabis. But the rules must be consistent with the federal *Cannabis Act* and any related federal or provincial enactments.

Awareness of the impact of cannabis consumption on human functioning and development can influence and reduce the consumption of cannabis. Some local governments may have the ability to regulate aspects of how cannabis is promoted, which may indirectly affect cannabis consumption levels.

In considering this approach, municipal governments should be aware that regulating expressive content, which includes advertising, has the potential to conflict with the right to freedom of expression under the *Canadian Charter of Rights and Freedoms*.

Any content-related signage regulations must be connected to a proper municipal purpose and should not infringe on this right. This is an area where it is extremely important to consult legal counsel familiar with the applicable municipal regulatory framework and expression rights.

5

Cannabis in the workplace

As employers, municipalities have a duty to ensure safe workplaces—and a cannabis-impaired employee can pose safety risks to co-workers and the public. This duty may sometimes collide with an employer’s duty to accommodate people with medical needs or disabilities. Achieving the right balance is vital.

Municipalities will face practical and policy challenges here. Cannabis impairment remains difficult to establish objectively. Banning cannabis use among all employees is problematic because some may be using it as prescribed by a doctor. Fundamentally, human resources policies and interventions need to be based on an employee’s ability to do their job, rather than stereotypes or moral judgements about cannabis use.



5.1 Maintaining safe municipal workplaces

Employers are required to ensure a safe workplace, and an impaired employee can pose a safety risk to themselves, their co-workers, or the public. Whether an employee consumes a substance that may cause impairment for medical or non-medical purposes, the basic principles around impairment in the workplace continue to apply.

It is generally acceptable to maintain a policy that all employees arrive at work fit for duty and to conduct themselves in a safe and lawful manner while on duty.

When considering changes to human resource policies with respect to non-medical cannabis, municipal employers should not make any decisions about impairment based on assumptions about cannabis use and its impact on an employee's ability to do their job. Employers must rely on their observations to establish reasonable grounds to determine whether an employee is impaired or not.

5.2 Existing medical cannabis regime

Access to medical cannabis is currently permitted only under the terms and conditions set out in the Access to Cannabis for Medical Purposes Regulations (ACMPR). Although the federal government has indicated it will revisit the ACMPR regime if and once the *Cannabis Act* becomes law, the current ACMPR regime would continue under the *Cannabis Act*.

An employer should treat medically prescribed cannabis similar to other prescription medication. As outlined below, there are additional considerations for cannabis consumption for non-medical purposes.

5.3 Determining impairment

The legalization of non-medical cannabis does not affect an employer's duty to ensure a safe workplace—as well as to accommodate employees with disabilities who are being prescribed medical cannabis or employees with disabilities stemming from an addiction to cannabis. These duties to accommodate are addressed in [SECTION 5.8](#).

If an employer suspects that an employee is impaired, they must observe that the employee's conduct in the workplace and their ability to perform their work-related duties are compromised.

Employers must not make decisions based on assumptions about the use of cannabis and its impact on an employee's ability to do their jobs. On its own, information about the consumption of an impairment-causing substance, or whether it has been consumed for non-medical or medical purposes, will not determine whether an employee is impaired or not.

Accurately assessing whether a person is impaired as a result of consuming cannabis is difficult. There are limited methods to determine impairment from cannabis through testing. The effects of an average dose of cannabis for an average user will vary. And unlike the use of a blood-content level to determine impairment from alcohol, THC levels in bodily fluids cannot reliably indicate the degree of current impairment.

As it stands, blood-content levels for THC (the main psychoactive compound in cannabis) are considered under Bill C-46 in the context of impaired driving offences. Bill C-46 proposes to create three new Criminal Code offences for having specified levels of THC within two hours of driving.

However, there is no universally agreed-upon standard of measurement to determine whether a person is impaired as a result of consuming cannabis. The proposed blood content thresholds under Bill C-46 are of limited relevance

for employers, as a determination of impaired driving requires different considerations than determining that an employee is impaired in the performance of their job duties.

In considering whether an employee is impaired, a supervisor of the employee should be able to respond to the issues outlined in the following table.

Reasonable grounds for impairment: Five factors to consider

<p>1 Impairment</p>	<ul style="list-style-type: none"> • Are there facts to indicate that the employee has shown a form of impairment? • Is there a change in physical appearance, behaviour, actions or work performance? • Observations may include: slurred speech, tardiness, unsteadiness, yelling, odours, admissions of use.
<p>2 Reliable facts</p>	<ul style="list-style-type: none"> • Are the facts reliable? • Did you witness a situation personally, or are you sure that the witness(es) are reliable and have provided first-hand information?
<p>3 Reasonable facts</p>	<ul style="list-style-type: none"> • Can you explain the facts? • Would you be able to describe the observations to another person who does not know the people involved?
<p>4 Documentation</p>	<ul style="list-style-type: none"> • Are the facts capable of documentation? • Can the dates, times, names and locations be documented?
<p>5 Timeliness</p>	<ul style="list-style-type: none"> • Is the impairment situation current, today, while on the job or company property? • Is this a repeated or ongoing situation?

– Adapted from the City of Edmonton ‘Drug and Alcohol Operating Procedures’, March 2016

Once a supervisor can reasonably demonstrate that an employee may be impaired, an employer should consider the following questions:

- ▶ Is there a safety risk, or a risk of injury, illness or incident in the workplace?
- ▶ Is the safety risk based on an employee's change in behaviour or ability?
- ▶ Is the change in the employee's behaviour or ability related to the consumption of cannabis?

As the effects of cannabis will vary among consumers, employers must assess people on a case-by-case basis. The specific performance requirements of a position, as well as the individual's capacity to fulfill those requirements, must be taken into consideration.

In evaluating whether there is a safety risk as a result of an employee's consumption of cannabis, the Canadian Centre for Occupational Health and Safety has recommended employers consider additional questions such as:

- ▶ Does the person have the ability to perform the job or task safely while impaired? For instance, is the employee driving, operating machinery or equipment, or using of sharp objects?
- ▶ Is there an impact on cognitive ability or judgment while impaired?
- ▶ Are there other side effects of the medical condition or the treatment that need to be considered?

5.4 Zero-tolerance policies

A zero-tolerance policy on the use of a substance in the workplace can result in discrimination against employees who are prescribed that substance. A person who has a medical prescription for a substance, including cannabis, is generally entitled to consume that substance in accordance with their prescription.

Whether the prescribed substance is available for non-medical or medical purposes does not affect an employee's entitlement to use it in accordance with their prescription.

Zero tolerance: alcohol vs. cannabis

In most cases, the non-medical use of cannabis and alcohol can be regulated similarly in the workplace. However, the history of cannabis as a medically prescribed substance provides context for why implementing a zero-tolerance policy toward cannabis is not as straightforward as a similar prohibition on alcohol.

In developing a regulatory framework for the non-medical use of alcohol, its treatment as a medical necessity has been given significantly less attention than it has for cannabis. The regulation of alcohol has largely been developed from the perspective that it is a non-medical substance. Alcohol regulation has taken place without comparable judicial commentary on the right to access it for medical purposes, or a comparable legislative regime to enable such access.

When alcohol became regulated for non-medical consumption, the existence of a right to access it for medical purposes was unclear, and there were significantly fewer people who were prescribed alcohol for medical purposes in the first place.

Workplace policies that include a prohibition on alcohol consumption are generally justified on workplace health and safety considerations. As outlined below, a policy that is *prima facie* discriminatory may be justified on the basis of being a bona fide occupational requirement (BFOR).

An actual safety risk as a result of impairment from a substance can justify a prohibition on the use of that substance in the workplace. With alcohol, there are generally accepted methods and standards—such as a blood alcohol content and a *per se* limit—for determining an impairment threshold. As there is an accepted correlation between alcohol consumption and impairment, as well as

established thresholds to determine impairment, a specific prohibition on the use of alcohol in the workplace may be justified with regard to those standards and workplace safety considerations.

Comparable methods or norms to determine impairment do not yet exist for cannabis. It is generally accepted that the effects of cannabis consumption differ from person to person. If two people consume the same amount of cannabis within the same time frame, there is the potential that this would result in one person not being impaired and other being significantly impaired. This environment underlines the need for an observation-based approach to determining impairment.

Bona fide occupational requirements

A zero-tolerance policy may be relevant in a workplace where the employer can demonstrate that sobriety is a bona fide occupational requirement (BFOR). A BFOR is a requirement that is essential to the safe and proper performance of the job.

As a BFOR is an exception to the general prohibition against discrimination, whether a policy meets the standard of a BFOR will be given very close consideration by the courts, human rights tribunals, and labour arbitrators. A BFOR will only be valid where the employer is able to demonstrate that the requirement meets three conditions:

- It was adopted for a purpose rationally connected to the performance of the job.
- It was adopted in an honest and good faith belief that it was necessary to the fulfillment of that legitimate work-related purpose.
- It is reasonably necessary to the accomplishment of the legitimate work-related purpose, in the sense that the employer cannot accommodate the affected employee without incurring undue hardship.

A BFOR must clearly relate to the needs and performance of the job. A requirement to be able to lift a certain amount of weight may discriminate against people who have a physical disability, but may qualify as a BFOR in the context of a care home where staff are required to assist people with mobility issues. Similarly, minimum eyesight

and hearing requirements can discriminate on the basis of physical disability but may qualify as a BFOR in the context of a position as a vehicle driver.

In establishing a job requirement as a BFOR, an employer should be able to demonstrate, with credible evidence, they have considered the specific requirements of the job, and have explored alternatives to fulfill these requirements that did not result in a discriminatory effect.

5.5 Disclosure of cannabis consumption

Non-medical cannabis use

The general rule is that employers have no authority over what employees do outside working hours, unless it can be shown that an employer's legitimate business interests are affected in some way. An employee's decision to frequent a particular pub on a Monday night, for example, should not affect their employment, unless their Monday night activities impaired the employee's ability to do their job when they reported for work on Tuesday morning.

General practice suggests that a workplace standard of requiring employees to show up fit for work is acceptable. A requirement that employees self-disclose to their supervisor, or not attend work, if they believe they are impaired as a result of consuming a substance is also consistent with an employer's duty to maintain a safe workplace.

An employer is generally not entitled to request information about an employee's use of substances while off-duty. An important consideration in dealing with employees who use cannabis is to not make decisions based on assumptions about the use of cannabis and its impact on an employee's ability to do their job. An employer may, however, investigate an employee's off-duty conduct if the employer has reasonable grounds to believe that the employee's off-duty conduct is negatively affecting their ability to fulfill the requirements of their job. An employer's reasonable grounds must be based on observations of the employee in the workplace, and a connection between the alleged off-conduct impairing the employee while on-duty.

Medical cannabis use

Employers may be able to require that employees disclose their use of medical cannabis in the same manner as other prescription drugs that cause impairment. In obtaining this information, an employer's right to medical information does not typically extend to the right to learn about specific illness or conditions for which an employee may have a drug prescription.

The focus of any employer enquiries should be on the impact on the ability of the employee's ability to perform their job duties. Questions about the likelihood of the prescribed medication causing impairment while on duty are more likely to be acceptable than those that ask for information about why the medication was prescribed.

If there are reasonable concerns about impairment, employers may be able to request confirmation from the doctor that the prescribed cannabis usage does not impair an employee's ability to perform their job duties safely. Depending on the requirements of an employee's position, the employer may also be able to request medical information about the amount and type of cannabis that has been prescribed, as well as the frequency of use. The more safety-sensitive the workplace or position is, the more medical information an employer will be able to justify requesting.

If an employer has reasonable concerns that an employee is impaired while at work, even if as a result of consuming cannabis for medical purposes, the employer may be able to require the employee to provide medical information about their consumption of impairment-causing substances. Decisions on any further actions should be based on the nature of the job duties and appropriate medical evidence.

5.6 Substance use policies

Employers should update their substance use policies to address any changes to the legal status of cannabis possession and consumption. Any substance use policy must focus on impairment, and what it means to be fit for duty.

At a minimum, substance use policies should address:

- ▶ Employee conduct standards.
- ▶ Guidelines for the use of substances that may cause impairment.
- ▶ Standards and procedures for supervisors and managers to address impairment.
- ▶ Consequences of violating the policy.

Employee conduct standards

A workplace standard requiring employees to show up fit for work is acceptable. Similar to alcohol or smoking, employers may be able to prohibit the consumption of cannabis for non-medical purposes while in the performance of one's employment duties or on a worksite.

Employer policies prohibiting alcohol consumption in the workplace and during work hours can be amended to include the use of non-medical cannabis once it is legal. Anti-smoking laws will likely apply to cannabis as they do to tobacco, in that smoking in most enclosed workplaces is likely to be prohibited.

Local governments should review such legislation from their province/territory to evaluate the extent to which, if at all, cannabis smoking may be permissible in the workplace.

Guidelines for employee use of substances

A substance use policy should identify the circumstances in which an employee should report the use of substances that may cause impairment. It should also specify any requirements to provide appropriate medical information. A standard that employees self-disclose to their supervisor—or not attend work—if they believe they are impaired as a result of consuming a substance is consistent with an employer's duty to maintain a safe workplace.

Addressing substance-related impairment

Guidelines for supervisors and managers to assist in evaluating whether an employee is impaired in the workplace should be included in a substance use policy ([SEE REASONABLE GROUNDS FOR IMPAIRMENT: FIVE FACTORS](#)). Employers may wish to establish a documentation or

reporting procedure, such as a checklist, to help determine whether indicators of impaired behaviour are present in the workplace.

Where an employer has reasonable grounds to believe that an employee is impaired in the workplace, they may request additional information from that employee. The level of information that can be requested, including medical documents where appropriate, will depend on the circumstances and must be assessed case-by-case. Policies will need to incorporate flexibility and focus on impairment and safety, not the use of cannabis or other substances.

Employers are also required to accommodate employees with disabilities. Substance use policies should provide managers and supervisors with guidelines for situations where an employee may be misusing substances in connection with a substance dependence.

The policy should outline any consequences of a policy violation, including disciplinary action, or assessment and rehabilitation measures. For unionized workplaces, consultation with the union regarding any proposed changes to the current substance use policies is recommended.

5.7 Substance testing

We strongly suggest that municipalities consult with legal counsel if they are considering a workplace substance testing policy.

Workplace safety concerns vs. privacy interests

Privacy and safety are highly sensitive and significant workplace interests that are occasionally in conflict. The right to privacy and the related right to security of the person are fundamental individual rights protected by the *Canadian Charter of Rights and Freedoms*. A workplace substance testing policy will often infringe on some aspect of these individual rights. This is because substance testing typically involves some

form of bodily intrusion and surrender of bodily substances in a coercive environment, and can result in disciplinary consequences or public embarrassment.

Employer substance testing policies tend to be motivated by employer perceptions of workplace safety risks. Any substance testing policy must balance an employee's privacy and human rights with an employer's ability to require personal information to achieve worksite safety.

The courts, arbitrators and tribunals have overwhelmingly rejected employer-imposed substance testing policies, particularly those involving mandatory random testing of employees. The only exception is if there is evidence of enhanced safety risks, including evidence of workplace substance misuse problems.

Employers should also be aware there is a growing body of research questioning the efficacy of drug testing programs for establishing impairment. Drug testing indicates the presence of a substance, not how the body interacts with it. With cannabis, it is recognized that a standard dose will affect individuals differently. Technology to establish a standard mechanism to determine impairment from cannabis consumption is being researched and developed, particularly in the context of tools to assist law enforcement in determining impaired driving in a roadside stop. But at this point, there is no reliable measurement on which employers can rely.

In considering any workplace substance testing policy, the onus is on the employer to establish the reasonableness of its policy. The evidence to demonstrate that the extent of the safety risk justifies the imposition of a substance testing policy will depend on the circumstances of the specific case. The jurisprudence has outlined that, where a substance testing policy is motivated by safety concerns, those concerns must be real and tangible. Uncertain or speculative health and safety risks, including those based on stereotypes or perceptions of substances or disabilities, will not justify such an invasion of employee privacy.

When substance testing policies may be permitted

Substance testing policies have been upheld by the courts in situations where they represent a proportionate response to legitimate safety concerns as well as privacy interests. In those cases, evidence of the following factors has supported the implementation of a substance testing policy:

- ▶ The workplace or industry is safety-sensitive.
- ▶ There are known problems involving impaired employees in the workplace.
- ▶ The procedures for and methods of testing for substance are minimally invasive.
- ▶ Affected employees are given advance notice of the substance testing policy, including prior to the commencement of their employment.

Workplace substance testing for individual employees may be justifiable for individual employees as part of a post-incident response. A post-incident substance test should only be conducted when the employee's actions or lack of actions have contributed to the cause of the incident, a "near-miss" or a potentially dangerous situation.

Prior to any testing, an employer should have a post-incident substance testing protocol in place that identifies the specific circumstances in which testing will take place. Language should not be retaliatory, or discourage the reporting of illnesses or injuries.

Workplace substance testing may also be permissible as part of a return-to-work program, including a last-chance agreement or a contingency behaviour contract. For example, substance testing may be part of return-to-work conditions for an individual employee who is returning to a safety-sensitive job after treatment for a substance addiction.

In safety-sensitive worksites, reasonable cause testing may be permitted. Individual employees may be required to undergo substance testing where the employer believes on reasonable grounds that an employee is impaired while on duty or their actions are in contravention of an established workplace substance use policy.

In all cases, the onus is on the employer to establish the reasonableness of any workplace substance testing policy, and employers must ensure that any substance testing procedures and methods are reasonable, not onerous, and minimally invasive.

The Halifax Regional Municipality's Substance Abuse Prevention Policy specifies that alcohol and drug testing is appropriate for employees working in safety sensitive positions and are subject to testing for alcohol and drugs, as funded by the applicable business unit, under the following situations:

- Post-accident, near miss, or potentially dangerous incidents;
- Reasonable grounds;
- Return to work program after primary treatment;
- Return to work program while in aftercare.

The policy contains checklists to assist in documenting observations about the potential impairment of an employee, as well as procedures for testing based on reasonable grounds or post-incidents.

Whether a particular risk is sufficient to justify an employer's drug-testing policy will depend on a variety of circumstances and considerations, including the employer's evidence to demonstrate these factors. Legal counsel is strongly encouraged if an employer is considering a workplace substance testing policy.

5.8 Duty to accommodate

Employers are required to accommodate employees with disabilities. With cannabis, this duty is likely to arise in two ways in the workplace:

- The employee is addicted to cannabis, which is a disability in and of itself under the *Canadian Human Rights Act*.
- An employee is not addicted to cannabis, but uses cannabis to treat a disability.

The laws in regard to employees who are addicted to cannabis will not necessarily change when it is legalized, as employers already have the duty to accommodate employees addicted to substances like alcohol and prescription drugs. Where an employee has a legal prescription for medical cannabis, there are three requirements to trigger an employer's duty to accommodate:

- the employee has a disability;
- the employee has been legally prescribed cannabis by a medical practitioner in accordance with the relevant regulations to treat the disability; and
- the employee is using cannabis in accordance with the prescription.

Accommodations for the use of medical cannabis will need to be treated in the same manner as when other employees are prescribed medication that could cause impairment. That the prescribed medication is cannabis as opposed to another type of prescription medication does not change the employer's obligations in the consideration of whether an employee can be accommodated. This is the case even for employees in safety-sensitive positions, though the duty to accommodate may be different than for employees who are not in safety-sensitive positions.



6

Enforcement issues

For years, local governments have faced enforcement issues arising from illegal cannabis production and sale. While enforcing federal law on controlled substances falls to local police and the RCMP, municipalities have also developed by-laws to address community impacts. Though the former is beyond this guide's scope, we explore interplays between local police and bylaw services.

With legalization, municipal enforcement roles will include inspection and compliance with provincial building codes and municipal bylaws, including regulating neighbourhood disputes over nuisance issues. Critically, in designing new bylaws and tools, municipalities must carefully weigh how practical they will be to enforce, and how well they can align with the work of police services.



6.1 Cultivation: Building code and bylaw enforcement

Building code compliance issues related to illegal cannabis production are well known to local governments. Cannabis production in residential premises has been associated with shoddy construction, overloaded or bypassed electrical wiring, and private security measures that block required fire exits. Other dangers include unauthorized municipal water connections that risk back-flow into municipal water services, and mould and air quality issues that endure even after cannabis production has ended.

Local governments have had a role to play in inspecting such operations, and enforcing building codes and other construction standards. Some local governments have passed bylaws specifically aimed at addressing these building code, fire, health and safety issues—recovering investigation and enforcement costs from building owners.

Context: medical cannabis

With the advent of the Access to Cannabis for Medical Purposes Regulations (ACMPR) and predecessor federal regulations, some cannabis cultivation for medical purposes within residences became legal under federal law. Under the ACMPR, a registered person is permitted to grow up to five indoor cannabis plants for each daily gram of dried cannabis they have been prescribed for medical purposes.

A registered person may grow cannabis plants themselves, or assign a designated person to do so. A designated person may grow plants for up to two registered persons, and any particular civic address can be used for production under up to four registrations. This can result in a significant number of cannabis plants being cultivated by one or more designated people, including within residential premises. While the ACMPR regime may be amended or replaced at some point, there has been no indication that these arrangements will change once non-medical cannabis is legalized.

As this level of cannabis cultivation is completely legal under federal law, there is no reason (other than avoiding costs) for those engaged in the activity not to comply with applicable building construction and safety standards. They don't need to stay “under the radar” of law enforcement. Nevertheless, building code compliance issues in relation to such matters as electrical safety and air quality may continue to arise in these lawful production sites, as owners and tenants attempt to alter their premises to accommodate activities for which they were not originally designed or constructed.

If the *Cannabis Act* has its desired effect, the commercial availability of an adequate, quality supply of cannabis will reduce the need for people to grow the plants themselves. Local governments may, however, wish to consider how they will inspect for and properly enforce building code requirements in relation to large scale indoor operations that the ACMPR allows in residential premises.

Provincial/territorial or municipal building construction and safety laws could be found to infringe a person's right under

the *Canadian Charter of Rights and Freedoms* to a reasonable supply of medical cannabis. But this infringement would have a good chance of being found to be a justifiable limit of that right under Section 1 of the Charter, given the compelling rationale for building safety requirements. Local governments have little reason to be timid about enforcing these types of standards.

Non-medical cannabis

The non-medical cannabis regime will authorize a maximum of four plants per household for personal cultivation, which may be indoors or outdoors. Provincial and territorial regimes may further restrict or prohibit this type of cannabis production, which may pose risks for young children and domestic pets, particularly if carried on outdoors.

This minor scale of production may not ordinarily create health or safety issues or lead to contraventions of building safety standards. There are no *Charter of Rights and Freedoms* issues with laws restricting or prohibiting the production of cannabis that has no medical purpose.

The extent to which federal officials will police and enforce the four-plant limit is unknown. For the same reasons that federal officials may have little inclination to enforce this limit, local governments should carefully consider whether they have the resources to monitor compliance with any overlapping local limit, whether enacted in a zoning bylaw or some other regulatory bylaw.

Unlawful production operations

One of the goals of the legalization of non-medical cannabis is to undermine its unlawful production. However, local governments may still be called upon to inspect illegal cannabis production facilities operating without federal permits or at a scale that exceeds the federal authorization.

Municipalities should take care both to protect the safety of inspectors and to act within the authority they have to inspect and enforce bylaws, without allowing the inspection to become an unlawful search and seizure for the purposes of enforcing federal law. However, these operations may be unlawful under applicable local government land use and/or business regulations, or may involve contraventions of building construction or fire safety standards. Inspections are wholly appropriate for those purposes.

Many local governments have found it helpful to coordinate inspections of known or suspected unlawful cannabis production operations with police and provincial health inspectors. While police cannot participate in inspections for enforcement of federal law without a warrant, they can accompany other inspectors for the purposes of ensuring their safety. In some cases, a warrant may also be advisable. This is an example of the interplay between local police and municipal bylaw services that will need to drive successful enforcement approaches.

The Coordinated Safety Response Team (CSRT) in Calgary

provides a coordinated approach to identifying potentially unsafe conditions on construction sites or buildings and conducts comprehensive joint reviews, inspections and investigations of these sites. CSRT members include:

- City of Calgary: Safety Response Unit, Calgary Community Standards, Calgary Police Service
- Occupational Health and Safety Alberta
- ALERT: Green Team South and Safer Communities and Neighbourhoods
- Alberta Health Services

The team is designed to quickly respond to incidents and help ensure public safety. It also builds strategies to help the construction industry decrease risk, including through the remediation and demolition of cannabis grow-op sites.

Local government permits and licences

Permit and licence issuance remains an important part of the bylaw enforcement function for many local governments. Its application will vary across provinces and territories depending on the regulations and authorities they

provide to local governments. Broadly speaking, building permit and business licence applications are a significant opportunity for local governments to review bylaw compliance. This includes a review of zoning, provincial and local building and fire safety standards. In the case of business licences, local governments may review any federal and provincial/territorial authorizations that may be required.

6.2 Nuisance bylaws and enforcement issues

Local governments are key regulators when it comes to neighbourhood disputes over nuisance issues. Many local governments have special powers in this regard, and may even be able to make nuisance abatement orders. As a starting point, though, local governments should be cognizant of all nuisance management aspects of regulations from other orders of government.

As noted in [CHAPTER 3: BUSINESS REGULATION](#), federal government authorizations for medical cannabis production facilities have, from the outset, required the installation of odour control equipment. This suggests that local governments might wish to focus efforts on proper use and operation of the equipment—a matter that the federal government may tend to leave unaddressed.

Odours

As local governments anticipate an increase in nuisance complaints with legalized cannabis, odour issues rank among their top concerns—and these are notoriously difficult to regulate and remediate.

Because odours are hard to quantify objectively in terms of strength or character, setting regulatory standards is challenging. While some odour testing labs exist in Canada, their usefulness for regulatory purposes is questionable, and testing can be onerous and expensive. Even if and when the quantification of odour can be satisfactorily addressed, an odour's source can be challenging to prove to the standard needed in court.

Proactive approaches to cannabis-related odour and nuisance abatement are therefore preferable. For example,

odour impact assessments and control plans might be included in requirements for rezoning applications or development approvals in circumstances where these are authorized and warranted.

Zoning setbacks, landscaping, buffer or similar requirements may be considered for certain types of facilities that are anticipated to cause odour or other nuisances. This is in addition to the basic locational criteria that have traditionally restricted problem activities to their own special zones.

Municipalities may also want to set business licence conditions that could reduce nuisance concerns around cannabis production and retail facilities. For more on this, see [CHAPTER 3: BUSINESS REGULATION](#). In addition, public consumption regulations, where authorized, may be used to contain or limit public exposure to odours and smoke. For more on this, see [CHAPTER 4: PUBLIC CONSUMPTION](#).

6.3 Potential liability and non-enforcement

Given the potential nuisance, health and safety issues that might arise, responsibility for cannabis-related regulation and enforcement has led to some concern over potential liability issues for local governments. However, the liability potential in this area is no more significant than any other area of local government regulation.

It is sometimes alleged in lawsuits against local governments that failure to enforce local regulations in relation to a nuisance has depressed the value of adjacent properties. These lawsuits claim that the local government is under a legal duty to enforce its regulations to prevent the nuisance, and that it must therefore compensate property owners for the reduced value. Generally, this legal proposition is not sound. (The property owner may have a good claim in nuisance against their neighbour, however.)

Local governments can decide, for *bona fide* reasons, not to enforce particular regulations in relation to particular factual circumstances, even if non-enforcement might cause financial harm to affected neighbours or owners. *Bona fide* reasons include such factors as the severity, scale or duration of the contravention and the cost to the local government of securing compliance with the regulation.

Further, enforcement is sometimes suspended while a regulation is under review or in the process of being amended or repealed. However, the position of any citizen complainant must also be considered. Good governance suggests that the maker of a valid complaint is entitled to an explanation of any local government decision not to investigate or enforce.

Building inspection is an established area where local governments owe a duty of care to those who may occupy or purchase property. Ensuring a consistent level of care in monitoring building code compliance will be important once non-medical cannabis is legalized. No local government is required to establish any particular type of regime for inspection and enforcement of building standards, except in some jurisdictions in relation to fire safety inspections. However having established a particular regime, such as one based on complaints from tenants or neighbours, local governments should be diligent about following that regime in relation to each individual complaint.

6.4 Enforcement tools and policies

Bylaw drafting

Residents will likely expect enforcement of any regulations that have been adopted with regard to the legalization of cannabis. This expectation should be kept in mind as regulations are drafted and considered for enactment. Enacting regulations that the local government has no realistic intention or ability to enforce is not a good governance practice. It can lead to reduced voluntary compliance with respect to that regulation as well as other enforcement areas.

Having elected to regulate, local governments should keep enforcement practicalities in mind when drafting the regulations, consulting with legal counsel as to the elements of any offence that will have to be proven to obtain a conviction or fine.

Enforcement practices

Enforcement policies are an important tool for managing expectations and resources. Local governments should consider whether to implement proactive enforcement and investigations, or only to investigate where complaints have been made.

Any complaints made under a complaint-based enforcement policy should be documented. Proactive enforcement practices should also be documented so staff, elected officials and the public know what they can expect, and the extent of resources that may be invested.

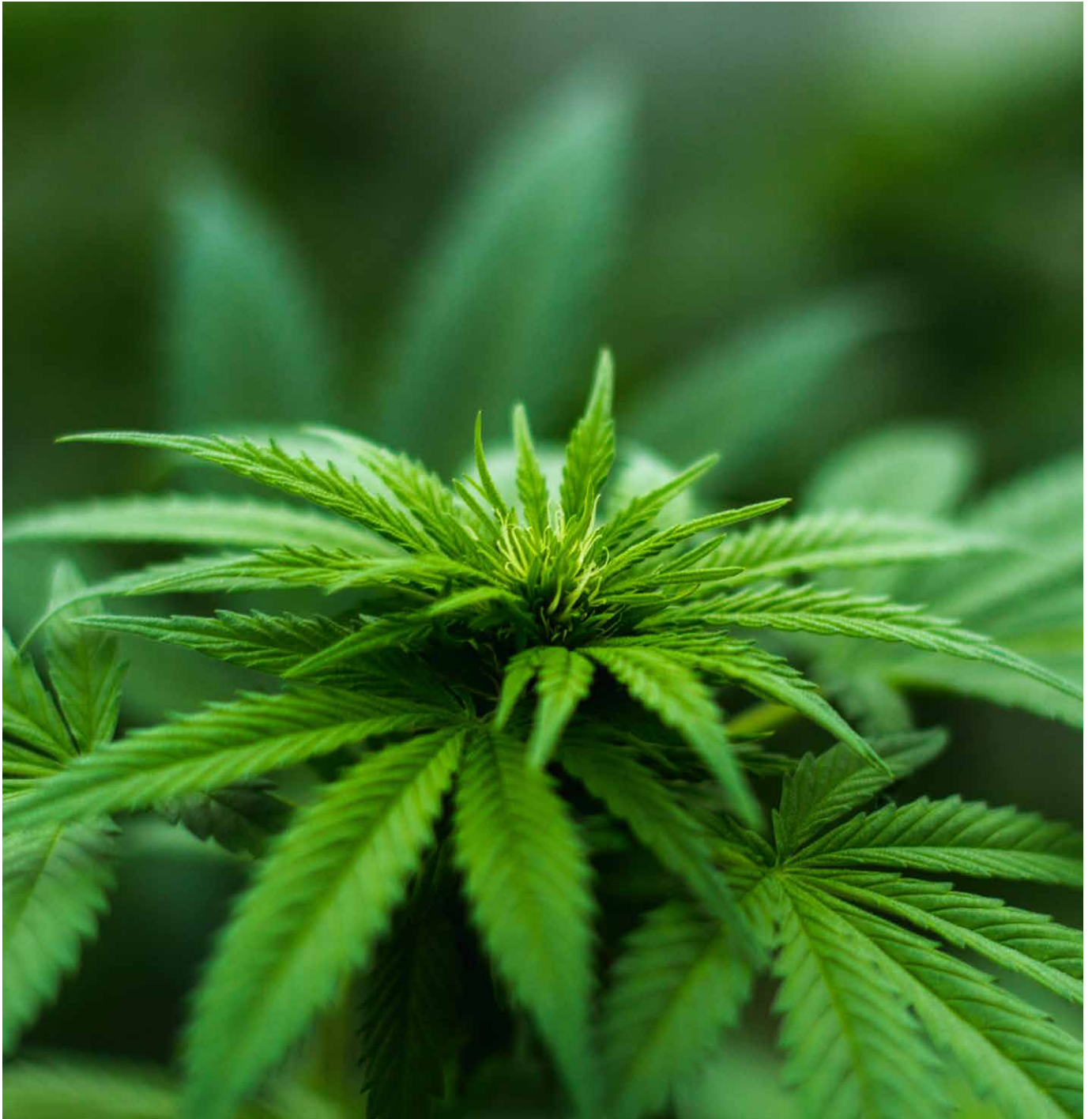
Generally speaking, prompt attention to bylaw contraventions once discovered, whether by complaint or proactive investigation, will result in better compliance rates overall.

Enforcement remedies for cannabis-related complaints and contraventions may vary greatly, depending on the enactment that has been breached. Self-help remedies are often attempted first.

Businesses breaching zoning or business licensing conditions, or even federal or provincial/territorial enactments—depending on how the business licensing regulations have been drafted—may be subject to licence suspension or revocation.

Building permits may be withheld or stop-work orders issued if proposed or actual construction does not respect applicable building codes or bylaw standards—including those pertaining to signage on retail premises. Remedial action orders can be considered for existing buildings in which contraventions are detected, such as bypassed electrical breaker panels or barricaded exit doors.

Municipal ticketing, injunctions and other court proceedings are usually a last resort. These remedies are almost always more expensive, and to some degree take the matter out of the local government's hands, exposing it to procedural delays.



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FCM

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B.C. Cannabis

PRIVATE RETAIL LICENSING GUIDE

Applications and Operations



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COLUMBIA**

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B.C. Cannabis

PRIVATE RETAIL LICENSING GUIDE

Applications and Operations

In B.C., the wholesale distribution of non-medical cannabis will be solely through the Liquor Distribution Branch (LDB). The LDB will be the operator of government-run retail stores and the Liquor Control and Licensing Branch (LCLB) will be responsible for licensing and monitoring the retail sector using a mixed public/private model.

The rules governing retail stores will be similar to those currently in place for liquor, and public and private retailers will have similar operating rules. Note that while this document sets out Government's intentions for B.C.'s retail framework, it is subject to legislation yet to be passed at both the federal and provincial levels.

Who is this guide for?

This guide provides information for those who are considering applying for a provincial licence to retail non-medical cannabis. It contains preliminary information to help applicants make business decisions and describes the application process. This information will also assist local governments in preparing for potential retail store applications within their communities.

The Province recognizes that retail access in rural areas will require a different approach than the one employed in urban communities. There is a separate section related to rural areas at the end of this document.

Engagement with Indigenous governments and organizations is an important element in the development of the provincial regulatory framework for non-medical cannabis. To ensure the retail model appropriately addresses the unique considerations that must be taken into account with respect to Indigenous peoples, the Province remains committed to working in partnership with Indigenous peoples, governments and organizations. These discussions are ongoing and will continue beyond the initial date of federal legalization of cannabis.

Who is eligible?

All applicants will be assessed using the same evaluation criteria, which includes obtaining local government support and background checks of police/criminal records which will be examined on a case by case basis.

Application Process

In spring 2018, the Province will launch an online application portal for individuals and businesses who are interested in applying for a non-medical cannabis retail licence. Additional information on applicant registration will be posted on the website <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation> as it becomes available.

■ What is the process for applying for a non-medical cannabis retail licence?

When the application portal opens, you may start the application process by entering the required information and documents. This will allow you to provide the required information early so that the assessment of your application can begin as soon as possible once the applicable legislation is passed.

■ How long will the application process take?

The Province is committed to conducting thorough reviews of applicants and applications in order to ensure that licensed retailers will operate in a safe and lawful manner. A significant number of applications are anticipated, and plans are being put in place to enable the applications to be processed as efficiently as possible.

■ Will there be an application fee?

Yes, each applicant will be required to pay an application fee and a licensing fee. The amount of the fees has not yet been determined. Once the fees have been determined, they will be posted here <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-regulation>.

Eligibility

■ If I operated an illegal dispensary prior to legalization, am I prohibited from receiving a licence to operate legally?

Having operated an illegal dispensary will not, on its own, exclude you from being considered for a licence. All applicants will be assessed using the same evaluation criteria, including background checks and local government support. Persons who have operated dispensaries prior to legalization will not receive preferential treatment in the provincial application process.

■ Does having a record of criminal activity exclude me, or a shareholder in my company, from obtaining a non-medical cannabis retail licence?

Having a record of criminal activity will not necessarily exclude you from obtaining a licence. As part of the required background check, police/criminal records will be examined on a case by case basis and evaluated in relation to their relevance to the application and the recentness of the activity or offence(s) committed. For example, low risk criminal activity may not exclude a person from becoming a licensee whereas associations with organized crime will exclude a person from becoming a licensee.

■ **I already have a liquor and/or tobacco licence. Am I automatically allowed to sell non-medical cannabis at my liquor store?**

No, you must apply for a non-medical cannabis retail licence. In addition, if you are granted a licence, you will be required to operate the non-medical retail cannabis store in a completely separate business location from any liquor and/or tobacco sales.

■ **If I, a family member, or a business partner, have an interest in a federally licensed producer or processor, can I be considered for a retail licence?**

Yes, a person or company may have an interest in both a producer and a retailer. However, the LCLB will place restrictions on the business relationship between the producer and the retailer. Where there is a close association (financial or otherwise) between a licensed producer and a non-medical cannabis retail business, the retail business will be prohibited from selling any products from the licensed producer. This restriction ensures that the market remains diverse and larger participants do not consolidate and control the market. The Province may create exceptions in the future to support micro-producers.

Application: Required Information

■ **Will I have to undergo a background check?**

Yes, you will be required to consent to a background check in order to be considered for a licence. Policy work is currently underway to determine which members of a corporation, partnership, or other legal business will be required to undergo a background check.

■ **What kind of information do I need to supply to the Province about my company?**

Depending on the type of entity your company is (corporation, partnership, society, etc.) the application system will prompt you to supply the related documents and names of partners, shareholders, directors, officers, and/or senior management.

■ **What information do I have to provide about my proposed location?**

You will need to provide the parcel identifier number (PID), proof of ownership or a copy of a fully executed lease that does not expire for at least 12 months from the date of licence approval, and a floor plan. If additional information is necessary it will be requested during the application process.

■ **Does my store have to be a certain distance from schools or other retailers?**

The Province will not impose distance requirements for non-medical cannabis retailers. However, local governments will have the authority to impose additional requirements. Therefore, you should inquire with your local government about local requirements before committing to a location.

■ **Are there any rules about what I can name my store?**

Your store name must be approved by the LCLB. The name of your store cannot be misleading as to what type of business you operate. As a non-medical cannabis retailer, you cannot choose a name that would lead people to believe you are a provider of medical cannabis. For example, the words “pharmacy”, “apothecary”, and “dispensary” all have meanings linked to the selling of medicines, so these words cannot be used in association with a non-medical cannabis store.

You must also comply with federal legislation and regulations respecting advertising and promotion.

Application: Local Government Requirements

The Province will permit local governments to decide whether they wish to have a non-medical cannabis retail store in their community. For the Province to issue a licence, applicants must have the support of the local government in the community where the proposed store would be located.

■ **What is the process for obtaining local government support?**

The local government must ask residents in the vicinity of the proposed retail location to comment on how the store would impact the community. The local government must consider this public input when deciding whether or not to support the application and must notify the LCLB of their decision by way of a council resolution.

■ **Can I get local government support in advance of the provincial application?**

The Province is working with local governments and the Union of B.C. Municipalities to develop the application process, including what information local governments will need to have in order to provide informed comments on the application. Further details will be announced once they are available. In the interim, it is recommended you check with your local government to ensure that you meet any criteria that are specific to your jurisdiction and to ensure that proper zoning is in place.

■ **Do public stores have to go through the local government process?**

Yes, public stores must also have local government support.

Licences

To sell non-medical cannabis in British Columbia, retailers will be required to obtain a licence from the Province. There will be two types of retail licences for:

- ▶ self-contained cannabis stores, and
- ▶ stores in rural communities.

■ **Will there be a cap on the number of non-medical cannabis retail licences issued in B.C.?**

The Province is not capping the number of licences issued. However, local governments will have the authority to make local decisions based on the needs of their communities. This means that some local governments may choose not to allow retail cannabis stores, while others may choose to cap the number of stores that are permitted to operate within their jurisdiction.

■ **I only want to sell medical cannabis; can I apply for a medical cannabis retail licence?**

No, medical cannabis will continue to be sold online by federally licensed producers only. However, like other Canadians, medical users will be able to buy cannabis from retailers of non-medical cannabis.

The federal government has committed to conducting a review of the medical cannabis system in five years.

- **Will there be any restrictions on where a non-medical cannabis retail outlet can be located?**

The Province is not regulating the location of stores. However, local governments may choose to do so. For example, local governments may set requirements about the proximity of a store to another cannabis store, schools, daycares or other places.

- **Will the Province be licensing consumption lounges?**

No, not at this time. The Province is focussed on introducing a safe and responsible retail non-medical cannabis sector; consideration will be given to other types of licences at a later date.

- **Will sales of non-medical cannabis be permitted at outdoor festivals and other events?**

Initially, non-medical cannabis sales will only be permitted at the licenced retail site. Offsite sales may be considered in the future.

Operations

Provincial and federal governments are committed to ensuring that non-medical cannabis is sold in a lawful, responsible manner. To this end, a range of requirements will be put in place; from who a retailer can buy product from, to who may enter a store, to what type of products may be sold.

Operations: Physical store

- **Are there any rules about the physical layout or construction of my store?**

To protect youth, the federal government requires that cannabis products must not be visible from outside your store. There will be many different ways for you to achieve this requirement (e.g. window designs). In addition, please remember that you must comply with federal requirements respecting advertising and promotion.

- **Are there any security requirements for my location?**

You have a strong incentive to secure your premises both during and after operating hours to protect your inventory from theft. The Province is considering what security requirements will be necessary. In addition, local governments may also choose to impose security requirements.

- **Can I sell non-medical cannabis as part of another business such as a liquor store or pharmacy?**

Not at this time. The Province may consider exceptions in the future, but for now, your non-medical cannabis retail store must be a self-contained business.

There will be exceptions for rural stores, similar to rural liquor stores. The criteria for determining rural areas are currently under development.

Operations: General

■ Can minors enter my store?

No. Unlike liquor stores, where minors are permitted if they are accompanied by a parent or guardian, minors must not enter your cannabis retail store.

There will be exceptions for rural stores to allow entrance by minors. The criteria for determining rural areas are under development.

■ What hours can I be open?

Cannabis retail stores can operate between 9 am to 11 pm unless further restrictions are put in place by your local government.

■ Are there any rules around pricing?

Policy work is ongoing and information on pricing will be made available as soon as possible.

■ Is there a limit on how much non-medical cannabis I can sell to a person?

The proposed federal *Cannabis Act* prohibits an individual from possessing in a public place a total amount of non-medical cannabis, in any authorized form, that is equivalent to more than 30 grams of dried cannabis. Non-medical cannabis must not be sold in amounts greater than this.

This means that if you sell different forms of non-medical cannabis to a single customer, the combined total amount sold must not exceed the equivalent amount of 30 grams of dried cannabis.

Equivalent amounts to 30 grams of dried non-medical cannabis for other cannabis products are listed in Schedule 3 of the proposed federal *Cannabis Act*.

■ Can I sell products online?

No, only the public retailer will be permitted to sell non-medical cannabis products online at this time. Consideration may be given to allowing private online sales in the future.

■ Can people consume non-medical cannabis in my store?

No. Consumption of any kind will not be permitted in the store, and providing samples will not be permitted.

■ Can I deliver my products?

No, retailers will not be permitted to offer a delivery service.

■ Do my employees and/or I need any special training or background checks?

In collaboration with industry, the Province will develop a mandatory training program for non-medical cannabis retail employees, which will be implemented over time. The Province will also be developing a registration requirement for employees which will include background checks. Details of this program are still being developed. Information will be provided as soon as that work is complete.

■ **Where do I have to store my inventory?**

All cannabis products will be required to be stored at your retail site. No offsite storage will be permitted.

■ **Will I be required to have a certain product tracking/inventory control system?**

The federal government has committed to creating a national seed-to-sale tracking system. This is currently under development and more information on retailers' responsibilities in relation to this system will be announced as it becomes available.

■ **Can I advertise my product?**

The federal government is regulating the advertisement of cannabis under the proposed *Cannabis Act* (Bill C-45). See the "Further Resources" section at the end of this document for a link to the Bill.

■ **Can my store sponsor events or teams?**

The federal government is regulating sponsorship under the proposed *Cannabis Act* (Bill C-45). See the "Further Resources" section at the end of this document for a link to the Bill.

Supply

■ **How do I obtain non-medical cannabis to sell in my store?**

The LDB will be the only source of legal wholesale non-medical cannabis. Retailers will not be permitted to purchase any cannabis products directly from licensed producers or any other source.

■ **Can I make financial arrangements with federally licensed producers?**

You cannot accept or request any inducement from a producer. This means you must not:

- ▶ pay money to secure access to a supplier's product;
- ▶ request money from a supplier in return for providing benefits such as preferential shelf space;
- ▶ accept money in exchange for agreeing not to stock a competitor's product.
- ▶ make agreements that give a retailer exclusive access to a producer's product, or product line.

■ **What types of non-medical cannabis can I sell?**

You can sell dried cannabis, cannabis oils and seeds that comply with federal requirements.

■ **Can I sell edibles?**

No, the proposed federal *Cannabis Act* does not permit the commercial production of edibles at this time. Therefore, you cannot legally sell them. The federal government has stated that edibles will be regulated within 12 months of legalization.

■ **What else can I sell besides dried cannabis and cannabis oil?**

You may sell “cannabis accessories,” as defined in the proposed federal *Cannabis Act*:

“Cannabis accessory” means a thing, including rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of cannabis.

You cannot sell snacks, tobacco or other non-cannabis related items.

■ **What format will cannabis products be distributed in?**

LDB will distribute pre-packaged product only, with labelling compliant with federal standards, in ready-to-sell formats (no bulk products). The product brands belong to the licensed federal producers.

Retailers will not be authorized to re-package the product with their own branding. Information about specific size formats will be confirmed at a later date.

Inspections and Compliance

To ensure that non-medical cannabis is being sold in a lawful and responsible manner, the Province will establish a compliance program that will include education, inspection and enforcement activities. The focus will be on encouraging voluntary compliance.

■ **How often will I be inspected?**

Your store will be inspected at least once annually and any time the LCLB investigates a complaint about your store.

■ **What happens if I am found to be out of compliance?**

If an inspector observes a contravention of the provincial legislation at your establishment, you will be issued a Contravention Notice and the inspector may recommend enforcement action. Penalties for contraventions are under development, but could include a monetary penalty or a licence suspension or cancellation. There will be a reconsideration process for licensees that wish to challenge the result of an enforcement hearing.

■ **Can the police enter and inspect my store?**

Yes, police can enter and inspect your store to ensure you are operating in compliance with the legal requirements.

■ **What should I do with any product I have obtained from unlicensed sources?**

Once you have been issued your licence you must not sell cannabis obtained from a source other than the LDB.

Rural Areas

The Province is aware that it may be necessary to introduce special provisions for rural areas in order to provide access to non-medical cannabis to rural populations.

- **Can an existing business in a rural area be authorized to sell non-medical cannabis, like they are for liquor?**

The Province is considering this possibility because a self-contained non-medical cannabis retail store may not be a viable business in some rural areas.

- **Will the rural agency store model (RAS) used for liquor be used for cannabis?**

Many of the operational requirements of the RAS model used for liquor may be applied to non-medical cannabis. However, the Province is still evaluating how to best meet the need for rural access.

- **If I operate a RAS, will I automatically be able to sell non-medical cannabis?**

No, if a current RAS operator is interested in retailing non-medical cannabis, they will be required to apply for a licence specifically for non-medical cannabis.

Further Resources

Bill C-45 the draft federal Act can be found here <http://www.parl.ca/LegisInfo/BillDetails.aspx?billId=8886269>

Contact information: cannabisregs@gov.bc.ca



Cox Community Park and Descanso Bay Regional Park Trail Proposal

Submitted to Parks and Open Space Advisory Committee (Electoral Area B)

by

Gabriola Land and Trails Trust

Background

The Regional District of Nanaimo (RDN) purchased the lands now known as Cox Community Park in 2002 on behalf of the residents of Electoral Area B (Gabriola, Mudge, and De Courcy Islands). The eastern portion of the park (east of Taylor Bay Road) had several pre-existing trails, and these trails were soon supplemented by the construction of a new trail to River Place on the eastern park boundary and a new trail approximately parallel with Taylor Bay Road to link the two west-side entrances to the park. The latter trail was the inaugural trail project of the newly formed Gabriola Land and Trails Trust (GaLTT). A proposal for a new trail in Cox Community Park was submitted by GaLTT to the Parks and Open Space Advisory Committee (POSAC) in early 2014, and it was subsequently approved by the RDN. The new “Mallett Creek” trail was located, marked, and built by GaLTT volunteers and provides walking access to the formerly inaccessible southeastern portion of the park. It has become a very popular walking loop within the park.

There are currently no trails in the approximately 11 ha (27-acre) western portion of Cox Community Park (west of Taylor Bay Road and north of McConvey Road), nor is there suitable linkage between the existing trails in Cox Community Park and the adjacent Descanso Bay Regional Park.

GaLTT proposes a two-phase trail project within Cox Community Park and Descanso Bay Regional Park to address these two issues.

Objectives

GaLTT was formed in 2004 with the stated purpose: “... to secure, develop, and sustain a network of parkland and trails on Gabriola Island for the benefit of the public...”. The objectives of this proposal are consistent with that purpose. Specifically, the objectives are to:

1. To provide public trail access to the western portion of Cox Community Park.
2. To provide a direct link between existing trails in Cox Community Park and Descanso Bay Regional Park.

3. To provide a new, ~ 1.7 km loop trail route in Cox Community Park and Descanso Bay Regional Park.

Project Details

GaLTT proposes a two-phase project to achieve the objectives.

In Phase 1 (solid red line in Figure 1), a new trail (~ 1.0 km in length) will be constructed in the 11-ha western portion of Cox Community Park. The new trail will intersect Taylor Bay Road opposite an existing trail in the eastern portion of the park. The selected route meanders over well-drained and gently sloping terrain in a westerly direction, keeping mainly to areas of lower tree density, minimal deadfall, and sparse ground vegetation. No cutting of standing trees will be required to construct the trail. The selected route makes use of several small, unauthorized trails previously established by unknown users. The trail route eventually turns southward and intersects McConvey Road opposite an existing trail that leads down the cliffside into the campground in Descanso Bay Regional Park and campground. The Phase 1 trail will be constructed to a standard suitable for bicycles and pedestrians with moderate mobility.

Upon completion of Phase 1, users exiting the new trail at McConvey Road may proceed down the existing “cliff trail” and continue through the campsite, exiting at Taylor Bay Road opposite the main entrance to Cox Community Park. Upon exiting the campsite, users may continue into Cox Community Park via the signed main park entrance and select one of several route options.



In Phase 2 (dotted green line in Figure 1), a new trail (~ 0.7 km in length) will be constructed in Descanso Bay Regional Park, beginning at the foot of the existing “cliff trail” from McConvey Road, and ending near the intersection of McConvey Road and Taylor Bay Road. The proposed route follows a slightly elevated path along the base of the escarpment south of McConvey Road to avoid any negative impact to the wetter and more ecologically fragile lowland (western redcedar, sword fern, salal) beside Winthuysen Creek. Due to the slightly rougher terrain (i.e., steeper grade and rockier ground), the Phase 2 trail will be more challenging and thus may not be suitable for bicycles or for pedestrians with limited mobility. Upon exiting the trail at McConvey Road, users may continue into Cox Community Park via the most northern of the two main park entrances on Taylor Bay Road.

Timeline

Phase 1 – completion in 2018, following recommended approval by POSAC and final approval by the Regional District of Nanaimo.

Phase 2 – completion in 2019, following consultation with, and approvals from, appropriate governing bodies and groups (e.g., Streamkeepers) to ensure adequate protection of the Winthuysen Creek ecosystem.

Responsibilities

Gabriola Land and Trails Trust – identify and mark proposed routes; ensure consultation with, and approvals from, appropriate agencies and groups; trail construction with GaLTT volunteers; installation of posts and signage.

Regional District of Nanaimo – project approval; provision of posts and signage; GPS mapping.

TO: Electoral Area 'B' Parks and Open Space Advisory Committee **MEETING:** April 9, 2018

FROM: Elaine McCulloch, Parks Planner **FILE:** 2018-030

SUBJECT: Huxley Community Park Phase 2 Construction Drawings

RECOMMENDATIONS

1. That up to \$75,000 of Electoral Area 'B' Community Works Funds be allocated for Huxley Community Park Phase 2 Construction Drawings.
2. That the Gabriola Skatepark Preferred Conceptual Plan be approved.
3. That up to \$10,000 of Electoral Area 'B' Community Works Funds be allocated for placement of pickleball court lines at the sport court at Huxley Community Park.

SUMMARY

The Huxley Community Park Master Plan (2015) identifies a series of park improvements which are to be implemented through a phased approach as funding becomes available. Phase 1 park improvements were recently completed in 2017 and planning for Phase 2 is underway. Phase 2 improvements will include a new skatepark, park entrance, and parking lot.

The Preferred Conceptual Plan for the Skatepark is now complete and the next step is to develop Phase 2 Construction drawings and project costing that will further assist with budget planning and future grant application purposes. In order to proceed with Phase 2 Construction drawings, up to \$75,000 from Electoral Area 'B' Community Works Funds is required.

In addition to advancing the above construction drawings, it has been requested that pickle ball lines be added to the sport court which are estimated to cost up to \$10,000. These works can also be funded through Electoral Area 'B' Community Works Funds.

BACKGROUND

Huxley Community Park was acquired by the Regional District of Nanaimo in 2011 and a Master Planning process for Huxley Community Park was completed in 2015 (Attachment 1). The Park Master Plan identifies a series of park improvements including upgrades to the existing volunteer-built tennis and sports courts as well as a new playground, skatepark, parking lot/park entrance, bleachers and plaza. Park improvements are to be implemented through a phased approach as funding becomes available.

Phase 1 improvements were completed in 2017 and include a new playground, tennis court resurfacing, and new dashboards for the sports court. Final Phase 1 construction costs were \$369,321. Phase 1 funding sources included \$67,000 from grants, \$219,000 from the EA 'B' Community Works Fund,

\$26,193 in community donations, with the remainder being funded through Electoral Area 'B' Community Parks Capital Reserves and Operations.

Phase 2 improvements are identified in the work plan for 2020 and will include a new concrete, cast-in-place, 762 sq.m. skatepark as well as a new park entrance, parking lot and pedestrian path connections into the park. The first step towards Phase 2 planning was to complete a detailed conceptual plan for the skatepark. At the April 28, 2015 Regional District of Nanaimo Board meeting, the following motion was passed.

That staff be directed to commence the detailed concept plan and costing for the Skate Park and Flow Trail elements at Huxley Park.

In January 2017, a consultation team specializing in the design and construction of skateparks was retained by the Regional District of Nanaimo to develop a conceptual design and cost estimate for the Gabriola Skatepark. New Line Skateparks Inc. and RDN Parks staff held two design workshops in the community. Participants were invited to provide input on design elements for the skatepark and to provide feedback on an initial conceptual skatepark design (Attachment 2). A central theme that emerged through community consultation was a desire for the skatepark to be unique. As a result, it has been designed to be primarily "transition style" with some "street style" elements thereby differentiating it from other skateparks in the Nanaimo area. It is designed for beginner to intermediate skill levels. The final conceptual design for the skatepark reflects the feedback received from the community with an estimated construction cost \$360,000 however, due to increasing construction costs, it is anticipated that 2020 construction costs will be approximately \$420,000 (Attachment 3).

The next step towards Phase 2 planning is to proceed with the Huxley Community Park Phase 2 Construction Drawings and the development of project cost estimates. Detailed design development will also include the submission of a Setback Variance Permit application to the Islands Trust requesting a relaxation of the current 6m side yard setback along the eastern property line adjacent to the skatepark.

In addition to advancing the above construction drawings, it has been requested that pickle ball lines be added to the sport court which are estimated to cost up to \$10,000. These works can also be funded through Electoral Area 'B' Community Works Funds.

ALTERNATIVES

1. That the Gabriola Skatepark Preferred Conceptual Plan be approved and that up to \$75,000 be allocated from the Electoral Area 'B' Community Works Funds for Huxley Community Park Phase 2 Construction Drawings and up to \$10,000 for the placement of pickle ball lines at the sport court.
2. That the Gabriola Skatepark Preferred Conceptual Plan be approved and the development of construction drawings for Huxley Community Park Phase 2 and the placement of pickle ball lines at the sport court be deferred until an alternate source of funds in the amount of \$85,000 is secured to undertake these project elements.
3. That alternative direction be provided.

FINANCIAL IMPLICATIONS

The estimated cost for Huxley Community Park Phase 2 Construction Drawings is \$75,000. The funds are not available in the 2018 Electoral Area 'B' Community Parks Budget. In order to proceed with Phase 2 planning, \$75,000 from the Electoral Area 'B' Community Works Funds is required.

Currently there is \$811,000 in Electoral Area 'B' Community Works Funds of which \$111,000 remains uncommitted and can be accessed to further this initiative.

Huxley Community Park Phase 2 project cost estimates will be provided once construction drawings are complete. Phase 2 project construction funding is not identified in the Five Year Financial Plan, however it is anticipated that the local community will contribute up to \$72,000 towards the construction of the skatepark. At this time it is anticipated the remaining Phase 2 project costs are to be funded by the Electoral Area 'B' Community Works Funds and applicable government grants. Once detailed costing has been completed, the findings will be further reviewed and incorporated into the Five Year Financial Plan (2019-2014) for Electoral Area 'B' Community Parks.

It has been the RDN's experience that with detailed construction drawings and project costing in place there is a higher chance of successfully obtaining grants with "shovel ready" projects.

Prior to the completion of Phase 1 improvements Huxley Community Park received minimal maintenance and had a yearly maintenance cost of \$3,750. With the addition of the new playground combined with increased park usage and higher maintenance expectations from user groups the estimated yearly maintenance costs is currently \$11,500. Once Phase 2 is complete, the estimated yearly maintenance costs for the improved park facility is \$18,850 which includes increased regular maintenance services, garbage pick-up services, porta-potty services, power washing as well as specialty maintenance for the skatepark. Park Operations staff hours would be approximately 84 hrs (12 days) per year and would involve playground inspections (every 90 days), regular park inspections and minor maintenance (weekly).

STRATEGIC PLAN IMPLICATIONS

The Strategic Plan 2016-2020 identifies a focus on Service and Organizational Excellence and through the development of Huxley Community Park, the RDN will provide a critical recreational amenity for the residents of Electoral Area B.



Elaine McCulloch
emcculloch@rdn.bc.ca
March 23, 2018

Reviewed by:

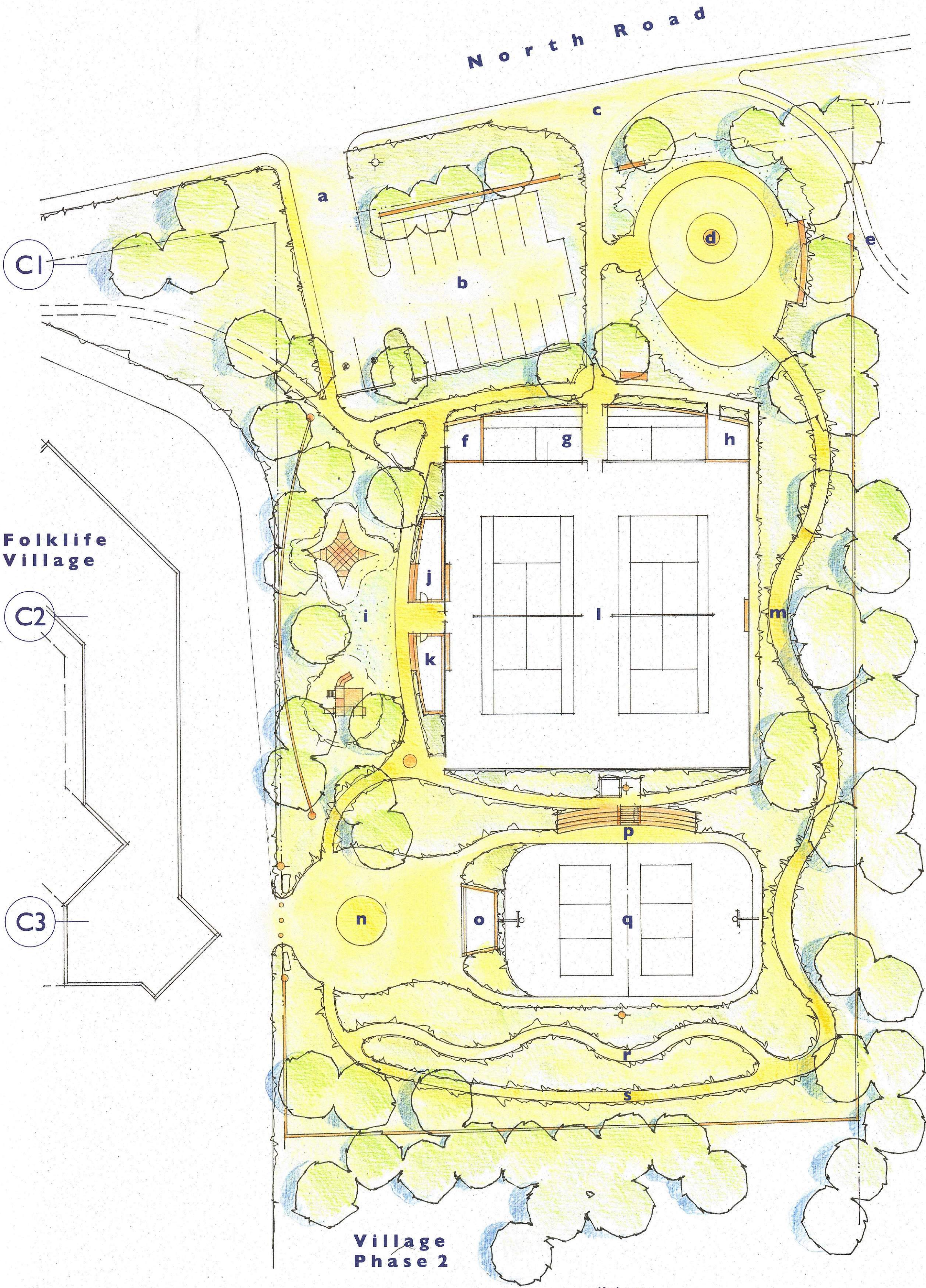
- W. Marshall , Manager, Parks Services
- W. Idema, Director of Finance
- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments

1. Huxley Community Park Master Plan (2015)
2. Gabriola Skatepark Summary of Community Consultation
3. Gabriola Skatepark Preferred Concept Plan

ATTACHMENT 1
Huxley Community Park
Master Plan (2015)

North Road



Gabriola Commons

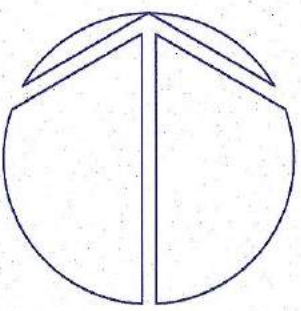
Key

- a Vehicle Entranceway
- b Parking
- c Gertie Stop
- d Skate Bowl
- e Commons Pathway
- f Washroom
- g Tennis Practice Courts
- h Park Storage
- i Play Environment
- j Recreation Office
- k Park Storage
- l Tennis Courts
- m Flow Path
- n Huxley Plaza
- o Open Stage
- p Bleachers
- q Sport Court
- r Bump Path
- s Glide Path

Folklife Village

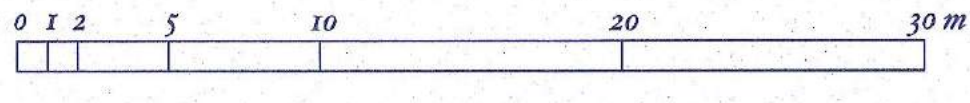
Village Phase 2

March 12, 2015
 September 20, 2014 / conceptual plan C
 July 7, 2014 / parks & open space advisory committee
 March 24, 2014 / open house plan A & B
 February 20, 2014 / parks & open space advisory committee



Huxley
 Community Park

Regional District of Nanaimo Recreation & Parks
 North Road Gabriola Island BC



Preferred Concept Plan
 Scale 1:250

TOPOGRAPHICS
 landscape architecture
 250 247 9720

ATTACHMENT 2
Gabriola Skatepark
Summary of Community Consultation

1. Workshop #1 Summary
2. Workshop #2 Summary



DESIGN WORKSHOP SUMMARY – FEBRUARY 22nd 2017

Date: February 22nd 2017 Project File No.: SK2016-39

Attention: Elaine McCulloch Project Name: Huxley Park Skatepark
Gabriola Island, BC

The following is a summary of the feedback gathered at the February 22nd Design Workshop held in on Gabriola Island for the Huxley Park Skatepark. The Design Workshop was held to gain input regarding the types of active terrain elements preferred by the local users, as well as ideas on park theme and character. This input will be considered in determining the design direction for the project. Please review and contact us with any questions or comments.

Feedback Form Responses

Total Number of Forms Filled out: 15 (ranked by 15 people)

Gender of Participants

Gender	Male	Female
Replies	13	2
Percentage	87%	13%

Frequency of skating / bmx'ing / riding

	Every Chance I Get	Once or Twice Per Week	A Couple Times Per Month	Not Very Often / Never
Replies	5	1	2	7
Percentage	33%	7%	13%	47%



DESIGN WORKSHOP SUMMARY – FEBRUARY 22nd 2017

Rate the type of terrain preferred in order of importance (1 to 4).

	Ranked 1	Ranked 2	Ranked 3	Ranked 4
Bowl / Flow Terrain	7	3	2	1
Obstacle / Transition Terrain	1	5	5	2
Street / Plaza Terrain	3	2	1	7
Organic Flow Terrain	2	3	5	3

Feedback Forms Participants requested to note top (5) favored features.

Terrain Priority "Dot" Boards A possible (90) large dots were dispersed to identify "1st priority" features.

A possible (180) small dots were dispersed identify "secondary priority" features.

	Feedback Forms	Large Dots	Small Dots
<u>BOWL</u>		9	
Flow Bowl	xxxxxxxxxx		xxxxxx
Pool-Style Bowl	xxxxxx		xxxx
Deep-Vert Bowl	xxxxxxxx		xxxxxxxxxxxxxxxxxxxxxx
Mini Ramp	xxxx		xx
Ditch Feature			31
	37%	43%	36%
<u>FLOW</u>		4	
Snake Run Feature	xxx		xxx
Organic Terrain	xxxxxxxx		Xxxxxxxxxxxxxxxxxxxx - 19
	16%	19%	22%
<u>STREET</u>		8	
Stairs and Drops	xxx		x
Ledges Benches Rails	xxxxxxxx		xxxxxxxx
Gaps	xx		xxxxxxxx
Manual Pads	xxx		
Custom Skateable Art	xx		xxx -24
	25%	38%	28%
<u>OBSTACLE</u>		0	
Quarter Pipes	xxxxxx		x
Banks	xxxx		
Hips / Pyramid	xxx		x
Slappies	x		x
Funbox Feature	xx		xxxxxx - 13
Other	x		xxxx (step-up, doorway gauntlet)
	22%	0%	15%



DESIGN WORKSHOP SUMMARY – FEBRUARY 22nd 2017

Provide thoughts on the sociability, integration and comfort for the park.

(i.e. seating/viewing spaces, landscaping, shade etc.):

- Viewing / seating area (3)
- Aesthetically pleasing
- Lights (3)
- Roof / shelter
- Integration into natural forest / natural landscaping (3)

Provide thoughts on the culture, character and appearance for the park

(i.e. local heritage, integrated artwork, colour, materials, programming etc.):

- “Ride Free” Memorial / Stephen Smith / John Shepherd
- Malaspina Galleries / Sandstone / “Tafoni” bubble pattern / Driftwood
- Bridge Gap / “no bridge”

General Comments

- Vert
- Seylynn snake run

Feedback Summary

The meeting had a great vibe. Discussion was wide open, with participants freely expressing their ideas and asking questions. The age of attendees varied, but the majority were adults, which resulted in well informed, educated input. The majority of attendees were skateboarders, with BMX'ers also represented.

Analysis of TERRAIN PRIORITIES from the Feedback Forms, Dot Boards, Discussion and Additional Sketches shows a clear preference toward bowl terrain, then street terrain. These two terrain types are polar opposites, which is perfect, as this will encourage a skatepark that will cater to most every rider.

<u>Bowl</u>	37% of FB Form responses	43% of Large Dots	36% of Small Dots – Average: 39%
<u>Organic</u>	16% of FB Form responses	19% of Large Dots	22% of Small Dots – Average: 19%
<u>Street</u>	25% of FB Form responses	38% of Large Dots	28% of Small Dots – Average: 30%
<u>Obstacle</u>	22% of FB Form responses	0% of Large Dots	15% of Small Dots – Average: 12%

The input and feedback that was received will now be considered during the next phase of concept design development.

Please also see the attached appendix of the Terrain Prioritization Boards noted above.

Huxley Park Skatepark

Terrain Priorities: Bowl/Transition Terrain



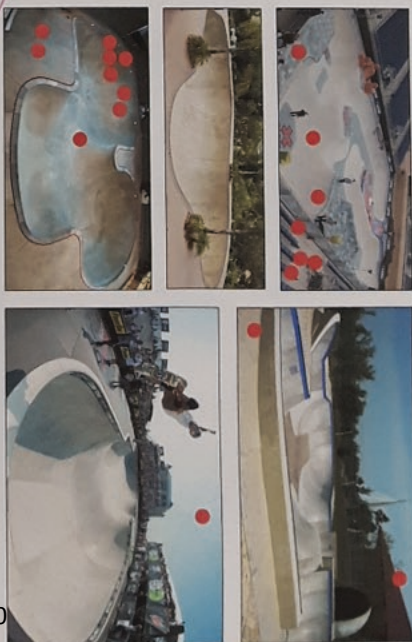
FLOW BOWL



POOL-STYLE BOWL



DEEP/VERT BOWL



MINIRAMP

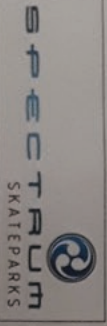


OTHER

If there is a certain feature that you would like to see considered for the design concepts that has not been noted in the other categories, please draw or write it down here.

poss. vert obj. for channel

UNIQUE EPIC DRAW



Huxley Park Skatepark

Terrain Priorities: Organic Flow Terrain



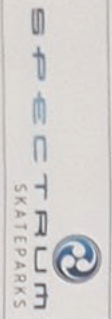
ORGANIC FLOW



DITCH FEATURE



SNAKERUN FEATURE



Gabriola Island, BC

February 2017

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www.spectrumskateparks.com

Hurley Park Skatepark

Terrain Priorities: Street/Plaza Terrain



STAIRS AND DROPS (w / hubbas and rails)



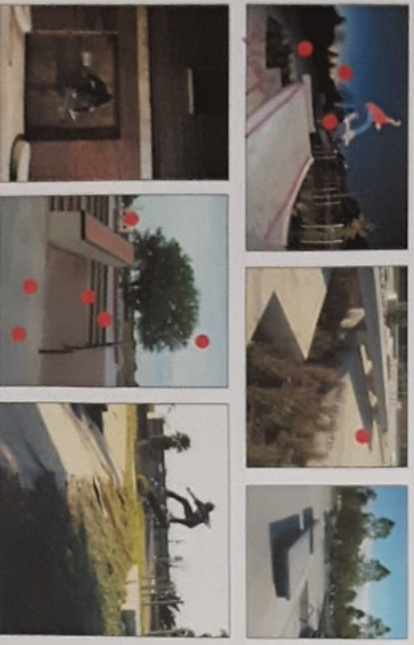
RAILS



LEDGES AND BENCHES



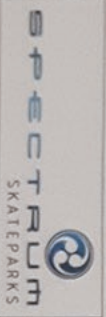
GAPS



MANUAL PADS



CUSTOM SKATEABLE ART FEATURES



Gabriola Island, BC

February 2017

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Huxley Park Skatepark

Terrain Priorities: Obstacle Terrain

QUARTERPIPES



BANKS



HIP/PYRAMID



SLAPPIES



FUNBOX FEATURES



OTHER



Handwritten note: 1/22/17 - 1/22/17



DESIGN WORKSHOP SUMMARY – SEPTEMBER 13th 2017

Date: September 13th 2017 Project File No.: SK2016-39

Attention: Elaine McCulloch Project Name: Huxley Park Skatepark
Gabriola Island, BC

The following is a summary of the feedback gathered at the September 13th Design Workshop held in on Gabriola Island for the Huxley Park Skatepark from 6:30-8:30pm at the Gabriola Arts Centre. The Design Workshop was held to gain input regarding the draft conceptual plan. This input has been considered in the design of the final preferred conceptual plan.

Attendance: 18 people attended the workshop

Workshop #2 Summary:

REQUEST: eliminate “porthole” in northern 8’6” Quarterpipe

ACTION: done

REQUEST: use concrete pool coping on northern 8’6” Quarterpipe

ACTION: done

REQUEST: add more “easy entry / roll-in points”

ACTION: one added

REQUEST: allow access to “bump to rail” from both sides

RESPONSE: not possible due to width of park / restricted budget

QUESTION: wondering if park was too advanced

RESPONSE:

- The park is actually intermediate, with the majority of ramps being 5’ tall quarterpipes (a lower intermediate ramp height).
- Noted the fairly significant quantity of very small 3’9” and 3’ quarterpipes, plus the very gentle rolling organic features (1’6” high, 1’8” high, 2’ high, 3’6” high, 3’8” high) that make up a significant portion of the park.
- A very clear path for progression is included in the design of the park, as indicated above with the progression in gentle rolling features, as well as with quarterpipe heights progressing from 3’, 3’9”, 5’, 6’, 7’ and 8’6”. Note that 8’6” is on the very low end of advanced, with many skateparks regularly reaching heights of 12’ and even 14’. Further still, the 8’6” ramp height has ranges of difficulty within it, specifically the quantity of “vert” it has at the top. It has just 3” as opposed to a more advanced ramp having 1’.

QUESTION: consider changing the 3 set of stairs to 4

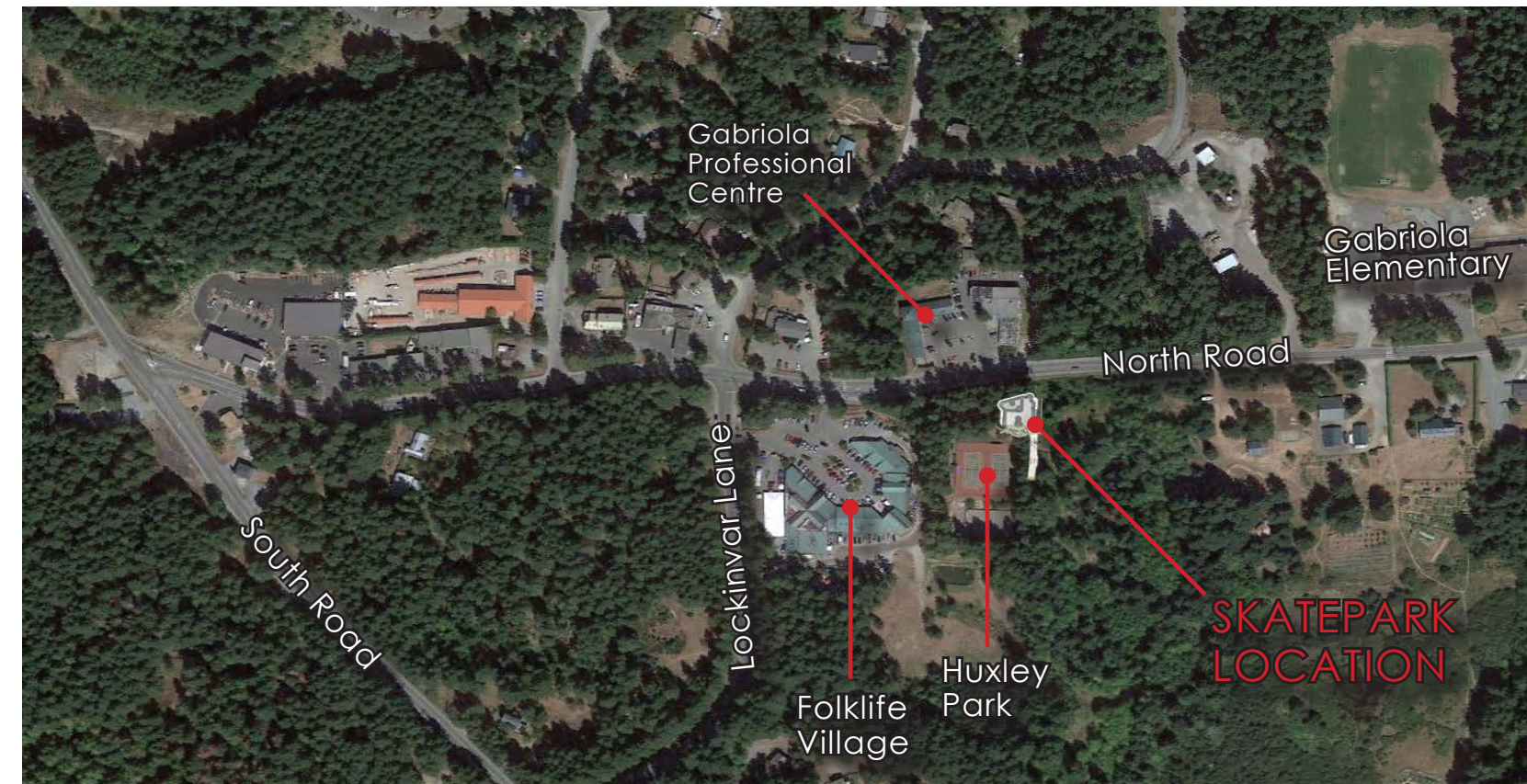
RESPONSE: to be explored during detailed design, as it relates to grading

An important note to include is that the majority of meeting attendees loved the design, it was a very small minority that had questions.

Huxley Skatepark, Gabriola Island

Concept Design - Site Plan & Context

Context Plan



Site Plan



Skatepark Features

- 1** - TRANSITION/FLOW ZONE
- A** - CLAMSHELL
- B** - WATERFALLS
- C** - MEGA ROUNDED HIP
- D** - HIP BLASTERS TO VERT WALL
- E** - VERT WALL WITH PORT HOLE
- F** - DOUBLE PUMP BUMP COMBO
- G** - VERT WALL
- H** - PUMP BUMP
- I** - DECK PUMP BUMP/ROLL-IN HIP

- 2** - STREET RUN
- A** - 3' STARTING QUARTER PIPE
- B** - 3 STAIR RAIL, BANK, HUBBA & LEDGE COMBO
- C** - STRAIGHT LEDGE & FLAT BAR WITH SANDSTONE ROCK FLAT GAP
- D** - MANUAL PAD & LEDGE COMBO
- E** - OVERVERT TRANSITION "MALASPINA GALLERY"

Precedent Parks



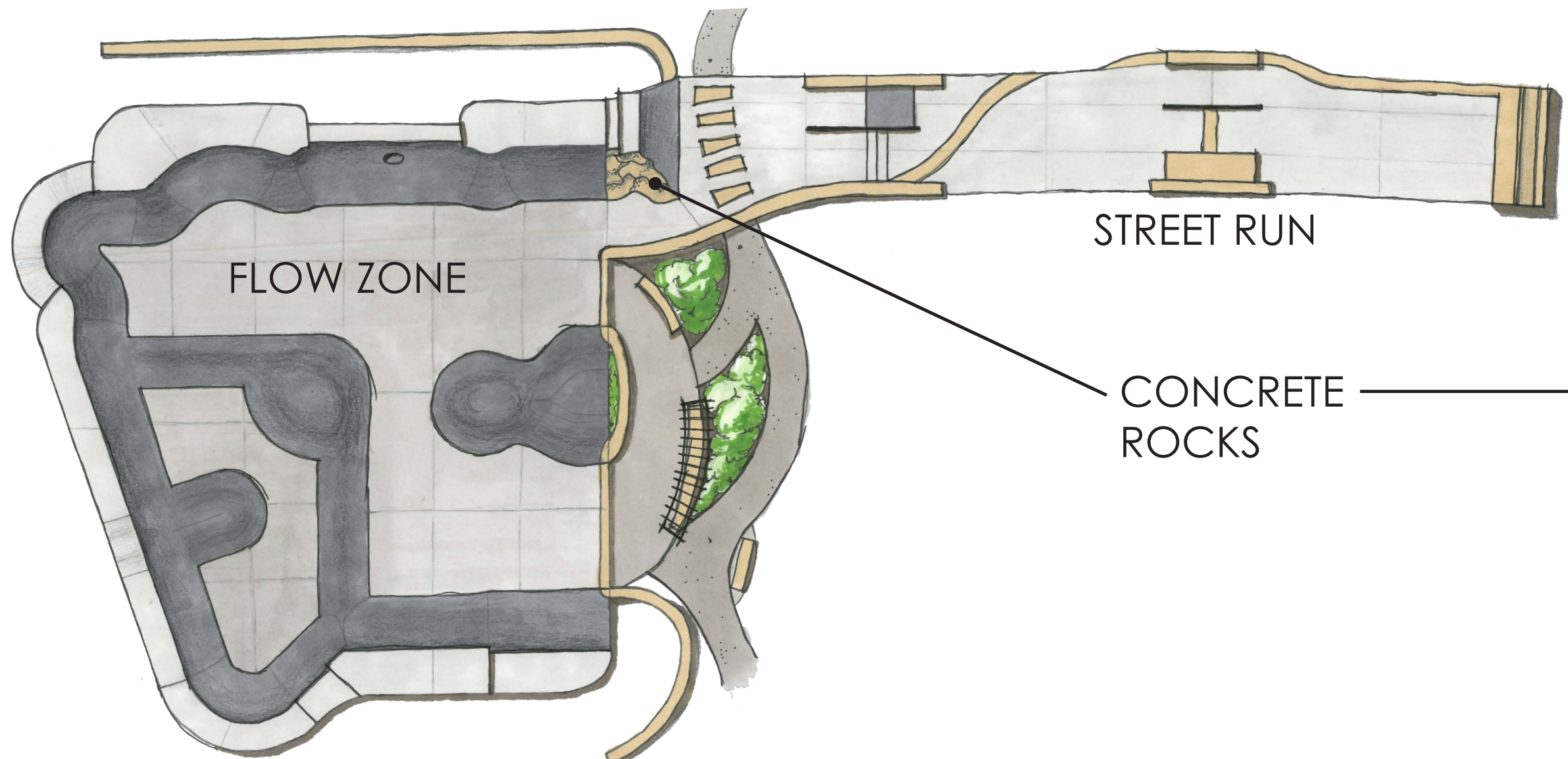
Gabriola, BC
April 2017

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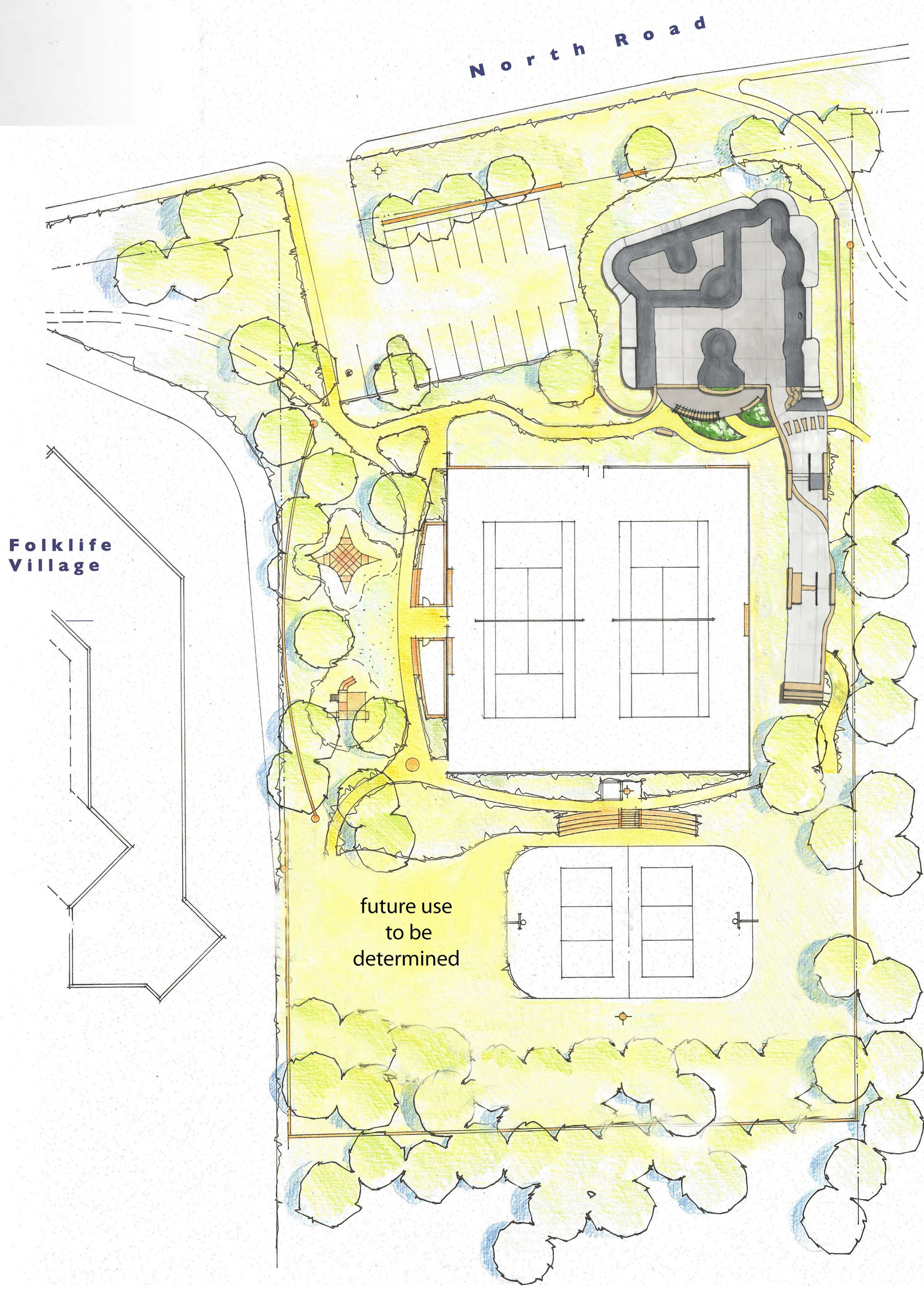


Huxley Skatepark, Gabriola Island

Concept Design - Terrain Inspiration & Park Plan



Malaspina Gallery
Feature



Huxley Park Concept Plan

Flow Inspiration

Street Inspiration



Gabriola, BC
April 2017

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Huxley Skatepark Timeline

2015

**Huxley Community Park
Master Plan**

Identifies Huxley Park as location
for the Gabriola Skatepark



Feb 2017

**Skatepark Design
Workshop #1**

All riders and
community members
invited to provide input
into the skatepark
design.

Sept 2017

**Skatepark Design
Workshop #2**

All riders and community
members invited to
provide feedback on the
initial conceptual skatepark
design.

Fall 2017

**Final
Conceptual Design**

Final design to be
presented on RDN website

[www.rdn.bc.ca/
gabriolaskatepark](http://www.rdn.bc.ca/gabriolaskatepark)

2018

**Prepare
Construction
Drawings**

Shelf-ready plans and
cost estimates ready for
grant applications

2019 - ?

**Secure
Project Funding**

- grant applications
- RDN matching funding
- donations



?

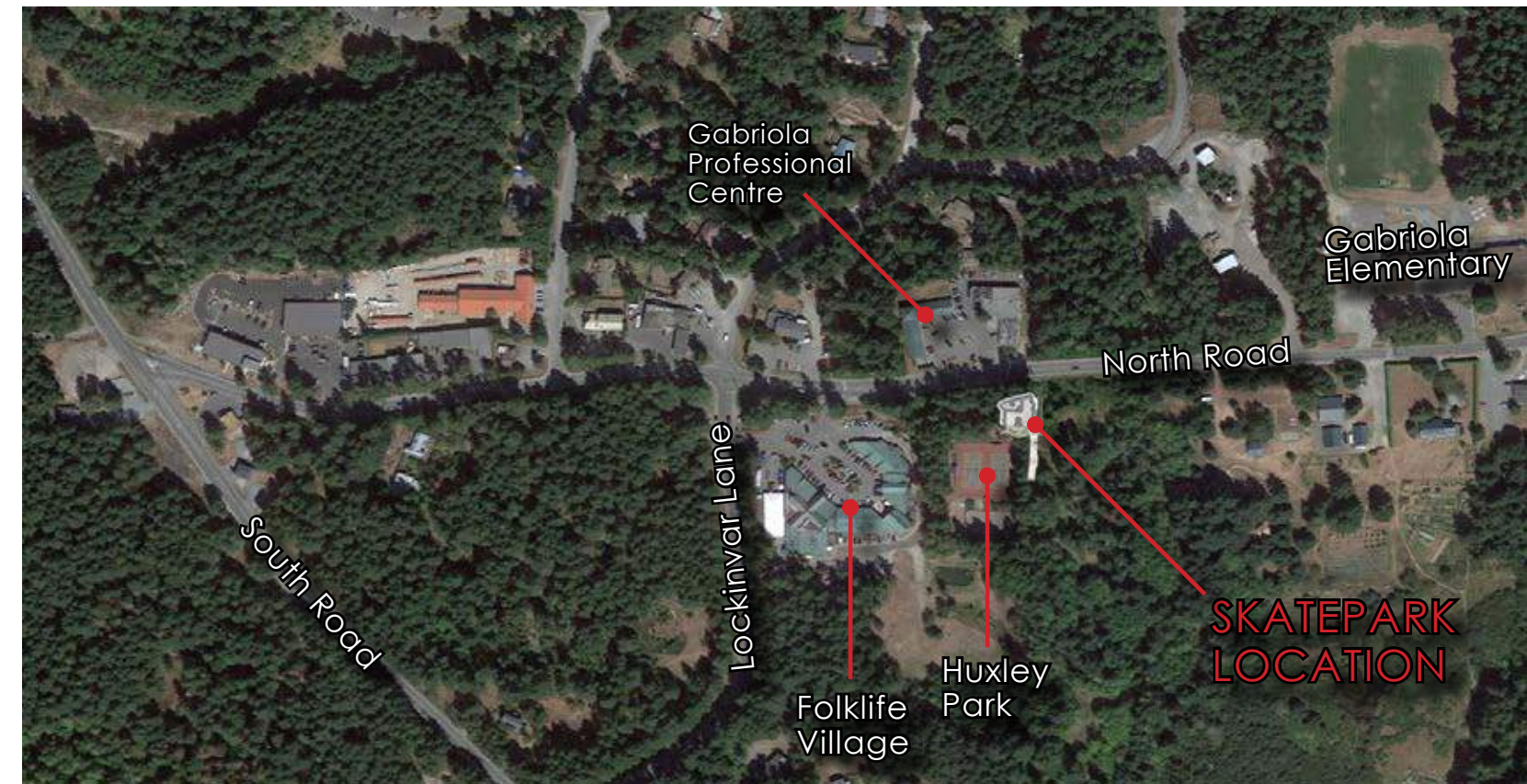
**Project
Construction**

**ATTACHMENT 3
Gabriola Skatepark
Preferred Conceptual Plan**

Huxley Skatepark, Gabriola Island

Concept Design - Site Plan & Context

Context Plan



Site Plan



Skatepark Features

- 1** - TRANSITION/FLOW ZONE
- A** - 6'10" CLAMSHELL
- B** - 2' WATERFALLS
- C** - HIGH TO LOW COMBO BUMP
- D** - HIP BLASTERS TO VERT WALL
- E** - 8'6" VERT WALL WITH POOL COPING
- F** - 2' & 3'6" DOUBLE PUMP BUMP COMBO
- G** - 8'6" VERT WALL
- H** - 1'8" PUMP BUMP
- I** - DECK PUMP BUMP/ROLL-IN



Huxley Park Concept Plan 

- 2** - STREET RUN
- A** - 3' STARTING QUARTER PIPE
- B** - 4 STAIR RAIL, BANK, HUBBA & LEDGE COMBO
- C** - STRAIGHT LEDGE & FLAT BAR WITH SANDSTONE ROCK FLAT GAP
- D** - 6" MANUAL PAD & 1' LEDGE COMBO
- E** - OVERVERT TRANSITION "MALASPINA GALLERY"

Precedent Parks



Gabriola, BC

October 2017

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Huxley Skatepark, Gabriola Island

3D Renderings - Overviews



Flow Inspiration

Gabriola, BC

October 2017

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Huxley Skatepark, Gabriola Island

3D Renderings - Features



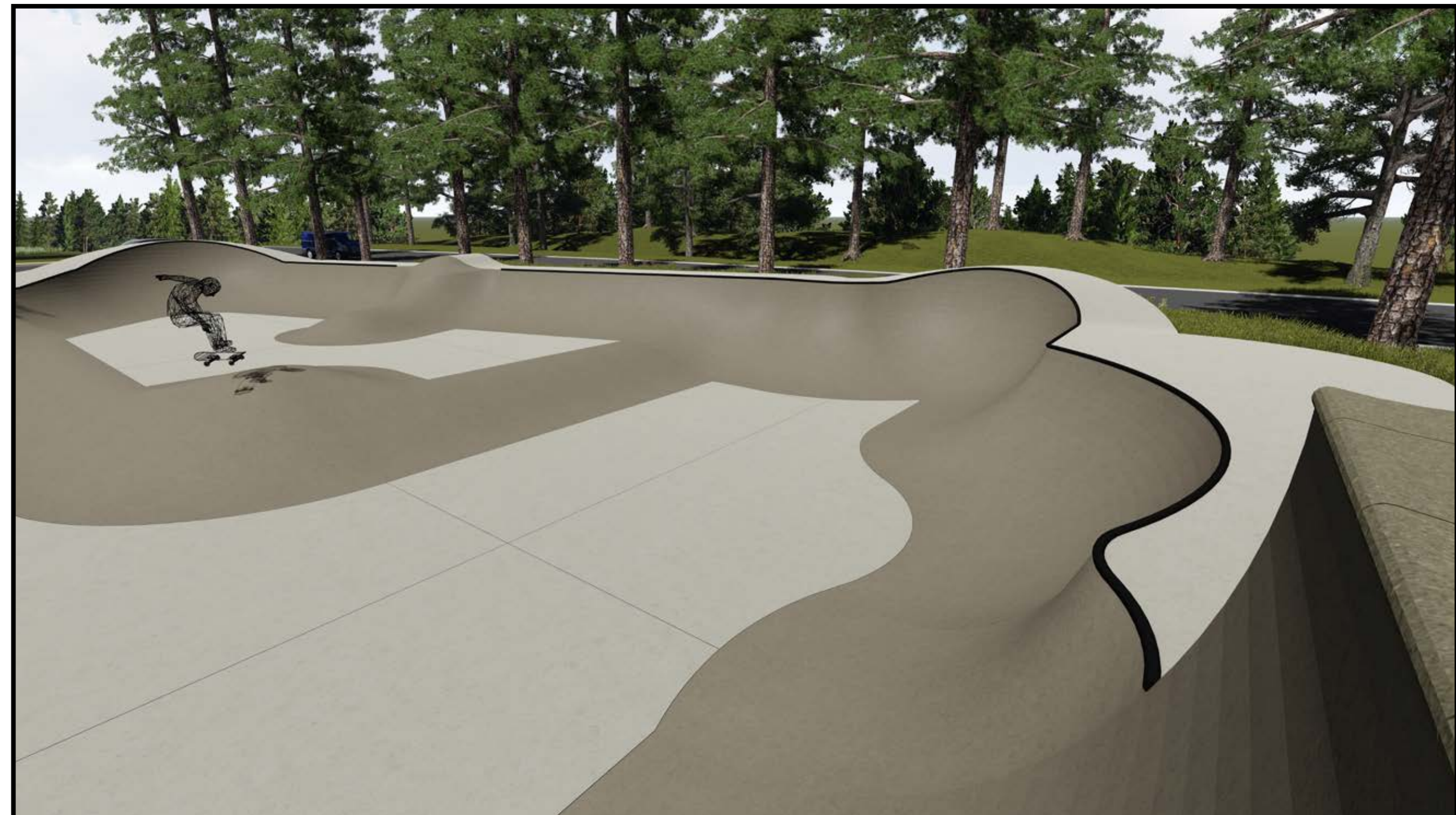
Malaspina Gallery Feature

Gabriola, BC
October 2017
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Huxley Skatepark, Gabriola Island

3D Renderings - Features



Street Inspiration

Gabriola, BC
October 2017
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TO: Electoral Area 'F' Parks and Open Space Advisory Committee **MEETING:** March 21, 2018

FROM: Renée Lussier, Parks Planner **PROJECT NO.:** 2016-18

SUBJECT: Signage Strategy for Community Parks and Trails – Electoral Area 'F' Review

REQUEST

1. That the Parks and Open Space Advisory Committee in each Electoral Area provide final review of the Signage Strategy for Community Parks and Trails.

SUMMARY

The proposed Signage Strategy for Community Parks and Trails is a standardized system of signs, typefaces and graphics to welcome and communicate information to visitors of RDN parks and trails. The goals are to develop a Signage Strategy to create signs that identify a site as a RDN Community Park or Trail site, to identify the park and/or trail, to be visible and legible upon approach to the site and along a trail, to be contemporary and aesthetically pleasing, and to be cost effective in fabrication and installation. Developing a new signage program after the launch of the RDN's new graphic standards is an opportunity to align Parks Services with corporate branding.

The Signage Strategy for Community Parks and Trails was presented to the EASC on February 13, 2018 in response to earlier direction by the Board to replace current Community Park signs with new welcoming signs. At the February 27th meeting, the Board passed a resolution directing staff to proceed in the consultation with Electoral Area POSACs to define signage elements.

It was moved and seconded that the Signage Strategy for Community Parks and Trails be received and approved pending final review from the Parks and Open Space Advisory Committees.

BACKGROUND

Through the development of the Community Parks and Trails Strategy, signage was identified as the most requested park improvement feature by the public for community parks.

At the October 4, 2016 Board meeting the following resolution #16-617 was approved.

"That staff be directed to remove the negative Regional District of Nanaimo signage from all water accesses and community parks and replace it with simple water access/community park identification signage."

The old signs were removed and research into signage for parks and trails in other jurisdictions was completed to better understand the graphic direction the Signage Strategy could take. The variety of design options is vast – there are many precedent ideas that could work for RDN Parks. Staff focused efforts on the cost effective qualities of signage while maintaining clear wayfinding options and branding opportunities. Staff met with RDN team members in Building & Bylaw Services, Corporate Services, and within Parks Services to better understand their signage needs. All were presented with an overview of the Signage Strategy and their feedback was considered and integrated into the sign design.

Staff examined the 2014 Parks and Trails Guidelines as a reference for the proposed Signage Strategy for Community Parks and Trails. The proposed new signs will reflect an updated graphic style and the RDN Graphic Design Standards. The corporate branding for the RDN uses a specific font type and colour palette; the new sign design integrates these branding components. An updated RDN logo will be provided on the new signs as well.

The signage classifications are as follows:

Identification Signage

Identification Signage is intended to mark the location of the park or trail at the earliest approach point to the park or trail itself. The signage is intended primarily to be visible from a distance by visitors traveling by vehicle at higher speeds but also useful to visitors arriving by bicycle or on foot. A wood sign would be placed adjacent the main road into the park or adjacent the parking area, where possible. The signage would be used at parks with larger entrances.

Entrance Signage

Entrance Signage are small signs intended to mark the entrance to a park or trail in small and less developed parks. It should be to pedestrian scale, visible from a distance, and legible upon approach. A combination of Entrance and Welcome Signage would highlight the main entrance.

Welcome Signage

The welcome sign would provide historic and current information about the park or trail, provide a park map or trail system (or both), identify park or trail amenities, identify park or trail regulations, and provide contact information for RDN Parks.

Trail Head Signage

Trail Head Signage is intended to mark the beginning of a trail. It would provide the trail name, the trail condition (easy, moderate, difficult), the length of the trail, identify trail use (hiking vs walking), and provide a trail system map with “You are here” identified.

Directional Signage

Directional Signage is intended to be placed where required in a park or along a trail. The purpose is to direct park and trail users to areas of interest. Directional Signage would be a wayfinding tool for park and trail users not referencing maps. Where necessary, park or trail system diagrams with a location identified will be provided to enhance the wayfinding experience.

Interpretive Signage

Interpretive Signage is intended to provide historical, environmental, and/or educational information for park and trail users. Interpretive Signage would be used in parks in areas of significance or along trails to highlight points of interest.

Regulatory Signage

Regulatory Signage is intended to reinforce Bylaw 1399 and to clearly identify uses permitted/not permitted in RDN Parks and along RDN Trails. It would provide universally understood icons to highlight uses permitted/not permitted and provide contact information for RDN Parks. Regulatory Signage would be customizable to reflect the individual park or trail in which the sign would be placed.

Safety Signage

Safety Signage is intended to alert park and trail users of possible dangerous conditions or unusual activities. Their placement is key to ensure the safety of the public. The established use of yellow for ‘Caution’ and red for ‘Danger’ would be maintained.

A final signage type is included in the Signage Strategy for Community Parks and Trails is ‘Banners and Flags’. Banners would be used at community events to identify a RDN Parks Services booth, or other location. Flags would be incorporated into the Signage Strategy to enhance wayfinding at a public event.

FINANCIAL IMPLICATIONS

The general cost to produce a signage set for a larger community park is \$5,000. The breakdown is as follows:

<i>Item</i>	<i>Cost</i>
New identification sign (72" long, with 2 posts and a concrete pad)	\$3,000
New signage set	
2 entrance signs at \$150 each	\$300
2 welcome signs at \$250 each	\$500
4 interpretive signs at \$250 each	\$1000
2 trail head signs at \$50 each	\$100
6+ directional signs	\$100
TOTAL	\$5,000

Costs may vary depending on specific park needs or requirements. Material and printing are the primary costs associated with the Signage Strategy – cost savings can be achieved by completing installation and providing ongoing maintenance with staff only.

A pilot program in Community Parks and Trails is planned to assess the cost impact and the overall effectiveness of the Signage Strategy. Each Electoral Area has \$2,000 in the sign budget that could be used for a pilot project in a selected park or trail.

GOAL AND NEXT STEPS

The goal for the POSAC meeting is for members to receive the information regarding the Signage Strategy for Community Parks and Trails, provide comment and feedback, and to discuss which park and/or trail would be best suited to be the pilot site for new signage. Staff will ultimately assess the success of the signage for the park or trail, compare how it functions to the other pilot sites in the EAs, and determine potential changes required to improve on the signage prior setting it as the standard for

RDN Parks. The results of the signage at the pilot sites will be shared with the POSACs after a reasonable amount of time has passed to assess the overall success of the signage.



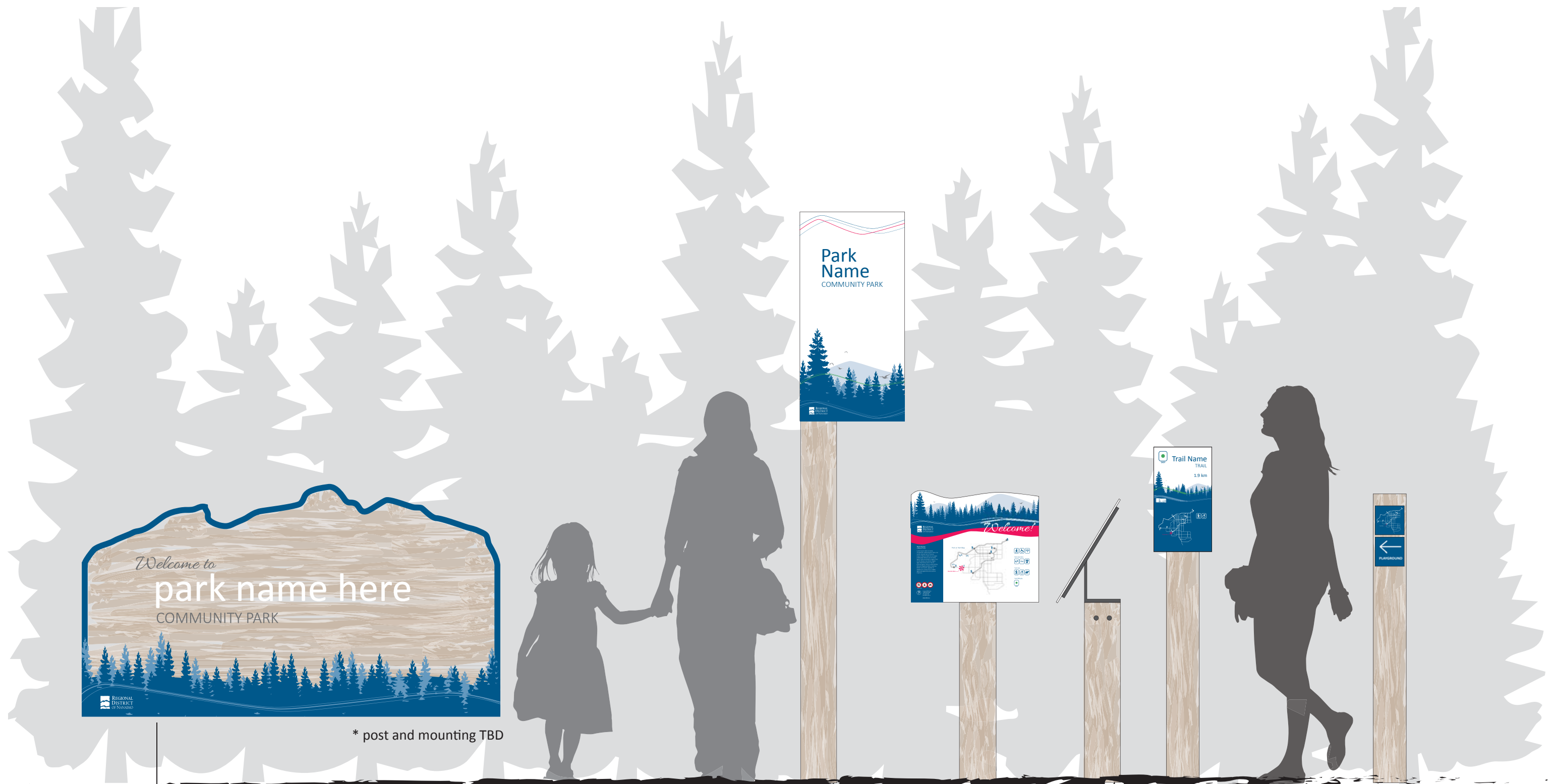
Renée Lussier
rlussier@rdn.bc.ca
08 March 2018

Reviewed by:

- W. Marshall, Manager of Parks Services

Attachments

1. Signage Family for Community Parks and Trails



* post and mounting TBD

IDENTIFICATION sign
cedar wood product and dimensions
to remain

ENTRANCE sign
size: 18x36"
height to
top of sign: 8'

WELCOME sign
size: 18x22"
height to top of sign: 4'
*panel tilt 30° back
INTERPRETIVE sign
size: 18x22"
height to top of sign: 4'
*panel tilt 30° back

TRAIL HEAD sign
size: 10x18"
height of top of sign: 4'-8"

DIRECTIONAL sign
size: 5x5"
height to top of sign: 4'

SIGNAGE CLASSIFICATION FOR THE SIGNAGE STRATEGY FOR COMMUNITY PARKS AND TRAILS
EASC Meeting February 13th, 2018

TO: Electoral Area 'G' Parks and Open Space Advisory Committee **MEETING:** March 14, 2018

FROM: Renée Lussier, Parks Planner **PROJECT NO.:** 2016-18

SUBJECT: Signage Strategy for Community Parks and Trails – Electoral Area 'G' Review

REQUEST

1. That the Parks and Open Space Committee in each Electoral Area provide final review of the Signage Strategy for Community Parks and Trails.

SUMMARY

The proposed Signage Strategy for Community Parks and Trails is a standardized system of signs, typefaces and graphics to welcome and communicate information to visitors of RDN parks and trails. The goals are to develop a Signage Strategy to create signs that identify a site as a RDN Community Park or Trail site, to identify the park and/or trail, to be visible and legible upon approach to the site and along a trail, to be contemporary and aesthetically pleasing, and to be cost effective in fabrication and installation. Developing a new signage program after the launch of the RDN's new graphic standards is an opportunity to align Parks Services with corporate branding.

The Signage Strategy for Community Parks and Trails was presented to the EASC on February 13, 2018 in response to earlier direction by the Board to replace current Community Park signs with new welcoming signs. At the February 27th meeting, the Board passed a resolution directing staff to proceed in the consultation with Electoral Area POSACs to define signage elements.

It was moved and seconded that the Signage Strategy for Community Parks and Trails be received and approved pending final review from the Parks and Open Space Advisory Committees.

BACKGROUND

Through the development of the Community Parks and Trails Strategy, signage was identified as the most requested park improvement feature by the public for community parks.

At the October 4, 2016 Board meeting the following resolution #16-617 was approved.

"That staff be directed to remove the negative Regional District of Nanaimo signage from all water accesses and community parks and replace it with simple water access/community park identification signage."

The old signs were removed and research into signage for parks and trails in other jurisdictions was completed to better understand the graphic direction the Signage Strategy could take. The variety of design options is vast – there are many precedent ideas that could work for RDN Parks. Staff focused efforts on the cost effective qualities of signage while maintaining clear wayfinding options and branding opportunities. Staff met with RDN team members in Building & Bylaw Services, Corporate Services, and within Parks Services to better understand their signage needs. All were presented with an overview of the Signage Strategy and their feedback was considered and integrated into the sign design.

Staff examined the 2014 Parks and Trails Guidelines as a reference for the proposed Signage Strategy for Community Parks and Trails. The proposed new signs will reflect an updated graphic style and the RDN Graphic Design Standards. The corporate branding for the RDN uses a specific font type and colour palette; the new sign design integrates these branding components. An updated RDN logo will be provided on the new signs as well.

The signage classifications are as follows:

Identification Signage

Identification Signage is intended to mark the location of the park or trail at the earliest approach point to the park or trail itself. The signage is intended primarily to be visible from a distance by visitors traveling by vehicle at higher speeds but also useful to visitors arriving by bicycle or on foot. A wood sign would be placed adjacent the main road into the park or adjacent the parking area, where possible. The signage would be used at parks with larger entrances.

Entrance Signage

Entrance Signage are small signs intended to mark the entrance to a park or trail in small and less developed parks. It should be to pedestrian scale, visible from a distance, and legible upon approach. A combination of Entrance and Welcome Signage would highlight the main entrance.

Welcome Signage

The welcome sign would provide historic and current information about the park or trail, provide a park map or trail system (or both), identify park or trail amenities, identify park or trail regulations, and provide contact information for RDN Parks.

Trail Head Signage

Trail Head Signage is intended to mark the beginning of a trail. It would provide the trail name, the trail condition (easy, moderate, difficult), the length of the trail, identify trail use (hiking vs walking), and provide a trail system map with “You are here” identified.

Directional Signage

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Interpretive Signage

Interpretive Signage is intended to provide historical, environmental, and/or educational information for park and trail users. Interpretive Signage would be used in parks in areas of significance or along trails to highlight points of interest.

Regulatory Signage

Regulatory Signage is intended to reinforce Bylaw 1399 and to clearly identify uses permitted/not permitted in RDN Parks and along RDN Trails. It would provide universally understood icons to highlight uses permitted/not permitted and provide contact information for RDN Parks. Regulatory Signage would be customizable to reflect the individual park or trail in which the sign would be placed.

Safety Signage

Safety Signage is intended to alert park and trail users of possible dangerous conditions or unusual activities. Their placement is key to ensure the safety of the public. The established use of yellow for ‘Caution’ and red for ‘Danger’ would be maintained.

A final signage type is included in the Signage Strategy for Community Parks and Trails is ‘Banners and Flags’. Banners would be used at community events to identify a RDN Parks Services booth, or other location. Flags would be incorporated into the Signage Strategy to enhance wayfinding at a public event.

FINANCIAL IMPLICATIONS

The general cost to produce a signage set for a larger community park is \$5,000. The breakdown is as follows:

<i>Item</i>	<i>Cost</i>
New identification sign (72" long, with 2 posts and a concrete pad)	\$3,000
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2 trail head signs at \$50 each	\$100
6+ directional signs	\$100
TOTAL	\$5,000

Costs may vary depending on specific park needs or requirements. Material and printing are the primary costs associated with the Signage Strategy – cost savings can be achieved by completing installation and providing ongoing maintenance with staff only.

A pilot program in Community Parks and Trails is planned to assess the cost impact and the overall effectiveness of the Signage Strategy. Each Electoral Area has \$2,000 in the sign budget that could be used for a pilot project in a selected park or trail.

GOAL AND NEXT STEPS

The goal for the POSAC meeting is for members to receive the information regarding the Signage Strategy for Community Parks and Trails, provide comment and feedback, and to discuss which park and/or trail would be best suited to be the pilot site for new signage. Staff will ultimately assess the success of the signage for the park or trail, compare how it functions to the other pilot sites in the EAs, and determine potential changes required to improve on the signage prior setting it as the standard for

RDN Parks. The results of the signage at the pilot sites will be shared with the POSACs after a reasonable amount of time has passed to assess the overall success of the signage.



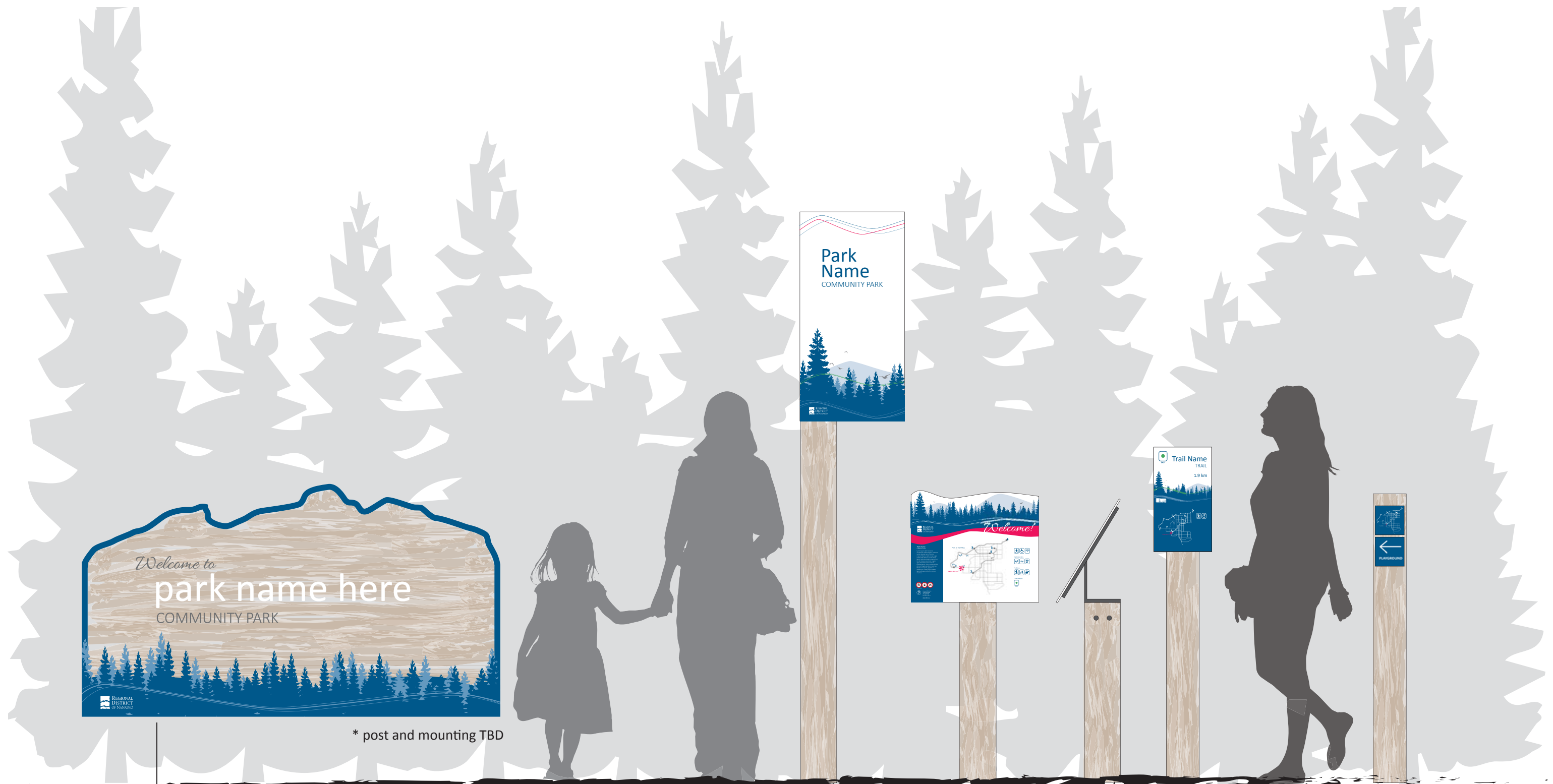
Renée Lussier
rlussier@rdn.bc.ca
06 March 2018

Reviewed by:

- W. Marshall, Manager of Parks Services

Attachments

1. Signage Family for Community Parks and Trails



* post and mounting TBD

IDENTIFICATION sign
cedar wood product and dimensions
to remain

ENTRANCE sign
size: 18x36"
height to
top of sign: 8'

WELCOME sign
size: 18x22"
height to top of sign: 4'
*panel tilt 30° back

TRAIL HEAD sign
size: 10x18"
height of top of sign: 4'-8"

DIRECTIONAL sign
size: 5x5"
height to top of sign: 4'

SIGNAGE CLASSIFICATION FOR THE SIGNAGE STRATEGY FOR COMMUNITY PARKS AND TRAILS
EASC Meeting February 13th, 2018

TO: Electoral Area Services Committee **MEETING:** May 8, 2018

FROM: Greg Keller
Senior Planner **FILE:** PL2018-001

**SUBJECT: Development Variance Permit Application No. PL2018-001 3672 Horne Lake Caves Road – Electoral Area ‘H’
Strata Lot 408, District Lot 251, Alberni District, Strata Plan VIS5160 Together With an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form V**

RECOMMENDATIONS

1. That the Board approve Development Variance Permit No. PL2018-001 to increase the maximum floor area on a single storey of a recreational residence from 70 m² to 95 m² subject to the terms and conditions outlined in Attachment 2 to 4.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-001.

SUMMARY

This is an application to increase the maximum floor area on a single storey of a recreational residence from 70 m² to 95 m² to facilitate an addition to an existing cabin at Horne Lake. No negative impacts are anticipated as a result of the proposed variances and it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 to 4.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Pierre Boudreau to allow the permitted recreational residence floor area to be combined on one storey to facilitate an addition to an existing recreational residence. The subject property is approximately 2,238 m² in area and is zoned Horne Lake Comprehensive Development Zone 9 (CD9), pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located to the south of Horne Lake Caves Road on the north shore of Horne Lake and is adjacent to other recreational properties (see Attachment 1 – Subject Property Map).

The property contains an existing single-storey recreational residence and an accessory building and is serviced by pump and haul sewage disposal and a water license from Horne Lake.

Development Variance Permit No. 90803 was previously issued on March 25, 2008 to permit the construction of a series of retaining walls over 1.0 metre in height on the subject property.

Proposed Development and Variance

The proposed development includes an addition to an existing recreational residence. The addition would result in 95 m² of recreational residence floor area on the main floor, rather than 70 m² on the main floor and 35 m² on an upper or lower floor as permitted in CD9 zone (see Attachment 3 – Proposed Site Plan and Variances). The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 3.4.107.2 – Maximum Number and Size of Buildings Structures and Uses c) i)** to increase the maximum cabin floor area from 70 m² to 95 m².
- **Section 3.4.107.6 – Other Regulations xi)** to decrease the maximum permitted floor area on a second storey from 35 m² to 0 m².
- **Section 3.4.107.6 – Other Regulations xiii)** to decrease the floor area used for porches and decks from 40 m² to 15 m².

Land Use Implications

The CD9 zone permits a recreational residence with a maximum 70 m² of main floor area and an additional 35 m² of upper, or lower floor area. The total permitted floor area of a recreational residence in the CD9 zone is 105 m². The CD9 zone also limits the combined footprint of a recreational residence and deck to a maximum area of 110 m². The maximum footprint can consist of up to 70 m² for the recreational residence main floor and up to 40 m² for an attached porch or deck. The limitations on floor area and footprint in the CD9 zone was originally intended to limit the scale of recreational residences, reinforce the recreational use of the properties, and protect the environment and water quality of Horne Lake.

The applicant proposes to construct an addition which would result in a single-story cabin with a total floor area of 95 m². The proposal represents an increase in the permitted main floor area from 70 m² to 95 m². The proposal also reduces the permitted loft floor area from 35 m² to 0 m².

In order to limit the combined footprint for a cabin and attached porch, or deck in a manner consistent with the original intent of the CD9 zone, the maximum area of porches and decks will be reduced from 40 m² to 15 m² (see Attachment 2 – Terms and Conditions of Permit). The applicant is proposing to reduce the size of the existing deck to ensure that the maximum combined area for the recreational residence and deck is 110 m². The proposal is in keeping with the spirit and intent of the CD9 zone.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” for evaluation of Development Variance Permit Applications requires that there is an adequate demonstration of an acceptable land use justification prior to the Board’s consideration. The applicant has provided the following justification for the requested variances:

- The existing recreational residence was relocated and then renovated in its current location and is only 51.4 m² in area and will not accept a second floor due to its 2"x 4" construction.
- The proposed addition is located in a previously disturbed area and will have minimal environmental impact.
- The overall building footprint and recreational residence floor area would not be increased beyond that which is permitted in the CD9 zone.

Given that the applicant has provided sufficient rationale and the variance will not result in negative view implications for adjacent properties, the applicant has made reasonable efforts to address Policy B1.5 guidelines.

Public Consultation Implications

Pending the Electoral Area Services Committee's recommendation and pursuant to the *Local Government Act* and the "Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005", property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board's consideration of the application.

The Horne Lake Strata owners have indicated their general support to the Horne Lake Strata Council for increases to the main floor area of cabins through combining the permitted loft floor area with the permitted main floor area, which is consistent with this application.

ALTERNATIVES

1. To approve Development Variance Permit No. PL2018-001 subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Variance Permit No. PL2018-001.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications for the 2016 – 2020 Board Strategic Plan.



Greg Keller
gkeller@rdn.bc.ca
April 23, 2018

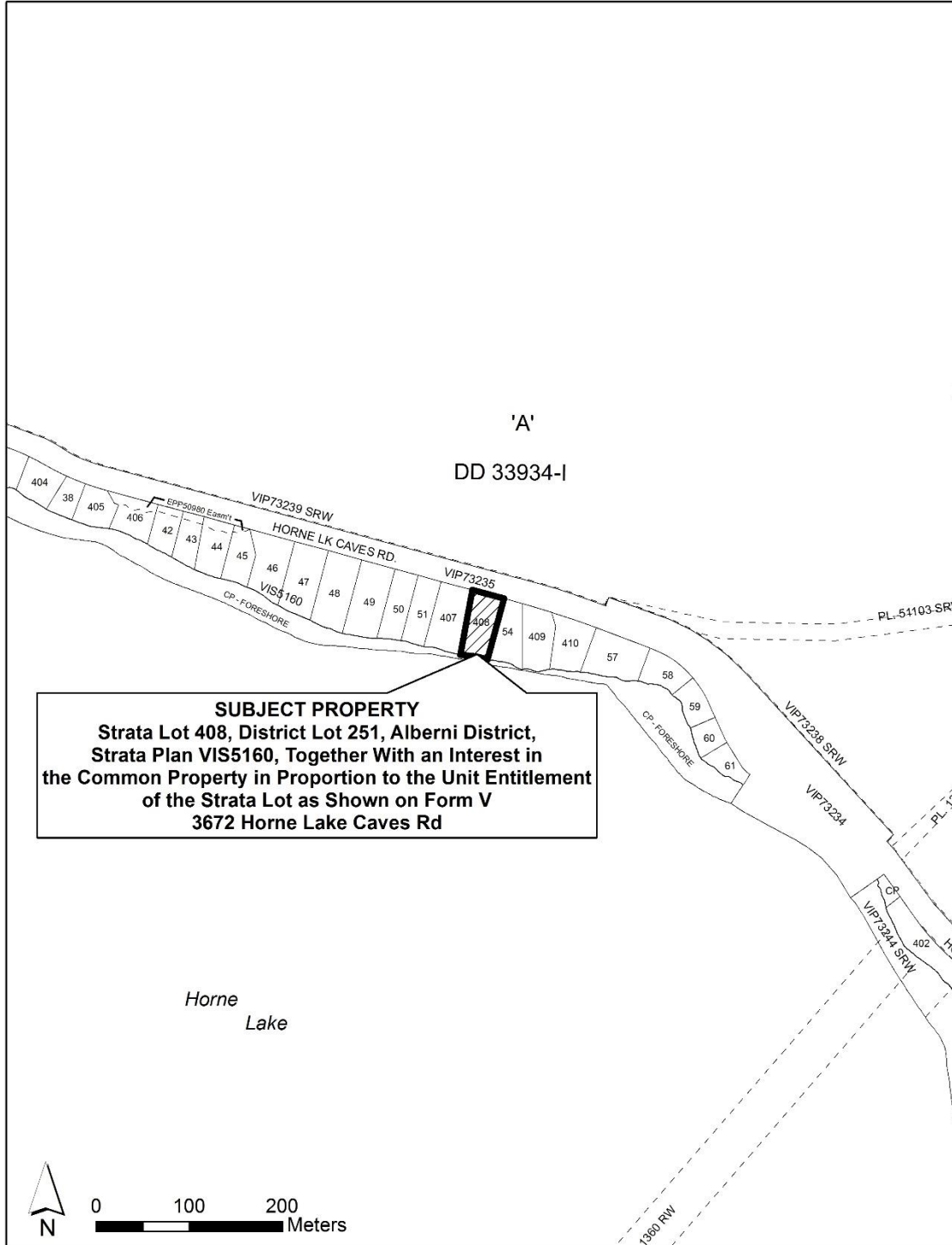
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Site Plan and Variances

Attachment 1
Subject Property Map



Attachment 2 Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2018-001:

Bylaw No. 500, 1987 Variances

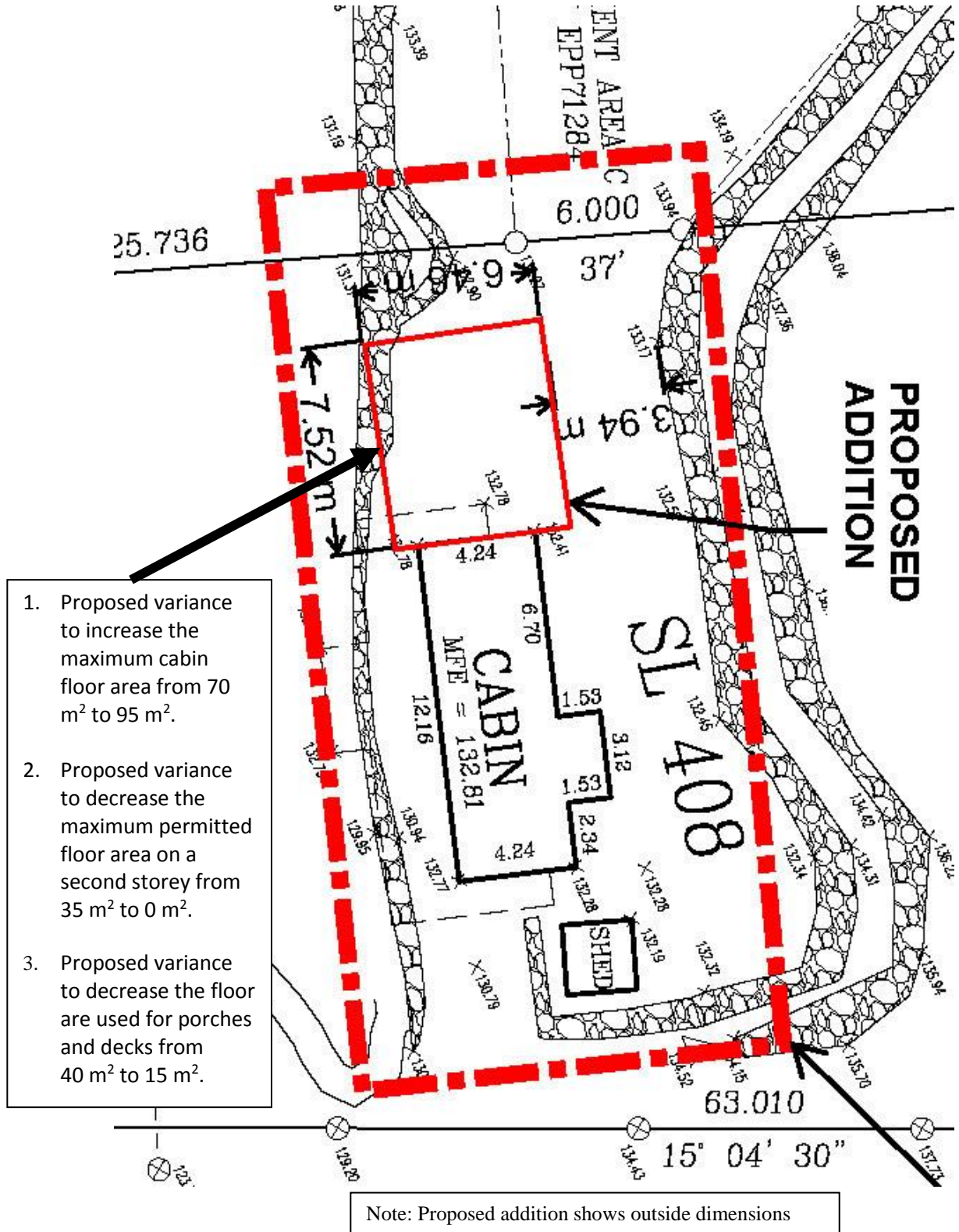
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

1. **Section 3.4.107.2 – Maximum Number and Size of Buildings Structures and Uses c) i)** to increase the maximum cabin floor area from 70 m² to 95 m².
2. **Section 3.4.107.6 – Other Regulations xi)** to decrease the maximum permitted floor area on a second storey from 35 m² to 0 m².
3. **Section 3.4.107.6 – Other Regulations xiii)** to decrease the floor are used for porches and decks from 40 m² to 15 m².

Conditions of Approval

1. The site is developed in accordance with the site plan prepared by Pierre Boudreau, dated April 13, 2018 and attached as Attachment 3.
2. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

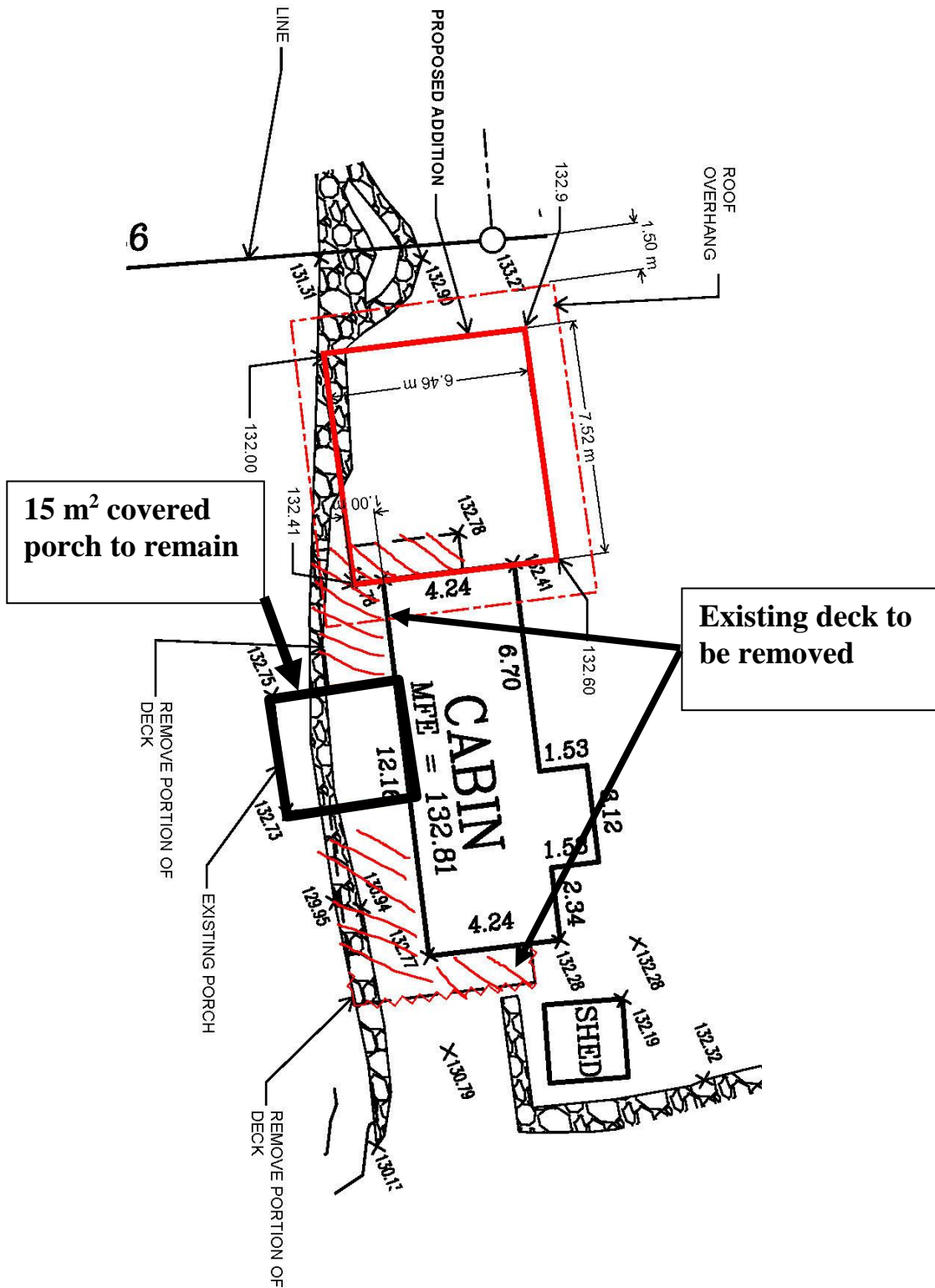
Attachment 3 (Page 2 of 4)
Proposed Site Plan and Variances – Enlarged for Convenience



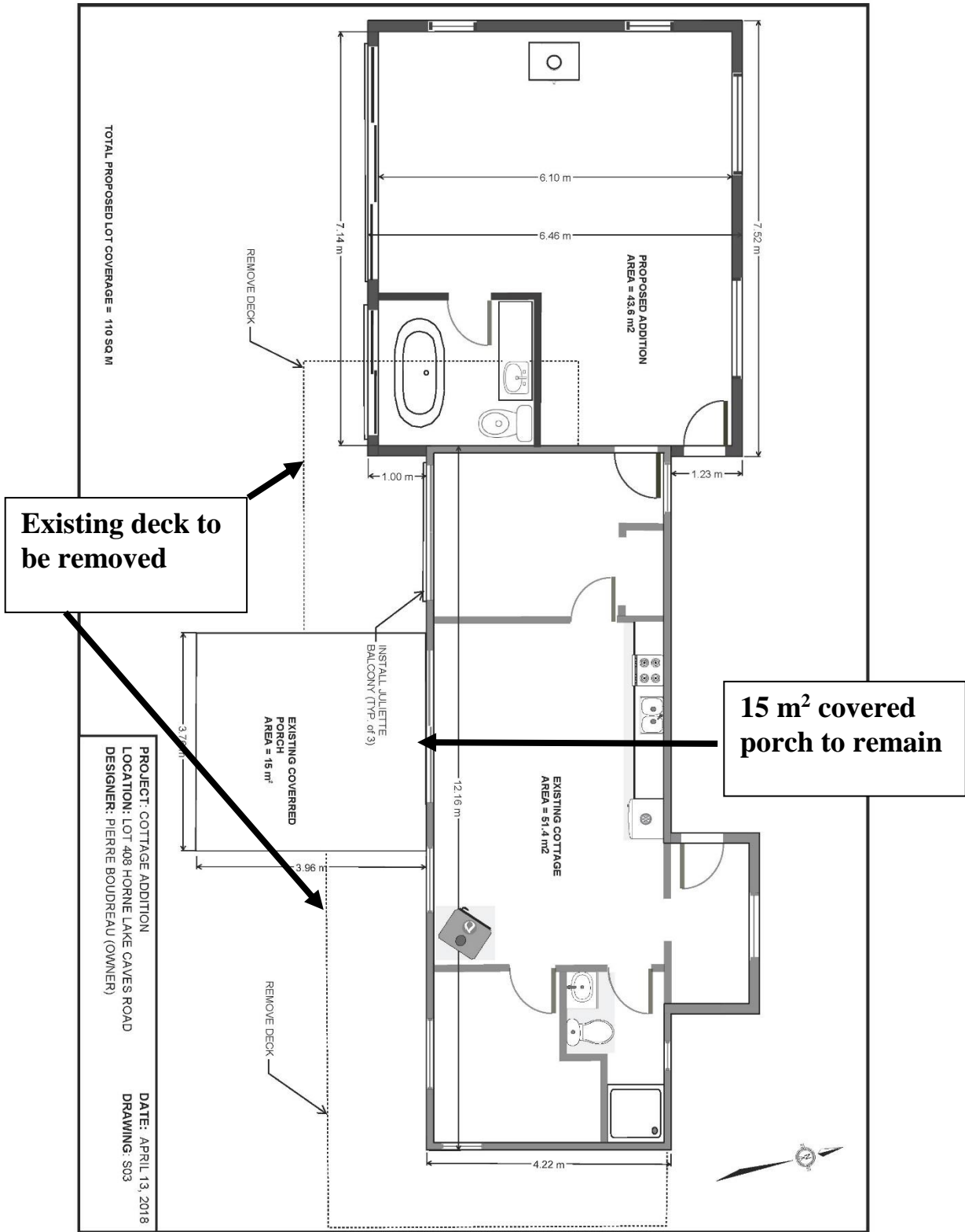
1. Proposed variance to increase the maximum cabin floor area from 70 m² to 95 m².
2. Proposed variance to decrease the maximum permitted floor area on a second storey from 35 m² to 0 m².
3. Proposed variance to decrease the floor are used for porches and decks from 40 m² to 15 m².

Note: Proposed addition shows outside dimensions

Attachment 3 (Page 3 of 4)
Proposed Site Plan and Variances – Enlarged for Convenience



Attachment 3 (Page 4 of 4)
Proposed Site Plan and Variances – Enlarged for Convenience



TO: Electoral Area Services Committee **MEETING:** May 8, 2018

FROM: Stephen Boogaards
Planner **FILE:** PL2017-153

**SUBJECT: Development Variance Permit Application No. PL2017-153
Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement
In Relation to Subdivision Application No. PL2017-151
2120 and 2130 Sherritt Drive – Electoral Area ‘E’
Lot 24, District Lot 37, Nanoose District, Plan 30072**

RECOMMENDATIONS

1. That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots 1 and 2 in relation to Subdivision Application PL2017-151, subject to the terms and conditions outlined in Attachments 2 and 3.
2. That the Board approve Development Variance Permit No. PL2017-153 to increase the permitted parcel depth of proposed Lots 1 and 2 subject to the terms and conditions outlined in Attachment 2 to 3.
3. That the Board direct staff to complete the required notification for the Development Variance Permit No. PL2017 - 153.

SUMMARY

The applicant requests a parcel depth variance and a relaxation of the minimum 10% perimeter frontage requirement to allow for a two lot subdivision on Sherritt Drive in Electoral Area ‘E’. To address “Board Policy B1.5 Development Variance Permit Application Evaluation”, the applicant has provided a justification that the proposed lots will be consistent with the character of the neighbouring lots and will allow for uses permitted by zoning. Given the applicant’s justification, as well as the existing deep lot configuration, the variance is determined to be consistent with Board Policy B1.5 and no negative impacts are anticipated as a result of the proposed variance. It is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Attachments 2 and 3.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Greg Clark on behalf of Steven John Heinz and Jill Diane Ferris for a two lot subdivision. The subject property is approximately 2.0 hectares in area and is zoned Residential 1 Zone (RS1), Subdivision District ‘F’, pursuant to “Regional

District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” (Bylaw 500). The zoning for the property permits a minimum parcel size of 1.0 hectare, and the proposal is for an average lot size of 1.0 hectare between both lots. The property is surrounded by other RS1 properties and is located to the east of Sherritt Drive (see Attachment 1 – Subject Property Map).

The property contains an existing dwelling unit and is serviced by individual well and on-site septic disposal.

Proposed Development and Variance

The proposed subdivision will require a variance to the subdivision regulations to allow the parcel depth greater than 40% of the perimeter of the parcel for each of proposed Lots 1 and 2. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

- **Section 4.5.1 – Parcel Shape and Dimensions** to increase the permitted parcel depth for Lot 1 from 40% to 40.3% of the length of the perimeter of the parcel and Lot 2 from 40% to 40.6% of the length of the perimeter of the parcel.

The applicant has requested the parcel depth variance as follows:

Proposed Lot No.	Perimeter	Maximum Parcel Depth (40%)	Proposed Parcel Depth	Proposed Parcel Depth as a % of the Parcel Perimeter
1	510.2 m	204.1 m	205.7 m	40.3%
2	506.9 m	202.7 m	205.6 m	40.6%

Minimum 10% Perimeter Frontage Requirement

Proposed Lots 1 and 2 as shown on the submitted plan of subdivision do not meet the minimum 10% parcel frontage requirement pursuant to Section 512 of the Local Government Act. The applicant has requested approval of the RDN Board to reduce the frontage requirements as follows:

Proposed Lot No.	Perimeter	Required Frontage (m)	Proposed Frontage (m)	% of Perimeter
1	510.2 m	51.0 m	50.9 m	9.9%
2	506.9 m	50.7 m	49.9 m	9.7%

Land Use Implications

The applicant’s proposal will not comply with the maximum parcel depth requirements in Bylaw 500 and road frontage requirements of the *Local Government Act*. The purpose of these requirements is to ensure that each lot created has sufficient access, buildable area, servicing and space for the permitted uses. “Board Policy B1.5 Development Variance Permit Application Evaluation” requires a demonstration of a land use justification or rationale to address why the proposal cannot comply with the regulations and how the proposal can provide for efficient land use. Further, “Board Policy B1.4

Frontage Requirements for Rural Lots” establishes criteria for reviewing frontage relaxation proposals, including site constraints, consistency with the character of surrounding properties, and ability to accommodate the permitted uses.

For land use justification, the applicant has identified that the proposal is consistent with the character of the subdivision of neighbouring properties and the property do not contain constraints that would limit the permitted uses of the property under the RS1 zone, including setbacks and lot coverage. The existing driveway will remain on proposed Lot 2, and a new driveway will be constructed on proposed Lot 1. The new lot line is deflected slightly to allow for the preservation of the tree near the front property line and provide additional room adjacent to the existing dwelling and deck for a larger setback and privacy.

The RDN Board policies are intended to ensure that the character of development is consistent with the surrounding residential properties, and that the impacts from future development of the lot is minimized. Given the RS1 zoning on the property, future development of the lots are limited to a dwelling unit and 250 m² of accessory building floor area, including a potential detached secondary suite. The existing deep lot configuration would also limits the ability to subdivide the parcel in a manner consistent with the required parcel depth and minimum frontage. Given the consistency of the subdivision with the surrounding community, ability to accommodate the permitted uses and existing configuration, the applicants have made reasonable efforts to address Policy B1.4 and B1.5 guidelines.

Intergovernmental Implications

The Ministry of Transportation and Infrastructure reviewed the subdivision application and has issued the Preliminary Layout Approval.

Public Consultation Implications

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Approvals and Notification Procedures Bylaw No. 1432, 2005”, property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board’s consideration of the application.

ALTERNATIVES

1. To approve Development Variance Permit No. PL2017-153, and the request of the minimum 10% frontage requirement, subject to the conditions outlined in Attachments 2 to 3.
2. To deny Development Variance Permit No. PL2017-153, and the request of the minimum 10% frontage requirement.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and has no implications for the 2016 – 2020 Board Strategic Plan.



Stephen Boogaards
sboogaards@rdn.bc.ca
April 12, 2018

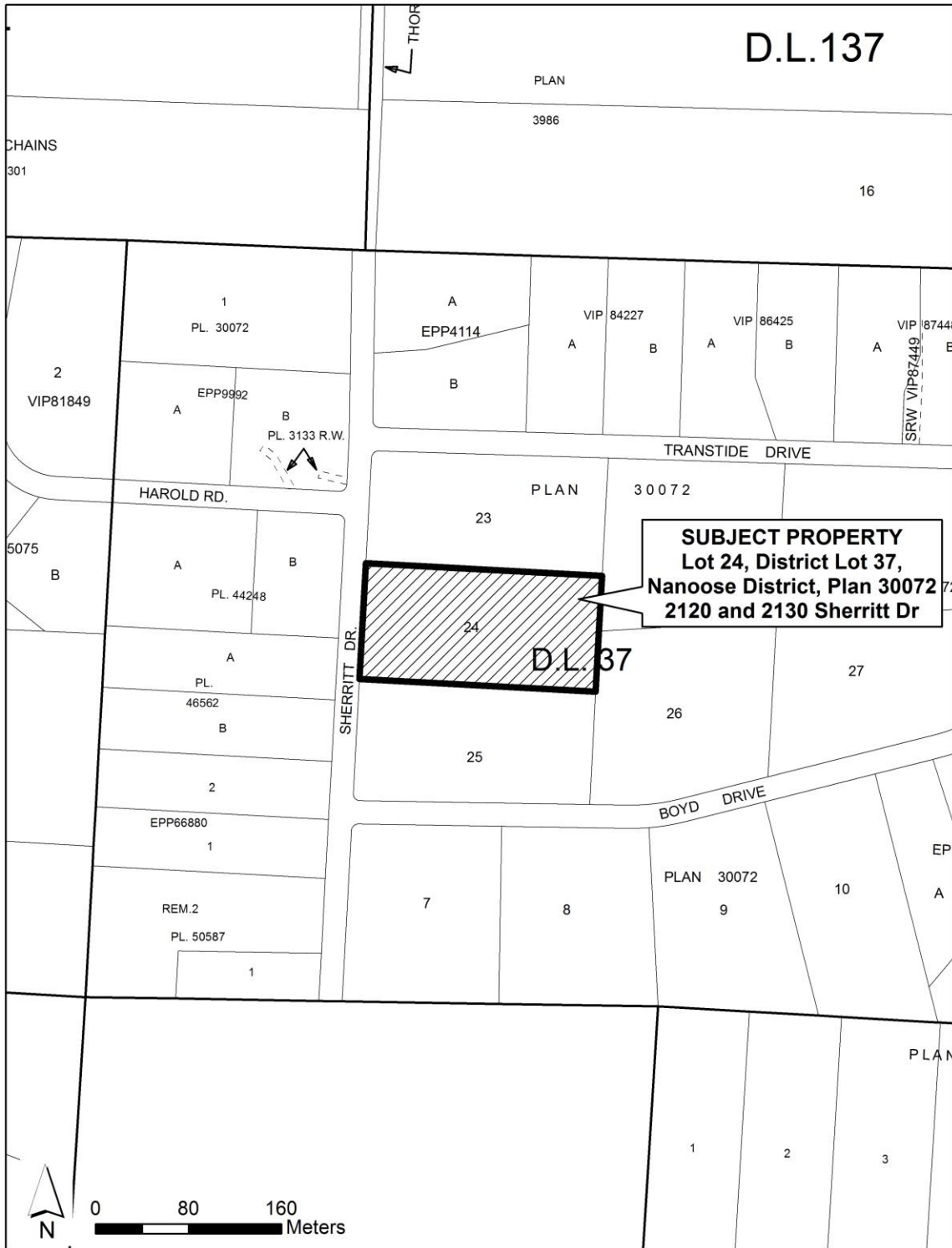
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Proposed Survey Plan and Variances

Attachment 1
Subject Property Map



Attachment 2
Terms and Conditions of Permit

The following sets out the terms and conditions of Development Variance Permit No. PL2018-153:

Bylaw No. 500, 1987 Variance

With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

Section 4.5.1 – Parcel Shape and Dimensions to increase the permitted parcel depth for Lot 1 from 40% to 40.3% of the length of the perimeter of the parcel and Lot 2 from 40% to 40.6% of the length of the perimeter of the parcel.

Conditions of Approval

The site is developed in accordance with the Survey Plan prepared by Brock Williamson dated March 29, 2018 and attached as Attachment 3.

TO: Electoral Area Services Committee **DATE:** May 8, 2018
FROM: Angela Buick
Planner **FILE:** PL2018-040
SUBJECT: Liquor Licence Amendment Application No. PL2018-040
395 and 403 Lowry's Road – Electoral Area 'G'
Lot 2, District Lots 19, and 83, Nanoose District Plan EPP16024

RECOMMENDATIONS

1. That the Board consider submissions or comments from the public regarding Liquor Licence Amendment Application No. PL2018-040.
2. That the Board adopt the resolution pertaining to Liquor Licence Amendment Application No. PL2018-040 attached to this report as Attachment 2.

SUMMARY

An application has been received from Morningstar Springs Farm Ltd. to amend winery licence #303137 issued to Morningstar Creek Winery Ltd., to include a permanent winery lounge endorsement for the Mooberry Winery. The winery lounge endorsement would permit wine service by the glass on the existing patio area. The licensee has indicated on their application that it is their intention to open an outdoor (seasonal) patio-lounge immediately adjacent to the existing licenced winery store and sampling bar. The applicants currently possess a patio endorsement that permits patrons to drink wine in the patio area that they have purchased or sampled from the facility. The requested lounge endorsement would simply add the ability for the applicant to sell and serve wine by the glass along with food from the menu.

The amendment requires a resolution from the Board before it can be processed by the Liquor Control and Licensing Branch (LCLB). The Regional District of Nanaimo (RDN) is requested by the LCLB to consider the impact on the community, as well as to consult with neighbouring property owners. Given that the proposed lounge endorsement is complementary to the existing winery licence and within an established licensed café patio area, no negative community impacts are anticipated from the proposed lounge endorsement. It is recommended that the resolution shown on Attachment 2 be supported by the Board and forwarded to the LCLB pending the outcome of public notification.

BACKGROUND

The LCLB has referred an application to the RDN for the Mooberry Winery for a permanent amendment to the existing winery liquor licence. The applicant is requesting to include a lounge endorsement as a

compliment to their existing patio endorsement. The proposed lounge service area would include the covered deck that has a licenced capacity of 10 persons and the gravel patio that has a licenced capacity of 30 persons. The existing patio endorsement permits patrons to drink wine they have purchased by the bottle or sampled from facility within the same area proposed for the lounge endorsement. If approved, the lounge endorsement would permit the sale and service of liquor by the glass along with food from the menu. The LCLB requires the RDN to provide a Board resolution within 90 days of receiving the application, commenting on the permanent change to a liquor licence prior to approval by the LCLB. The LCLB requests that the local government gather the views of the nearby residents affected by the liquor licence amendment.

The licensee, Mooberry Winery, is located within the Morningstar Springs Farm (see Attachment 1 – Subject Property Map). The property is zoned Agriculture 1 (AG1) pursuant to the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. Adjacent properties are also zoned Agriculture 1 (AG1) (see Attachment 3 – Current Zoning Map). Other uses on the Morningstar Springs Farm include a 75-dairy cow operation including a dairy processing plant, Little Qualicum Cheese works, 32 hectares of crops, a winery, a café, a petting area and a farm gate store. The area is surrounded by large agricultural properties and established farm operations.

Proposed Development

The applicant requests a lounge endorsement as an addition to their existing winery licence in order to allow service by the glass on the existing patio area and covered deck. The requested lounge endorsement is intended for daytime use and summer months only and is intended to add the option of serving wine by the glass to the existing small café style menu. The applicant is not requesting a change to the current permitted hours of liquor service and sales, which is 9:00 am until 6:00 pm, seven days a week. As the area of liquor service and hours of sales and service are not changing, this application is considered to a minor amendment to the existing liquor licence.

Liquor License Implications

Prior to LCLB consideration of the application, under the *Liquor Control and Licensing Act*, the applicant is required to obtain a resolution from the local government providing input on the proposed liquor licence amendment. The LCLB requires the Board to provide a resolution on the potential for noise for nearby properties, impact on the community, the consistency of the amendment with the purpose of a food-primary license, and the views of area residents. The Board resolution is required to take the general form of the draft resolution included as Attachment 2, which has been prepared for the Board’s consideration. This resolution may be amended as deemed necessary by the Board and pending the outcome of public notification.

The RDN’S Liquor Licence Applications Board Policy B1.6, provides guidance for how the RDN should review and consider liquor licence applications from LCLB. The policy requires a public hearing, public notice sign on the property, mail out notice to adjacent property owners, and advertisements in a local newspaper. Under the Board Policy B1.6, the RDN may consider a minor amendment to an existing liquor licence, without the requirement to hold a public hearing. All other requirements must be met for public notice, and the LCLB must be satisfied that residents have had an opportunity to provide their views on the proposal.

Policy B1.6 also provides guidelines to the Board for consideration of community impact including the location of the establishment, proximity to other social or public buildings, occupant load, and liquor

primary establishments within a reasonable distance, traffic, noise, parking, zoning, and other social or demographic trends. The proposed lounge endorsement identified in the licensee's winery licence amendment application compliments existing uses, including wine tasting and touring, café patio service including light fare, farm made cheese, milk and wine. Zoning for the Morningstar Spring Farm Ltd. property also allows other complimentary farming and agri-tourism uses. Uses directly adjacent to the property are a composting facility to the west, vacant land to the south, farming operations to the north and east.

The requested lounge endorsement to the existing winery licence proposes to maintain the current hours of service from 9:00 am until 6:00 pm and would provide for the service of wine by the glass within an area that is currently licenced to allow consumption of products purchased or sampled from the facility. There are no foreseen negative impacts to the surrounding lands from the proposed liquor licence amendment as reflected in the draft Board resolution included as Attachment 2.

Intergovernmental Implications

The applicant's proposal has been referred to RDN Building Inspection, the local RCMP, and the Ministry of Transportation and Infrastructure. No comment or concerns with the proposal were expressed by the department and agencies.

Public Consultation Implications

As part of the proposed liquor licence amendment the required public notification process, pursuant to the Board Policy B1.6, a notice on the subject property and the proposed amendment is required to be advertised in a local newspaper. A notice will be posted on the property 10 days prior to the Electoral Area Services Committee (EASC) meeting on May 8, 2018. Provided the application receives endorsement from the EASC to be considered at the Regional Board, notice will be published in an edition of the Parksville Qualicum Beach News informing the public that the Board will be considering the proposed liquor licence amendment. Property owners and tenants located within a 200 metre radius, will also receive a direct notice of the liquor license amendment, and will have an opportunity to comment on the proposed amendment prior to the Board's consideration of the application on May 22, 2018.

ALTERNATIVES

1. To approve the attached resolution to support liquor licence application PL2018-040.
2. To provide a resolution that does not support liquor licence application PL2018-040.
3. To not provide a resolution and have the Liquor Control and Licencing Branch undertake its own public input process and consider the application without Board input.

FINANCIAL IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the application and note that the proposal supports the Board's 2016 - 2020 Strategic Plan, specifically the Strategic Priority to Focus on Economic Health by supporting business and fostering economic development.



Angela Buick
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April 25, 2018

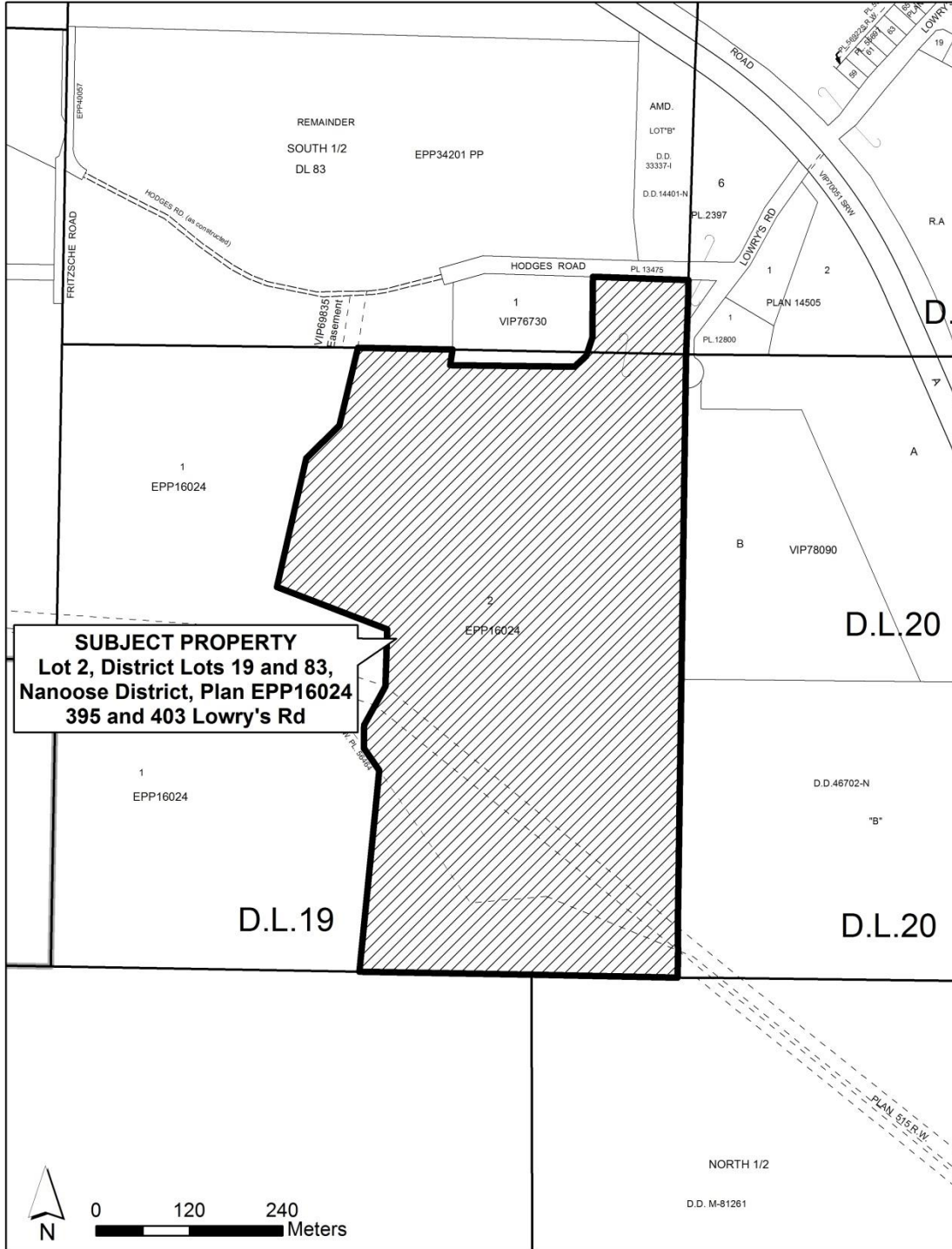
Reviewed by:

- J. Holm, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Resolution for Mooberry Winery Liquor Licence Amendment
3. Current Zoning Map

Attachment 1
Subject Property Map

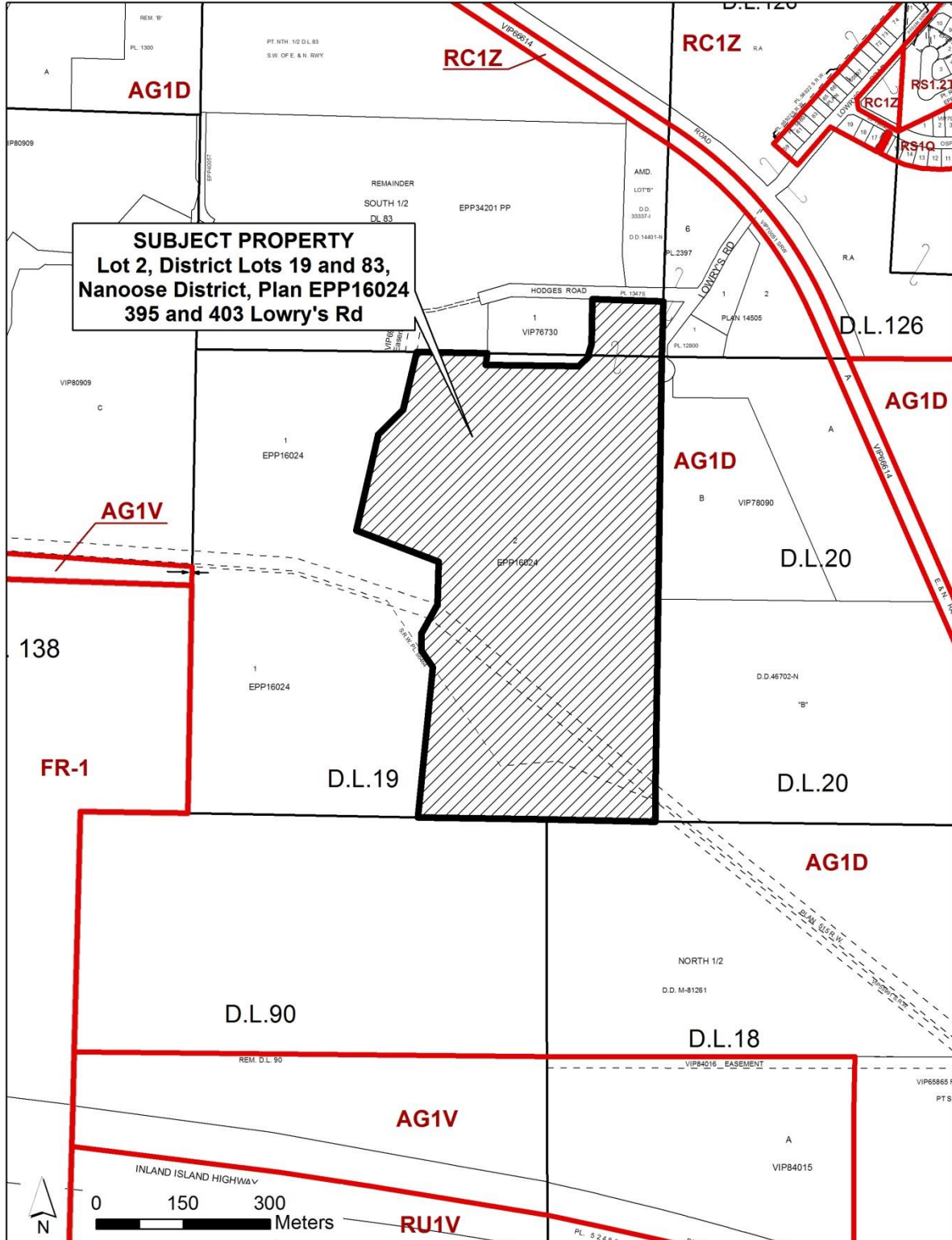


Attachment 2
Resolution for Mooberry Winery Licence Amendment
Liquor Licence Amendment No. PL2018-040

Be it resolved that:

1. **RDN Board Recommendation** - The Board of the Regional District of Nanaimo recommends the amendment of the winery license to allow a lounge endorsement.
2. The Board's comments on the prescribed considerations are as follows:
 - a. **Community Impact:** The licensee's winery licence amendment application for a lounge endorsement compliments the nature of existing uses. These include: wine tasting and touring, café patio service including light fare, farm made cheese, milk and wine. Zoning for the Morningstar Spring Farm Ltd. property also allows other complimentary farming and agri-tourism uses. Uses directly adjacent to the property are a composting facility to the west, vacant land to the south, farming operations to the north and east. The potential impact on the surrounding lands would be minimal as the activities and areas of use are not changing significantly beyond what is currently offered.
 - b. **Parking and Traffic:** Since the lounge endorsement is incidental to the patio endorsement, traffic and parking demand will not likely change.
 - c. **Noise:** Given that there is no proposed change to the hours of operation or expansion of the liquor service area, there are no anticipated changes in noise beyond the existing activities.
 - d. **Consistency with Intent of Winery License:** The proposed sale of liquor by the glass along with other café menu items appears to be consistent with and complimentary to the winery licence.
 - e. **Public Notification:** A notice of the Board's intent to receive public input and consider a resolution regarding a proposed amendment to the existing liquor licence was delivered to owners and tenants in occupation of land within a distance of 200 metres from the property. The Regional District of Nanaimo also provided notice in the May 15 and 17, 2018 editions of the Parksville Qualicum Beach News. All interested residents were invited to attend the Board meeting and provide comments on the proposal. Prior to considering the resolution, the Board asked for comments from the gallery on this application. A notice was also posted on the property advertising that the property is subject of a liquor licence amendment application and directing inquiries to the RDN Planning Department.

**Attachment 3
Current Zoning Map**



the District of Lantzville for the first quarter of 2018. Data for the years 2017 and 2016 is shown for comparison.

Building Permit Applications

The RDN received 195 building permit applications in the first quarter of 2018, consistent with the number of permit applications received in the same period in 2017. A total of 166 permits were issued, representing a 27% increase over the first quarter of 2017 and a 73% increase over the same period in 2016. The overall construction value of the permits issued in this quarter was \$27.8 million, a 16% increase over 2017 and a 94% increase in construction value over 2016.

Non-Residential Building Permits

Non-residential (commercial/industrial) building permits represent a relatively small number of the overall permits issued. However, the value of these permits can be high, depending on the scope of the commercial or industrial projects. In the first quarter of 2018, the RDN issued 14 non-residential permits valued at \$880,000, 11 permits valued at \$160,000 in 2017, and 4 non-residential permits valued at \$850,000 in 2016.

Building Permits by Electoral Area

As noted above, the RDN continues to experience increased building activity levels in the Electoral Areas. The following table provides a breakdown of building permits issued by Electoral Area and Lantzville in the first quarters of 2016 to 2018:

Electoral Area	Building Permits Issued – First Quarter 2018		
	2016	2017	2018
A	14	19	19
B	15	15	23
C	9	8	13
E	15	32	28
F	11	19	26
G	16	29	25
H	9	7	21
Lantzville	7	1	11
Total Q01 Permits issued	96	130	166
Total Construction Value (\$m)	\$14.3	\$23.9	\$27.8

Building Permit Approvals and Inspection Scheduling

Building Permit approval times can vary depending on the project complexity and increased volumes of applications during the busiest periods for construction activity. During the first quarter of 2018, the

turn-around time for permit approvals was 3 to 4 weeks. Permit approvals and inspection scheduling times in the RDN remain consistent with or lower than other regional districts and municipalities on Vancouver Island.

Service Enhancements

Permit processing times and the delivery of inspection services has an impact on our customers' ability to deliver product to their clients. In response to this, we have incorporated a continuous improvement model to review our processes and incorporate new technologies. Service levels are adjusted within the plan review and inspection functions to ensure that permit approvals and inspection scheduling benchmarks are maintained during periods of increased application and inspection volumes. As previously reported, the department is fully staffed and work is continuing on the initiative to implement a public portal in 2018 for online building permit applications and inspection scheduling.

The public portal will be fully integrated with the RDN's internal processes and is designed to give the public the option to "self-serve" their building permit application and inspection requests from their home, office or mobile device. Use of the portal will eliminate the need for clients to travel to the RDN office or schedule their inspections by telephone, which in turn will enhance the overall efficiency of the permit/inspection process for the public and staff alike.

ALTERNATIVES

1. Receive the report on Building Permit Activity - First Quarter 2018 for information.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications in receiving this report.

STRATEGIC PLAN IMPLICATIONS

Reporting on building permit activity enhances regional governance by providing Area Directors with information on development activity and trends within each Electoral Area and the region overall.



Tom Armet
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May 2, 2018

Reviewed by:

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

TO: Committee of the Whole **MEETING:** April 10, 2018

FROM: Dean Banman
Manager, Recreation Services

SUBJECT: Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029

Please note: The recommendation was varied by the Committee as follows:

That the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 be approved as a guiding document.

RECOMMENDATIONS

1. That the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.
2. That the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that additional project planning, community review, cost estimate information and funding sources be completed for the District 69 Recreation Commission and the Board prior to the 2019 - 2024 Financial Plan review:
 - a) Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
 - b) Construction and operation of an artificial turf field.
 - c) Expansion of Ravensong Aquatic Centre.

SUMMARY

The Regional District of Nanaimo initiated the development of an updated Recreation Services Master Plan for District 69 (Oceanside) in the fall of 2016. Once approved by the RDN Board the Master Plan will be a strategic document used in mapping out the future provision of recreation services in District 69 for the years 2019 - 2029. The Master Plan will provide guidance in areas such as the RDN's role and responsibilities in recreation services, identifying potential opportunities and strategic approaches to recreation infrastructure.

As per the 2016 Board approved Terms of Reference for the Master Plan, the following four specific areas have been addressed in the draft plan with rationale and recommendations:

1. Ravensong Aquatic Centre expansion feasibility and demand
2. Possible alternative uses for the District 69 Community Arena
3. Demand and feasibility for an outdoor multi-sport complex
4. Current and future demand for the District 69 Community Arena to operate as a curling club

The Master Plan contains 34 recommendations divided into two categories:

1. Service Delivery and Programming
2. Infrastructure

A summary of these recommendations can be found within this report under the Background section, in more context within the Master Plan Executive Summary (Attachment 1) and in complete detail within the Master Plan (Attachment 2). If the Board approves of the Plan, the implementation of the Plan's recommendations will take place under the direction of the RDN Board and with guidance from the District 69 Recreation Commission.

Attachments 3 to 9 provide preliminary estimates of capital and operating cost impacts for the higher priority infrastructure projects included in the report recommendations.

BACKGROUND

In June 2016 the Terms of Reference for the development of an updated Master Plan were approved by the Regional Board.

Community engagement was conducted between December 2016 and March 2017 and included input from 1,687 residents via a community survey, interview and discussion sessions with participants representing over 30 various community organizations and a community group questionnaire completed by 60 organizations.

On July 26, 2017 the Board approved for the State of Recreation Research Report to be forwarded to both the District 69 Recreation Commission and the Recreation Services Master Plan Advisory Committee for information and comment prior to inclusion in the Master Plan as a reference document. The Recreation Services Master Plan Advisory Committee endorsed the Report in August 2017 followed by the District 69 Recreation Commission in September 2017.

The first draft of the Master Plan was presented to the RDN Board in October 2017 and the District 69 Recreation Commission in November 2017. Included in the presentations was information on the planned open houses and the launch of the online community engagement through the RDN website, *Get Involved RDN*. A number of RDN Board Directors and District 69 Recreation Commission members attended the open houses held in November 2017.

Through September to November 2017, the Oceanside community was engaged in providing feedback on the Draft Master Plan. Stakeholders, community groups and residents had the opportunity to review the project and draft Plan online via the *Get Involved RDN* project portal and through one of the five open houses that occurred through the communities of Oceanside. Revisions to the Master Plan were made based on the feedback from the Board, Commission, Master Plan Advisory Committee and community. A summary of all feedback in a report titled *Public Draft Master Plan "What We Heard"* can be found in Attachment 2 on page 84.

Rationale and research around each of the recommendations has been provided in the Draft Master Plan in order to substantiate and add context to both the recommendations and suggested implementations. Below is a summary of the recommendations for each of the two categories (Service Delivery and Programming and Infrastructure).

Service Delivery and Programming Recommendations

1. Existing staffing levels and the organizational model are sustainable for the current level of recreation services.
2. Increase in service delivery in the areas of cross-sectoral partnerships, community capacity building, collaborations and engagement frameworks should be further examined and will require additional resources (staff and funding).

3. The combination and weighting of direct and indirect programming and service provision by the Recreation and Parks department is well balanced; however, opportunities to expand the two programming types should be considered.
4. A governance review should be completed every ten years.
5. Arts and cultural programming opportunities should continue to be a focus at an introductory level. Building arts in Oceanside and further engagement with Town of Qualicum Beach and City of Parksville to further understand previous planning both municipalities have undertaken related to arts and culture should be considered.
6. The provision of the Financial Assistance Program and the Inclusion Support Program should continue with increased efforts to raise awareness of both programs.
7. Consideration should be given to supporting the start-up of a local KidSport chapter.
8. Existing priority placed on the marketing of recreation programs and opportunities should continue.
9. Strategic planning initiatives in the areas of community events, older adults/age friendly needs and demands and review of the Youth Recreation Strategic Plan should be undertaken.

Infrastructure

1. The addition of a leisure aquatic tank or leisure aquatic tank plus adding two lanes to the existing main tank of Ravensong Aquatic Centre are considered viable options in meeting the need and demand for additional aquatic services.
2. A medium size (3,000 ft² to 5,000 ft²) fitness and wellness space should be integrated into an existing facility (Ravensong Aquatic Centre at time of expansion or at Oceanside Place in the leisure ice "Pond" area if skating no longer deemed the best use for the space).
3. The development of a larger size (> 5,000 ft²) fitness and wellness centre should be revisited and further reviewed in ten years.
4. The RDN work collaboratively with the City of Parksville and Town of Qualicum Beach in determining the future of the existing District 69 Arena site and future service levels for curling in District 69¹.
5. The RDN work with community partners (City of Parksville, Town of Qualicum Beach, Qualicum School District, community sport organizations) to better use underutilized field space and that field use continue to be monitored.
6. The development of a full scale outdoor multi-use sport complex should be deferred for at least five years.
7. The development of a full scale indoor multi-purpose facility should be deferred for at least five years.
8. The priority placed on utilizing existing community space in ensuring recreational opportunities are geographically balanced and should continue.
9. Re-purposing the leisure ice space at Oceanside Place to meet other recreation needs may be warranted.

It has been noted through the development of the updated Master Plan that a number of the same capital project demands were initially identified in the 2006 Recreation Services Master Plan (athletics track, major outdoor sport complex, sport field development, expansion in aquatic services) and continue today. It is anticipated that these demands will continue until met with some increase in capacity.

¹ At the March 27, 2018 Regional Board Meeting Lease Agreements for five year terms were approved with the City of Parksville and the Parksville Curling Club for the operation of the District 69 Arena as a Curling Club.

ALTERNATIVES

1. That the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be received and forwarded to the District 69 Recreation Commission for final review.
2. That the Recreation Services Master Plan for District 69 (Oceanside) 2019-2029 not be received or forwarded to the District 69 Recreation Commission for final review.
3. That the following infrastructure projects identified in the Recreation Services Master Plan be given priority consideration and that staff be directed to undertake additional project planning, community review and cost estimate information for the District 69 Recreation Commission and the Board leading up to the 2019 - 2024 Financial Plan review:
 - a) Construction and operation of a rubberized athletic training track at Ballenas Secondary School.
 - b) Construction and operation of an artificial turf field.
 - c) Expansion of Ravensong Aquatic Centre.
4. That the infrastructure projects recommended by staff not be given priority consideration and alternate direction be provided.

FINANCIAL IMPLICATIONS

As detailed within the Master Plan it is projected that recreation service levels will need to diversify and increase to meet resident demand. Included in the Master Plan are the recommendations to undertake a number of large infrastructure projects that will require further prioritization and ranking. Staff will be providing additional reports on the infrastructure projects that have prioritized within the Master Plan.

A number of funding sources have been identified as being necessary particularly in the case of large infrastructure projects². Grants from senior levels of governments, user fees and charges, user group fundraising and contributions, corporate sponsorships, amenity contributions (for applicable recreation facilities), development cost charges (for applicable park and field developments) along with tax requisitions will all play a role in the building and operation of large capital projects. As business plans are developed for the capital projects more details on funding sources will be presented to the Board.

The Capital Projects Summary from page VI of the Executive Summary of the Plan is shown below to provide details on both the recommended time frame of capital projects as well as cost estimates in 2018 dollars.

² Financial requirements and potential funding sources for all the recommendations have been identified beginning on page 58 within Section Six of the Master Plan. Attachments 3 – 9 provide further analysis on the Master Plan's recommendations that pertain to larger Infrastructure projects.

Potential 2019 - 2029 District 69 (Oceanside) Recreation Master Plan Capital Projects Summary

Project	Priority	Potential Development Timing & Costs* (2018, \$M)			
		Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Years)	Undetermined
Future curling facility options. (Recommendations #20, 21)	1		\$1M ^A		\$4M – \$9M
Upgrades to the track at Ballenas Secondary School. ³ (Recommendation #24)	2	\$0.5 – \$1M			
Ravensong Aquatic Centre expansion. (Recommendation #18 – Option 1)	T3 ^B	\$8.6M ^C			
Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18 – Option 2)	T3 ^B	\$10.9M ^C			
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3 ^B		\$1.5M – \$3M		
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30)^D	T3 ^B				\$0.100M – \$1M
New indoor recreation and fitness space. (Recommendations #26, 29)	T4 ^B				\$10M – \$20M
Outdoor multi-use sport complex. (Recommendation #23)	T4 ^B				\$5M – \$10M

* Capital cost escalation in B.C. is anticipated to range between 8 – 10% annually between 2018 – 2020. As such, these figures presented in the chart below will require updating as future project planning occurs.

A - Estimated cost to demolish the existing facility if required.

B - The letter “T” in the priority column indicates a tied priority.

C - Timing to be clarified through further planning and resourcing discussions.

D - Only required if utilization can’t be increased in the existing configuration/use.

As noted above and throughout the Master Plan, while demand exists for a number of capital projects within a relatively short time frame, financial limitations will require priorities to be set and a number of funding sources utilized for both capital and ongoing operations.

It is anticipated applicable grants will need to be obtained to assist with the recreation infrastructure projects identified. Grant programs that would be applied to once available include Federal Gas Tax Funds, Community Works Funds, possible new programs under the Building Canada Fund or through Western Economic Diversification, and the Tire Stewardship BC Community Grant.

³ At the March 27, 2018 Regional Board Meeting staff were directed to enter into discussions with School District #69 regarding the feasibility of upgrading the training track at Ballenas Secondary School.

For the cost estimates provided in each of the infrastructure recommendations included in Attachments 3 through 9 capital costs and impacts to annual operating budgets have been included. The estimate for the potential removal of the District 69 Arena assumes no grant funding as it is unlikely any would be available for this work. Costs estimates in the attachments for Ballenas training track, artificial turf field and Ravensong Aquatic Centre are presented both with an assumption of 50% grant funding and with no grant funding (fully funded from taxes). For the expansion of Ravensong Aquatic Centre increases in both revenue and expense are incorporated that would be generated by an expansion. In addition, the cost of \$121,000 to undertake the electoral approval process to borrow for the pool expansion project 2021 has been included.

Attachments 8 and 9 are a summary of estimated impacts to the tax requisition by member if all projects included were to proceed over the time period projected both with 50% grant funding for the training track, artificial turf field and Ravensong expansion and estimated impacts with no grant funding. These estimates are based on 2018 construction costs and 2018 assessments. Actual impacts will vary depending on final timing of projects, construction inflation and development within the Oceanside area.

STRATEGIC PLAN IMPLICATIONS

Providing a Master Plan for District 69 (Oceanside) Recreation Services is consistent with the RDN Board's strategic priorities. More specifically the creation of a master plan to use as a guiding document aids in the focus on relationships (volunteerism, community partnerships), service and organizational excellence (funding infrastructure through asset management with a balance of property assessment and usage as funding sources and recreational amenities as core services).

The draft Master Plan also includes a future vision and service goals for recreation services that align with not only RDN Board strategic priorities but also both Provincial and Federal recreation and wellness frameworks.



Dean Banman
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April 3, 2018

Reviewed by:

- Tiffany Moore, Manager, Accounting Services
- Wendy Idema, Director, Finance
- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Executive Summary - District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029
2. District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029
3. Financial Projections - Removal of District 69 Arena
4. Financial Projections - Ballenas Track and Construction and Operation of an Artificial Turf Field (With Grant Funding)
5. Financial Projections - Ballenas Track and Construction and Operation of an Artificial Turf Field (No Grant Funding)
6. Financial Projections - Expansion to Ravensong Aquatic Centre (With Grant Funding)
7. Financial Projections - Expansion to Ravensong Aquatic Centre (No Grant Funding)
8. Financial Projections - Tax Requisitions for all Participating Areas, Completion of Ballenas Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre (With Grant Funding)
9. Financial Projections - Tax Requisitions for all Participating Areas, Completion of Ballenas Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre (No Grant Funding)

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE)

RECREATION SERVICES MASTER PLAN

MARCH 2018 (FINAL DRAFT)

DOCUMENT #2 OF 2 (THE STATE OF RECREATION IN DISTRICT 69 RESEARCH REPORT HAS BEEN PUBLISHED AS A SEPARATE DOCUMENT.)

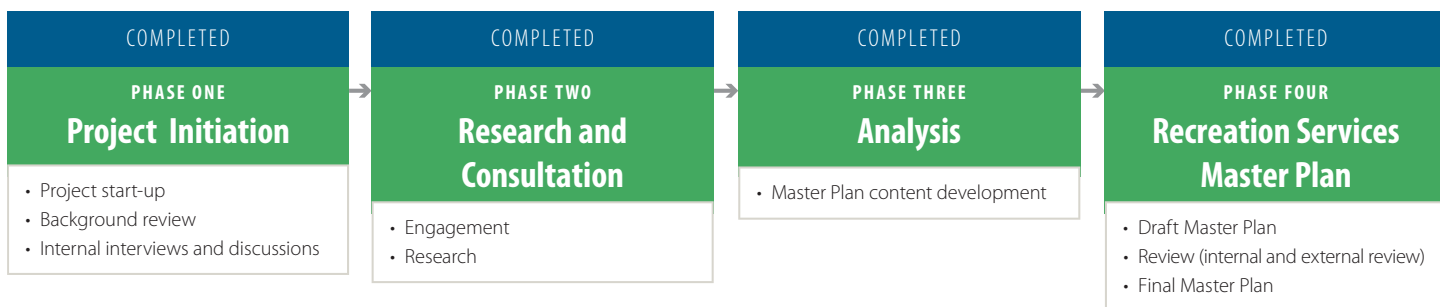


EXECUTIVE SUMMARY

OVERVIEW AND METHODOLOGY

The Regional District of Nanaimo has developed a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. The last Recreation Services Master Plan was completed in 2006.

The project included four phases as illustrated by the graphic below.



Public and stakeholder input was a critical aspect of the Master Plan. The following chart outlines the broad array of methods used to collect this input.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>



EXECUTIVE SUMMARY

KEY ENGAGEMENT AND RESEARCH FINDINGS

The findings emerging from the engagement and other forms of research conducted (including trends and leading practices, analysis of utilization and financial data, population and demographics, and a review of current services) were used to develop the Master Plan. Identified below are key findings from the project engagement and research.

- There are generally high levels of satisfaction among residents with current recreation services and facilities (80% of households are satisfied with RDN provided recreation services and facilities; 28% are “very satisfied”).
- Recreational opportunities are highly valued and important to residents (97% of households indicated that recreation opportunities are important to their quality of life; 99% of households indicated that recreation opportunities are important to their community).
- Among **residents** in District 69 there is some demand for new or enhanced facilities to be developed (51% of households would like to see new or enhanced indoor facilities; 49% of households would like to see new or enhanced outdoor facilities and spaces).
 - » Top indoor priorities: indoor swimming pools; health and fitness centre; and a multi-purpose recreation centre.
 - » Top outdoor priorities: trails; natural parks and protected areas; picnic areas and passive parks.
- **User groups** identified some facility priorities, most often pertaining to their activity type. These priorities included enhanced outdoor sport fields (e.g. premium natural surface and artificial turf), track and field facilities and a new or enhanced aquatics facility.
- **Stakeholders** generally identified that the Ravensong Aquatics Centre is deficient and at capacity (which is supported by an analysis of available utilization data). However various perspectives exist on the best future course of action for indoor aquatics in District 69.
- Varying perspectives exist among stakeholders on whether future recreation amenities should be centralized or geographically balanced/dispersed.
- A number of community organizations expressed that a lack of youth “critical mass” is a barrier for some groups to growing programs.
- District 69 has an older population than provincial averages. However the region has diverse population and demographic characteristics.
- The impact and reach of RDN provided recreational programming continues to grow. In 2017, the RDN had over 7,000 program registrations and attendance exceeding 32,000. These figures have continued to increase over the past 4 – 5 years.
- An analysis of current recreation programming indicates that current offerings are well balanced (diverse offerings).
- While operational and day to day roles and responsibilities are well understood (among RDN and partners); less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion.



EXECUTIVE SUMMARY

MASTER PLAN RECOMMENDATIONS

The Master Plan provides thirty-four recommendations which have been organized into two areas:

Service Delivery and Programming (Section 4): The overall structure for delivering recreation opportunities and potential areas of service enhancement.

Infrastructure (Section 5): Strategies and priorities for the places and spaces that facilitate recreation activities.

The recommendations address both specific issues that were identified in the project Terms of Reference as well as others that emerged through the project research and engagement. Summarized as follows is an overview of the Master Plan recommendations contained herein.

Service Delivery and Programming Recommendations

The following seventeen Service Delivery and Programming Recommendations (Section 4: Recommendations 1 – 17) have been developed to provide strategic guidance for how recreation services are delivered in District 69. In some instances these recommendations suggest new initiatives or a shift in how services are delivered, while others are intended to re-embed or refresh practices that work well.

- **Recommendation #1:** The RDN should undertake a governance review for recreation service provision in District 69. This review should focus on: opportunities to maximize overall efficiency; establishing a refreshed mandate for all entities and bodies; and clarifying decision making roles and responsibilities.
- **Recommendation #2:** The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
- **Recommendation #3:** RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods. An updated Recreation Program Rationale Checklist has been developed to help evaluate specific program opportunities and identify potential delivery methods.
- **Recommendations #4 and 5:** Continue to place a priority on cross-sectoral collaborations and invest additional resources in this area.
- **Recommendation #6:** Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- **Recommendation #7:** Allocate additional resources to community group capacity building.



EXECUTIVE SUMMARY

- **Recommendation #8:** Develop and implement a more specific engagement framework (to help guide future projects).
- **Recommendation #9:** Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.
- **Recommendation #10:** Continue to prioritize diversity and balance in RDN provided recreation programming in District 69.
- **Recommendations #11, 12, and 13:** RDN provided recreation programming should continue to: prioritize diversity and balance of opportunities; focus on key areas including nature interaction and outdoor skill development for children and youth, activity camps for children/youth/teens, fitness and wellness programming for adults and seniors; continue to offer arts and culture as part of the program mix; and (where possible) leverage the expertise of local arts and cultural groups.
- **Recommendations #14 and 15:** Ensuring accessibility to recreation programming should continue to be a priority for the RDN. Suggested initiatives include: sustaining the Financial Assistance Program and Inclusion Support Program; increased focused on generating awareness of existing accessibility programs; and supporting the start-up of a KidSport chapter.
- **Recommendation #16:** Continue to place a priority on the marketing of recreation programs and opportunities in District 69. Suggested tactics include sustaining the dedicated staff position; development of a more consistent brand; and promoting both specific opportunities as well as the overall benefits of participation.
- **Recommendation #17:** Suggested strategic initiatives: Community Events Support Strategy; Older Adults/ Age Friendly; and Youth Recreation Strategic Plan.

Infrastructure Recommendations

The seventeen Infrastructure Recommendations (Section 5: Recommendations 18 – 34) are intended to both suggest approaches and priorities for future capital projects and identify opportunities to make the most optimal use of existing facilities and spaces. Provided as follows is a summary of the infrastructure recommendations.

Potential Capital Projects

The following chart summarizes the potential capital facility projects that may be pursued in future years. While potential development timing and prioritization has been identified, it is important to note that additional planning and refinement of these potential projects will be required before development process.

EXECUTIVE SUMMARY

Potential Capital Projects (Continued)

The prioritization and timing for the potential projects should also be considered approximate and will be subject to partner/stakeholder discussions, resourcing factors and opportunities, market dynamics (e.g. trends) and broader strategic priorities of the RDN and partner organizations.

Please Note: Immediate and short term planning steps (i.e. land acquisition, partner /stakeholder discussion, feasibility analysis, etc.) have been identified for all of the projects, including those which are considered medium to longer term. Please see Section 6 for further detail on the pre-requisite planning and action steps that are required for each project before development can occur.

Project	Priority	Potential Development Timing & Costs (2018, \$M)			
		Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Year)	Undetermined
Future curling facility options. (Recommendations #20, 21)	1		\$1M ^A		\$4M – \$9M
Upgrades to the track at Ballenas Secondary School. (Recommendation #24)	2	\$0.5M – \$1M			
Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1)	T3 ^B		\$8.6M ^C		
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Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) ^D	T3 ^B				\$0.100M – \$1M
New indoor recreation and fitness space. (Recommendations #26, 29)	T4 ^B				\$10M – \$20M
Outdoor multi-use sport complex. (Recommendation #23)	T4 ^B				\$5M – \$10M

A Estimated cost to demolish the existing facility if required.

B The letter “T” in the priority column indicates a tied priority.

C Timing to be clarified through further planning and resourcing discussions.

D Only required if utilization can't be increased in the existing configuration/use.



EXECUTIVE SUMMARY

Additional Infrastructure Recommendations

Summarized as follows are the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

- Work collaboratively with the City of Parksville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69. (Recommendation #21)
- Work with partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces. (Recommendation #22)
- Identify opportunities to retrofit or upgrade existing outdoor facilities. (Recommendation #24)
 - * Upgrades to the track at Ballenas Secondary School and the potential repurposing of a natural surface field to artificial turf are identified in the previous capital project chart.
- Identify opportunities to integrate a dedicated medium scale (3,000 ft² to 5,000 ft²) fitness and wellness space into an existing facility. (Recommendation #25)
 - * Potentially to occur as part of a Ravensong Aquatic Centre expansion or retrofit of another facility space.
- Continue to place a priority on maximizing the use of current community facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27)
- Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28)
- Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30)
 - * As per the previous capital project chart, re-purposing may be considered if utilization cannot be increased.
- RDN Recreation Services should be involved as a key stakeholder in future parks, trails, and open space planning. (Recommendation #31)
- Develop a sponsorship and naming policy and strategy. (Recommendation #32)
- Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)
- Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34)

Suggested implementation timing and resource requirements are also identified in Section 6 for the above noted recommendations.

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE)

RECREATION SERVICES MASTER PLAN

MARCH 2018 (FINAL DRAFT)

DOCUMENT #2 OF 2 (THE STATE OF RECREATION IN DISTRICT 69 RESEARCH REPORT HAS BEEN PUBLISHED AS A SEPARATE DOCUMENT.)







ACKNOWLEDGMENTS

The development of the Recreation Services Master Plan would not have been possible without the contributions of a number of individuals.

Project Steering Committee

Julian Fell, District 69 Recreation Commission Chair, EA 'F' RDN Director

Neil Horner, District 69 Recreation Commissioner, Town of Qualicum Beach Representative

Teresa Patterson, District 69 Commissioner, City of Parksville Representative

Reg Nosworthy, District 69 Commission, EA 'F' Representative

Regional District of Nanaimo Staff

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John Marcellus, Superintendent of Arena Services

Hannah King, Superintendent of Recreation Program Services

Mike Chestnut, Superintendent of Aquatic Services

Ann-Marie Harvey, Administrative Associate, Recreation & Parks

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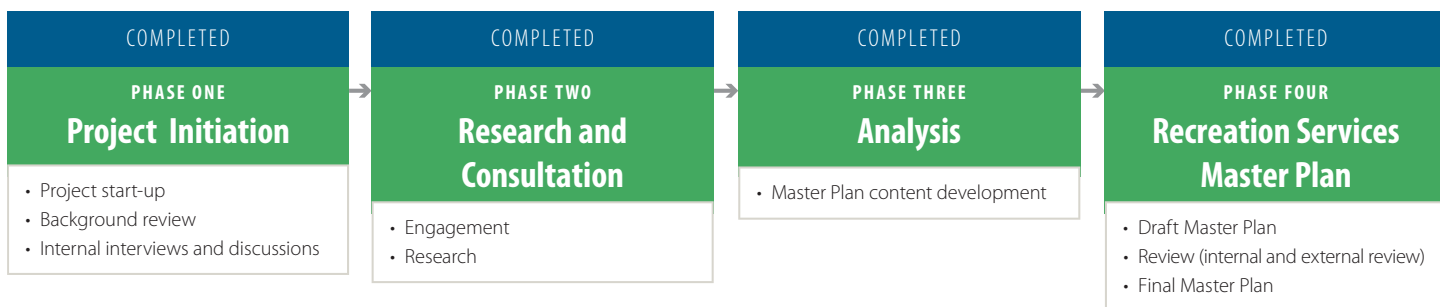
And most importantly all residents, community groups and stakeholders in District 69 that provided input during the project!

EXECUTIVE SUMMARY

OVERVIEW AND METHODOLOGY

The Regional District of Nanaimo has developed a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. The last Recreation Services Master Plan was completed in 2006.

The project included four phases as illustrated by the graphic below.



Public and stakeholder input was a critical aspect of the Master Plan. The following chart outlines the broad array of methods used to collect this input.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>



EXECUTIVE SUMMARY

KEY ENGAGEMENT AND RESEARCH FINDINGS

The findings emerging from the engagement and other forms of research conducted (including trends and leading practices, analysis of utilization and financial data, population and demographics, and a review of current services) were used to develop the Master Plan. Identified below are key findings from the project engagement and research.

- There are generally high levels of satisfaction among residents with current recreation services and facilities (80% of households are satisfied with RDN provided recreation services and facilities; 28% are “very satisfied”).
- Recreational opportunities are highly valued and important to residents (97% of households indicated that recreation opportunities are important to their quality of life; 99% of households indicated that recreation opportunities are important to their community).
- Among **residents** in District 69 there is some demand for new or enhanced facilities to be developed (51% of households would like to see new or enhanced indoor facilities; 49% of households would like to see new or enhanced outdoor facilities and spaces).
 - » Top indoor priorities: indoor swimming pools; health and fitness centre; and a multi-purpose recreation centre.
 - » Top outdoor priorities: trails; natural parks and protected areas; picnic areas and passive parks.
- **User groups** identified some facility priorities, most often pertaining to their activity type. These priorities included enhanced outdoor sport fields (e.g. premium natural surface and artificial turf), track and field facilities and a new or enhanced aquatics facility.
- **Stakeholders** generally identified that the Ravensong Aquatics Centre is deficient and at capacity (which is supported by an analysis of available utilization data). However various perspectives exist on the best future course of action for indoor aquatics in District 69.
- Varying perspectives exist among stakeholders on whether future recreation amenities should be centralized or geographically balanced/dispersed.
- A number of community organizations expressed that a lack of youth “critical mass” is a barrier for some groups to growing programs.
- District 69 has an older population than provincial averages. However the region has diverse population and demographic characteristics.
- The impact and reach of RDN provided recreational programming continues to grow. In 2017, the RDN had over 7,000 program registrations and attendance exceeding 32,000. These figures have continued to increase over the past 4 – 5 years.
- An analysis of current recreation programming indicates that current offerings are well balanced (diverse offerings).
- While operational and day to day roles and responsibilities are well understood (among RDN and partners); less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion.



EXECUTIVE SUMMARY

MASTER PLAN RECOMMENDATIONS

The Master Plan provides thirty-four recommendations which have been organized into two areas:

Service Delivery and Programming (Section 4): The overall structure for delivering recreation opportunities and potential areas of service enhancement.

Infrastructure (Section 5): Strategies and priorities for the places and spaces that facilitate recreation activities.

The recommendations address both specific issues that were identified in the project Terms of Reference as well as others that emerged through the project research and engagement. Summarized as follows is an overview of the Master Plan recommendations contained herein.

Service Delivery and Programming Recommendations

The following seventeen Service Delivery and Programming Recommendations (Section 4: Recommendations 1 – 17) have been developed to provide strategic guidance for how recreation services are delivered in District 69. In some instances these recommendations suggest new initiatives or a shift in how services are delivered, while others are intended to re-embed or refresh practices that work well.

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EXECUTIVE SUMMARY

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- Develop a sponsorship and naming policy and strategy. (Recommendation #32)
- Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)
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INTRODUCTION AND CONTEXT

INCLUDED IN THIS SECTION:

- Project purpose and process.
- Overview of the Master Plan structure and key questions.
- Summary of the project research and how it informed the Master Plan.

PROJECT OVERVIEW

The Regional District of Nanaimo has commissioned this Recreation Services Master Plan document to provide a renewed strategic roadmap for the future provision of recreation and related services in District 69 (commonly referred to as Oceanside). The Regional District of Nanaimo (RDN) has delivered recreation services in District 69 since 1984. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. Guidance and recommendations are provided by the District 69 Recreation Commission which advises the RDN Board of Directors. The following chart summarizes areas of responsibility for RDN recreation provision in District 69.

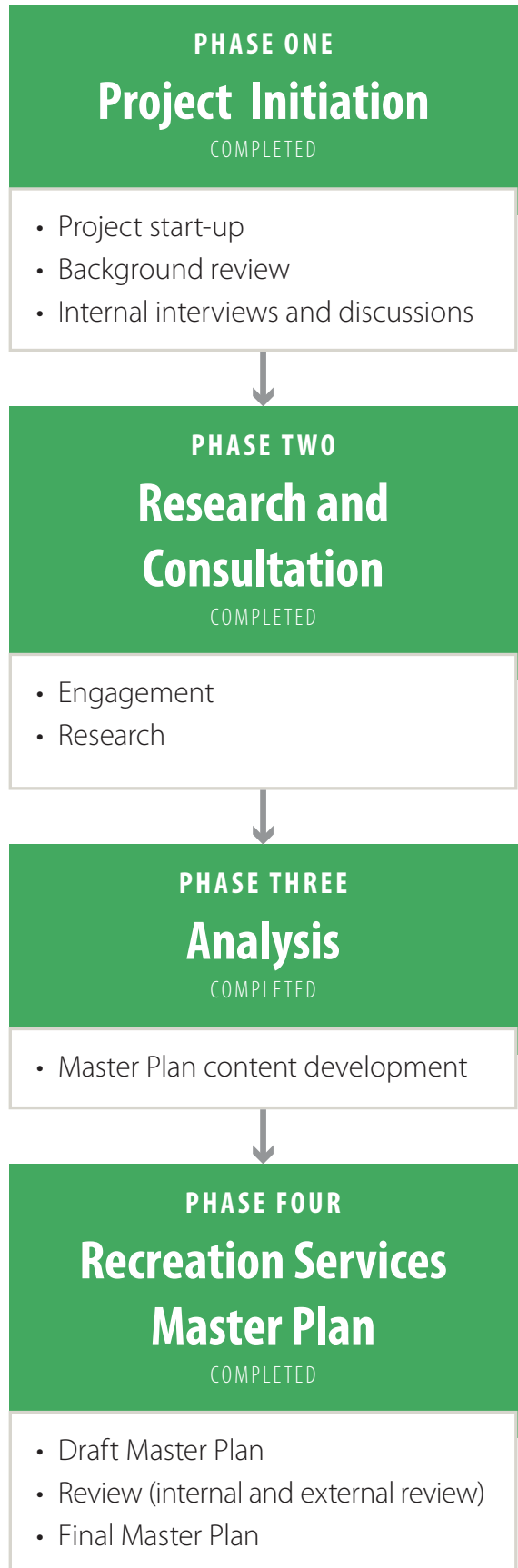
Function	Description
Major Facility Operations	Operation of Oceanside Place (includes 2 arenas, leisure ice, and program rooms) and the Ravensong Aquatic Centre.
Direct Recreation Programming	Provision of numerous recreation programs for children, youth, adults, and seniors in District 69 (under the Northern Community Recreation Program Services). This programming currently utilizes a variety of community facilities which includes RDN operated facilities, decommissioned school buildings (Craig Street Commons, Qualicum Commons) and not-for-profit operated facilities.
Sports Field Bookings and Allocations	The bookings and allocations of sport fields in Parksville and Qualicum Beach. *The City of Parksville, Town of Qualicum Beach, and School District 69 are responsible for maintenance.
Facilitation and In-Direct Provision	The RDN also facilitates recreation opportunities in a number of other ways, which include: <ul style="list-style-type: none"> • Agreements with community organizations to provide programming in their communities. • Grants for community projects and initiatives • Provision of subsidized facility time to community organizations and sports associations for programming and events (e.g. ice at Oceanside Place, pool time at the Ravensong Aquatic Centre) • Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups) • Ongoing facility lease arrangements with community organizations (Parksville Curling Club)

While the RDN plays a leading role in the provision of recreation services in District 69 (including major facility operations, programming and other aspects as reflected in the previous chart), it is important to note that municipalities (City of Parksville and the Town of Qualicum Beach), School District 69 and numerous other community organizations also play an important role. **Recreational and leisure amenities such as sport courts (e.g. tennis, pickleball, lacrosse), community parks and playgrounds, and sport field operations (excluding bookings) are examples of spaces that are not currently within the primary scope of RDN Recreation Services.**

The previous Recreation Services Master Plan was completed in 2006. The development of this updated Master Plan included a review of the previous plan (as provided in the State of Recreation in District 69 Research Report). The overall intent of the updated Master Plan is to refresh priorities and provide strategic guidance across a number of functions and recreation service areas. The project terms of reference were approved by the RDN Board in June 2016 and made available in the Request for Proposal document. Key project deliverables outlined in the terms of reference are identified below.

- Future roles and responsibilities for the provision of recreation (and related) opportunities in District 69.
- The future role of partnerships and collaborations in recreation provision.
- Programming focus areas and tactics for addressing new and emerging trends.
- Opportunities to optimize efficiency and the overall use of existing facilities.
- Strategies to address key infrastructure issues, including:
 - » Ravensong Aquatic Centre Expansion: demand and feasibility analysis
 - » Outdoor Multi-Sport Complex: demand and feasibility analysis
 - » Future of the District 69 Community Arena (curling facility)

The Master Plan project was initiated in the fall of 2016 and has consisted of four phases, leading to the development of this Master Plan document. The adjacent graphic illustrates the approach used to develop the Master Plan.



UNDERSTANDING THE MASTER PLAN

The content provided in this Master Plan document has been organized into six (6) sections. The following chart provides an overview of the content in each section of this Master Plan document.

Section	Section Purpose
Section 1: Introduction	<ul style="list-style-type: none"> • Overview of the project purpose. • Study process and methodology. • Background and overview on the State of Recreation in District 69 Research Report (engagement and research findings that informed the Master Plan).
Section 2: The Benefits of Recreation	<ul style="list-style-type: none"> • A rationale for investment in recreation services and opportunities. • Overview of the National Benefits HUB (and supporting research). • The value of recreation to District 69 residents (with supporting engagement findings).
Section 3: A Vision and Goals for Recreation Services in District 69	<ul style="list-style-type: none"> • A Vision and Goals for RDN Recreation Services in District 69. • Alignment with A Framework for Recreation in Canada 2015: Pathways to Wellbeing.
Section 4: Service Delivery and Programming Recommendations	<ul style="list-style-type: none"> • Recommendations pertaining to: <ul style="list-style-type: none"> » Roles and responsibilities for recreation provision in District 69. » Current recreation delivery models/approaches. » Suggested initiatives and focus areas.
Section 5: Infrastructure Recommendations	<ul style="list-style-type: none"> • Recommendations pertaining to: <ul style="list-style-type: none"> » Key infrastructure issues/questions (indoor aquatics, District 69 Arena, sports fields, outdoor multi-sport complex, fitness and wellness spaces). » Optimizing existing infrastructure assets. » Enhancement opportunities (revenue generation, sport tourism, and event hosting). » Need identification, prioritization and decision making.
Section 6: Summary and Implementation	<ul style="list-style-type: none"> • Implementation timing for the Master Plan. • Resource requirements.



PROJECT RESEARCH: INFORMING THE MASTER PLAN

The strategic directions and recommendations outlined in this document are the product of significant research that has been conducted as part of the Master Plan project. A critical aspect of this project research was consultation with District 69 residents, organizations and recreation stakeholders. The following chart provides an overview of the project consultation.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>

In addition to the consultation mechanisms identified in the above chart, other forms of research undertaken included a review of previous planning and strategic documentation, population and demographics analysis, review of trends and leading practices, and an analysis of current facility utilization and financial data.

The complete research and consultation findings have been published under separate cover in *the State of Recreation in District 69 Research Report* (also available in the appendices of this Master Plan document). Selected research findings are also provided throughout this Master Plan document as pertinent to the section and to support specific recommendations provided.



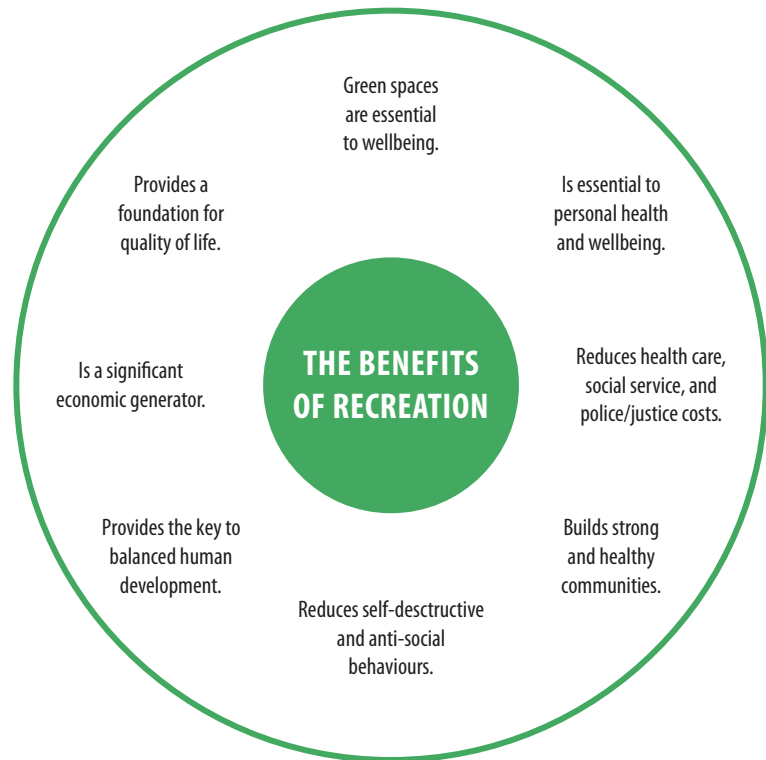
TWO

THE BENEFITS OF RECREATION

INCLUDED IN THIS SECTION:

- Supporting research for an ongoing investment in recreation services (National Benefits HUB).
- District 69 residents' perspectives on the importance of recreation.

Numerous research sources support the benefits that result due to an investment in quality and accessible recreation opportunities. Furthermore, the benefits accrued through the provision of recreation programs and facilities are wide ranging and positively impact individuals, communities and society as a whole. The National Benefits HUB is a Canadian research database which provides access to numerous resources that identify the positive impacts of recreation and related activities (e.g. sport, fitness, arts/culture, heritage, and parks). Identified on the following two pages are the eight key messages from the National Benefits HUB¹, with corresponding evidence related to how recreation and culture can positively impact a community and its residents.



1 For more information on the National Benefits Hub visit: www.benefitshub.ca

Please see the appendices for a list of the research sources referenced in this section.

Recreation is essential to personal health and wellbeing

- Increased leisure time and physical activity improves life expectancy.²
- Physical activity contributes to improved mental health and reduced rates of depression.³
- Participation in physical activity can reduce workplace related stress.⁴
- The provision of green spaces has been linked with a number of health and wellbeing benefits including; increased physical activity, reduced risk of obesity, minimized utilization of the healthcare system, and stress reduction.⁵

LOCAL ALIGNMENT WITH THE BENEFIT

The top three reasons the RDN residents participate in recreation activities are physical health/exercise, fun/entertainment and to relax/unwind (2017 Resident Survey). District 69 facilities provide crucial space for activities that achieve these benefits.

Recreation provides the key to balanced human development

- Regular physical activity is likely to provide children with the optimum physiological condition for maximizing learning.⁶
- Low income students who are involved in arts activities have higher academic achievement and are more likely to go to college.⁷
- The arts and other forms of creativity can have profound individual social outcomes and generate a deeper sense of place and local community.⁸
- Individuals that participate in physical activity in a social setting have improved psychological and social health, and often also benefit from increased self-awareness and personal growth.⁹

LOCAL ALIGNMENT WITH THE BENEFIT

The RDN and its partner organizations offer numerous programs that teach physical literacy skills, cognitive skills and engage children and youth in nature. Examples include the Claytime Creations program which teaches introductory arts to children ages 5 to 11 year olds, interpretive walks through local parks with naturalists, and an overall focus on physical literacy in youth recreation programming.

Recreation provides a foundation for quality of life

- High quality public spaces can enhance the sense of community in new neighbourhoods.¹⁰
- Community sport facilities have positive benefits related to increased accessibility, exposure, participation, perceptions of success, and improved sport experiences.¹¹

Recreation reduces self-destructive and anti-social behavior

- Youth participation in recreational activities such as camps increases leadership and social capacities.¹²
- Participation in recreation and leisure related activities by low income and other at risk children and youth populations can result in decreased behavioural/emotional problems, decreased use of emergency services, and enhanced physical and psycho-social health of families.¹³
- Teen athletes are less likely to use illicit drugs, smoke, or to be suicidal.¹⁴

Recreation builds strong families and healthy communities

- People with an active interest in the arts contribute more to society than those with little or no such interest.¹⁵
- Evidence indicates that adults who attend art museums, art galleries, or live arts performances are far more likely than non-attendees to vote, volunteer, or take part in community events.¹⁶
- Structured sport and recreational activities can help foster a stronger sense of community among children and youth.¹⁷

LOCAL ALIGNMENT WITH THE BENEFIT

99% of the RDN residents believe that recreation is important to the community in which they live (2017 Resident Survey). The RDN Board's Strategic Plan 2016 – 2020 also recognizes recreation as a core service. The continued investment into recreation opportunities by the RDN and its partners in District 69 contribute to both community and family wellbeing.

Please see the appendices for a list of the research sources referenced in this section.

Recreation reduces health care, social service and police/justice costs

- Physical inactivity has a number of direct and indirect financial impacts on all levels of government.¹⁸
- Parks and recreation programming during non-school hours can reduce costs associated with juvenile delinquency and obesity.¹⁹
- Increased fitness leads to lowered risk factors for substance abuse among youth populations.²⁰

LOCAL ALIGNMENT WITH THE BENEFIT

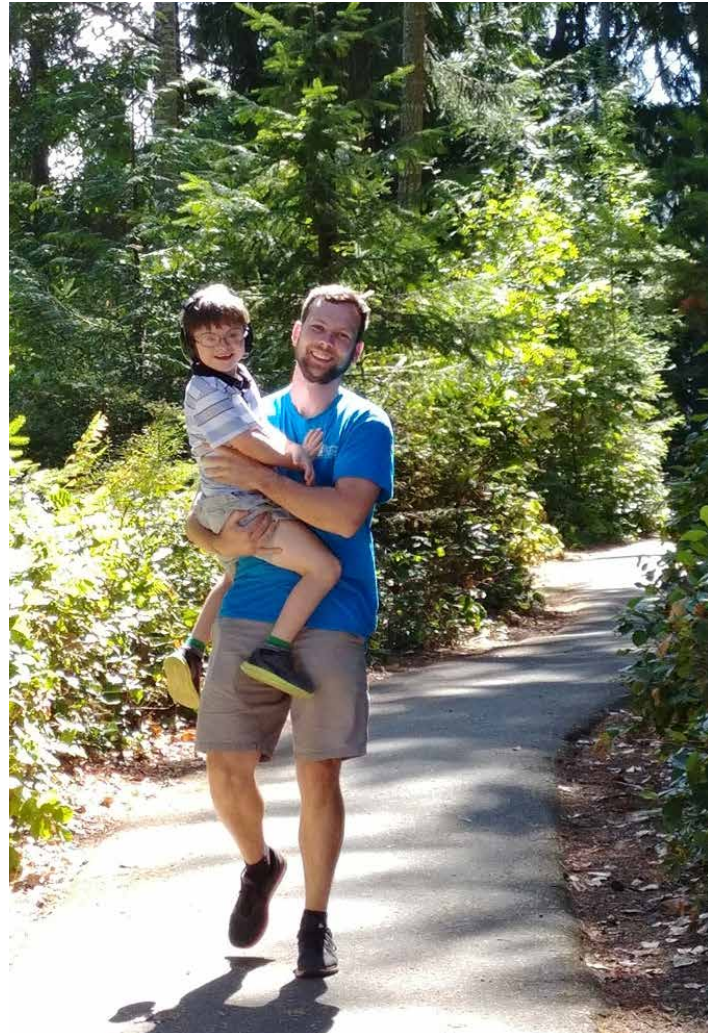
RDN Recreation Services staff continues to place a priority on developing cross-sectoral relationships with the health, education and protective services sector. RDN recreation offerings in District 69 also consist of programs that are “preventative” in nature and have positive downstream impacts on other sectors. Examples include the mini chef/kids in the kitchen program for ages 5 to 12 which teaches healthy food preparation and seniors programming that focuses on active aging and helps reduce chronic preventable diseases.

Recreation is a significant economic generator

- Recent Canadian research indicated that cultural activities have the potential to be significant drivers of economic outputs and employment.²¹
- Evidence suggests that creative activity shapes the competitive character of a city by enhancing both its innovative capacity and the quality of place so crucial to attracting and retaining skilled workers.²²

Green spaces are essential to environmental and ecological wellbeing

- Sustainable public green spaces provide crucial areas for residents of all demographics to be physically and socially active.²³
- Increasing green spaces in urban centres has a number of positive environmental outcomes which can increase sustainability and lower long term infrastructure costs.²⁴
- When children and youth have positive experiences with parks and green spaces, they are more likely to have stronger attitudes towards conservation and preservation of the environment as adults.²⁵



THE VALUE OF RECREATION TO DISTRICT 69 RESIDENTS

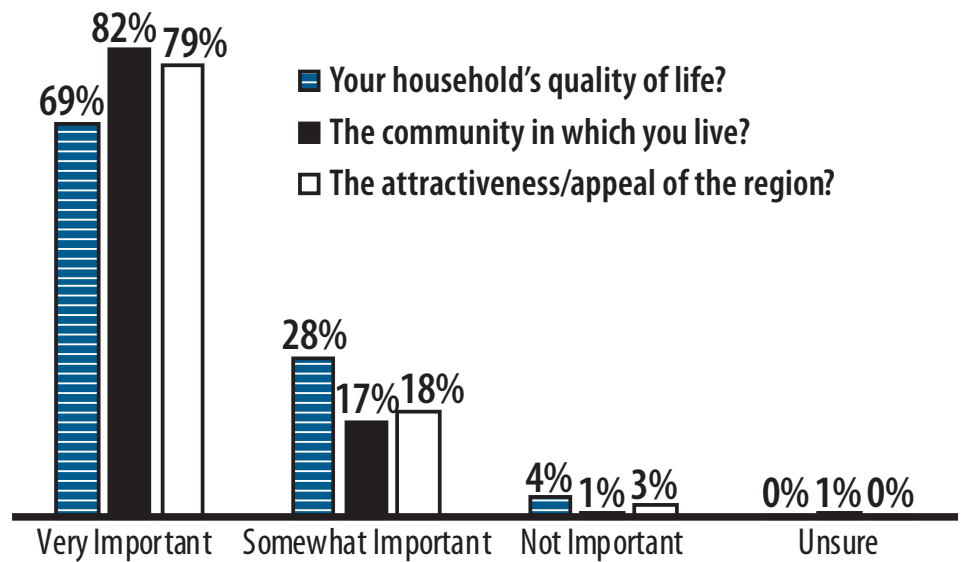
Findings from the resident survey also reflect that District 69 residents place a high value on recreation opportunities and recognize the benefits that recreation has on their community and the overall region. This recognition suggests that residents view recreation as an important service and understand that the benefits of recreation are broad based and diverse.

QUESTION:

Overall, how important are recreation opportunities (facilities and programs) to:

- Your household's quality of life?
- The community in which you live?
- The attractiveness/appeal of the region?

Importance of Recreation





THREE

A VISION AND GOALS FOR RECREATION SERVICES IN DISTRICT 69

INCLUDED IN THIS SECTION:

- A future Vision for RDN Recreation Services in District 69.
- Goals for future RDN Recreation Services in District 69.
- Alignment with A Framework for Recreation in Canada 2015: Pathways to Wellbeing.
- An introduction to the Master Plan recommendations.

Presented on this page is a new Vision and Goals for Recreation Services in District 69. The Vision and Goals have been aligned with overarching RDN strategic planning (including the RDN Board Strategic Plan 2016 – 2020) and are ultimately intended to provide a philosophical foundation for the future delivery of recreation services. The Vision and Goals additionally reflect key resident and stakeholder values related to recreation opportunities and the benefits provided by these services.

A VISION FOR RECREATION SERVICES IN DISTRICT 69

Residents in District 69 are engaged in quality, diverse, and accessible recreational programs and facilities.

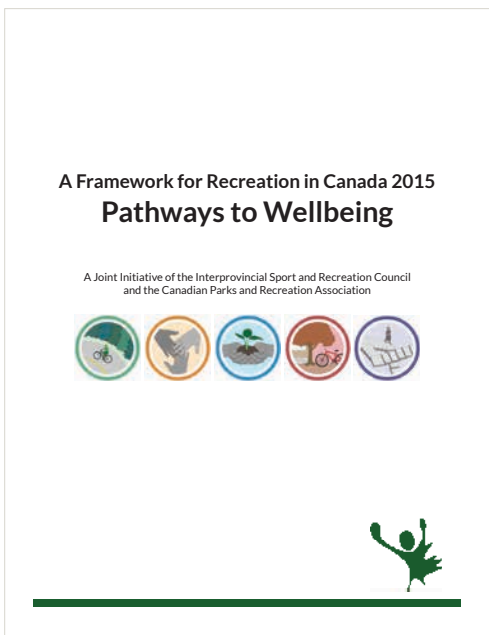
GOALS FOR RECREATION SERVICES IN DISTRICT 69

Recreation services in District 69...

1. ... Contribute to personal health and wellbeing.
2. ... Help build strong, vibrant, and attractive communities.
3. ... Provide an array of active living opportunities for residents of all ages and ability levels.
4. ... Ensure access to facilities and spaces that are safe, inclusive, and welcoming.
5. ... Provide access to facilities and spaces that support event/competition hosting and attract visitors to the Oceanside area.
6. ... Reflect the diversity of the region.
7. ... Are financial sustainable.
8. ... Are adaptable to change and aligned with community needs.
9. ... Are collaborative and focused on relationship building.
10. ... Are transparent and accountable to residents and recreation stakeholders.

It is also suggested that recreation service provision in District 69 align with key provincial and national frameworks, policies and strategies, including: A Framework for Recreation in Canada 2015: Pathways to Wellbeing; Active People, Active Places—BC Physical Activity Strategy (2015); The Way Forward—A Strategic Plan for the Parks, Recreation, and Culture Sector of BC; and Canadian Sport for Life (CS4L). Doing so reflects and understanding of leading practices in recreation provision and could potentially position the RDN and its partners in a more optimal situation should grant funding become available from senior levels of government.

The forthcoming recommendations provided in this Master Plan are built upon the new Vision and Goals for Recreation Services in District 69 and, where applicable, align with the identified provincial and national documents.



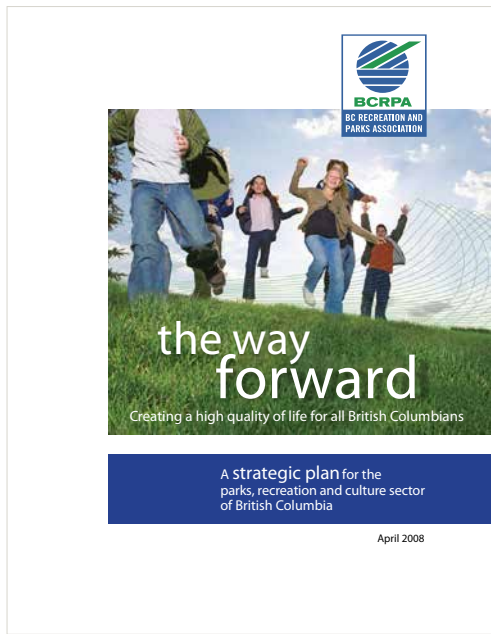
lin.ca/resources/framework-recreation-canada-2015-pathways-wellbeing-final



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sportforlife.ca



www.bcrpa.bc.ca/about_bcrpa/documents/StrategicPlan_complete.pdf



FOUR

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

INCLUDED IN THIS SECTION:

- Overview of the current service delivery and programming model.
- Recommendations to guide future service delivery and program provision.

MASTER PLAN TOPICS AND RECOMMENDATIONS

Provided in the following two sections are 34 recommendations that are intended to guide the future of RDN provided recreation services in District 69 over the next decade. These recommendations provide guidance in the following overall areas of responsibility for the RDN recreation services in District 69:

- Service Delivery and Programming
- Infrastructure

The recommendations provided have been organized into a number of Topic areas. These Topic areas reflect key issues, opportunities, and questions that the Master Plan has been tasked with providing direction in (as outlined in the Request for Proposal document and identified through the project engagement and research).

It is important to note that while some of the recommendations suggest changes to current practices, others are simply intended to further embed those practices and methods that work well. Pertinent research and engagement findings from the State of Recreation in District 69 Research Report are provided for each recommendation along with suggested implementation tactics and tools (where applicable). Rationale (reasoning and benefits) for the recommendations is also provided in order to provide additional context of each recommendation and reflect the enhancements that would be accrued through successful implementation. Some of the recommendations will require additional resources (funding and/or staff time) to be procured. The implementation charts provided in Section 6 outline potential sources of funding for the recommendations provided.

OVERVIEW OF SERVICE DELIVERY AND PROGRAMMING

The RDN’s provision of recreation opportunities in District 69 utilizes a combination of direct and indirect provision methods. RDN staff **directly** delivers programming and other activities (e.g. events) in District 69 through its service area called Northern Community Recreation Program Services. In 2017, Northern Community Recreation Program Services provided organized programming for 7,081 individuals, totalling 32,572 overall program attendances. As reflected in the chart below, program registrations and attendance have experienced strong annual growth over the past 4 – 5 years. The RDN also ensures financial accessibility to programming through a Financial Assistance Program and physical accessibility through the Inclusion Support Program.

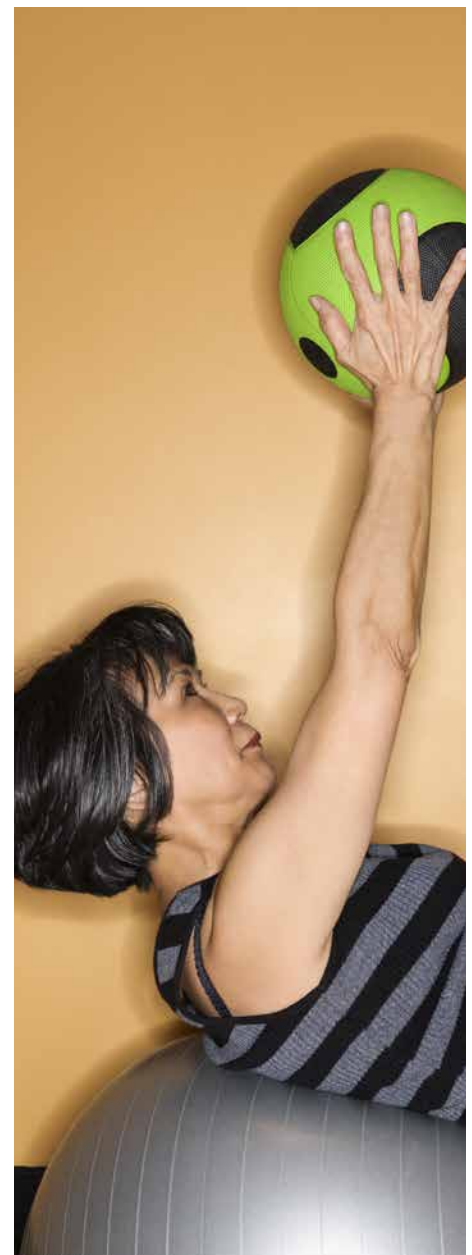
SUMMARY: Northern Community Recreation Program Services	2013	2014	2015	2016	2017
Program Registrants	3,800	2,841	6,444	5,782	7,081
Total Program Attendance	14,300	16,776	17,000	27,016	32,572
Households supported by the Financial Assistance Program	180	125	116	234	191

The RDN **indirectly** provides recreational opportunities for residents in a number of ways, which include:

- Grants and funding support to community organizations.
- Facility leases to community organizations (e.g. District 69 Arena lease to the Parksville Curling Club).
- Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups).
- Providing subsidized facility time to local sport organizations at Oceanside Place and the Ravensong Aquatic Centre.
- Funding agreements with community based providers (Arrowsmith Community Recreation Association).
- Responsibility for sport fields bookings (as per agreement with the Town of Qualicum Beach, City of Parksville and the School District 69).

Programming offered by Northern Community Recreation Program Services operates within an annual budget of approximately \$1.8M. Approximately 23% of this figure (\$300,000 – \$400,000) is recovered from users through program fees. As such, a subsidy of \$1.4M – \$1.5M is required annually to sustain these programming services. Current budget projections anticipate that in coming years operating expenditures will require an annual increase to keep up with inflation and population growth. Including the operations of Oceanside Place and the Ravensong Aquatic Centre, the total budget for RDN Recreation Services in District 69 is anticipated to be approximately \$7.207M in 2017. Approximately \$5.347M of this figure (74%) will be required through a tax requisition. **Note: Additional financial information can be found in the State of Recreation in District 69 Research Report and the Appendices.**

The following recommendations are intended to guide future service delivery and programming by the RDN in District 69. It is important to note that while some of the recommendations provided suggest changes to current delivery methods, others are simply intended to further embed and leverage practices that work well. Pertinent research and engagement findings from the State of Recreation in District 69 Research Report are provided for each recommendation along with suggested implementation tactics and tools (where applicable).



TOPIC: OVERALL STRUCTURE FOR DISTRICT 69 RECREATION SERVICES

Current Situation

The RDN is currently the primary delivery agent for recreation programming in District 69 and is responsible for the operation of major indoor infrastructure (Oceanside Place and the Ravensong Aquatic Centre). The District 69 Recreation Commission consists of representation from the City of Parksville, Town of Qualicum Beach, School District 69, and Electoral Areas E,F,G, and H. The Commission acts as a committee of the RDN Board and provides recommendations to the Board for consideration. The RDN Board is responsible for the final approval of all District 69 recreation facility and programming budgets.

The Recreation and Parks Department is overseen by a General Manager who provides direction to two Manager positions (Manager, Recreation Services and Manager, Parks Services). Under the Manager of Recreation Services are three Superintendent positions in the functional areas of Arena Services, Aquatics Services and Recreation Program Services. Each Superintendent directs a staff unit which include full time, part-time and seasonal positions. *Note: The Parks functions of the department operate in a similar manner with a Parks Manager overseeing a staff group that includes a superintendent, coordinators, technicians, and planners.*

RDN RECREATION SERVICES IN DISTRICT 69: ROLE AND RESPONSIBILITIES

As outlined on pages 1 and 2 of this Master Plan document the RDN plays a leading role in the provision of recreation services in District 69 (including major facility operations, programming and other aspects as reflected in the previous chart). However it is important to note that municipalities (City of Parksville and the Town of Qualicum Beach), School District 69 and numerous other community organizations also play an important role. **Recreational and leisure amenities such as sport courts (e.g. tennis, pickleball, lacrosse), community parks and playgrounds, and sport field operations (excluding bookings) are examples of spaces that are not currently within the primary scope of RDN Recreation Services.**

Research Considerations (from the State of Recreation in District 69 Research Report)

- The majority (80%) of District 69 households expressed satisfaction with recreation services. This figure represents a 13% improvement from 2006.
- Operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood and seamless; however, roles and responsibilities related to future joint initiatives and capital projects have less clarity.
- The governance and delivery model for recreation in District 69 has complexities and includes a number of entities and organizations with diverse interests and perspectives.
- A review of current operations indicates that recreation programs and opportunities are well balanced.



RECOMMENDATION #1

The RDN should undertake a governance review for recreation service provision in District 69. The review should focus on:

- Opportunities to maximize overall efficiency.
- Establishing a refreshed mandate for all involved entities (i.e. Reviewing terms of references for commission/committees, advisory groups, project working groups, etc.).
- Clarifying decision making responsibilities.

This recommendation is not intended to suggest that the current governance system is flawed or required substantial changes. Rather, undertaking a governance review every ten years simply helps ensure that efficiency is maximized within the system and that decision making structures and protocols evolve in lockstep with the continually changing nature of the area and resident demands for recreation services. The provision of recreation services through the regional district entity has been successful in Oceanside (as reflected through the level of resident satisfaction). However the complexity of this system requires that the governance model remains strong with a clear understanding of roles and responsibilities.

RECOMMENDATION #2

The RDN should sustain the current organizational model and delivery model for recreation services in District 69.

Resident satisfaction and an analysis of current practices reflect that the current model is successful and well balanced. As such, there is no evidence that a change in the current organizational model is needed. **Note: However, should the governance review outlined in Recommendation #1 suggest changes to the governance model or other approaches to how recreation is delivered in District 69 there may be a need to adjust staffing levels and/or roles in order to support these functions.**

Reasoning and Benefits

- Research and engagement findings support that the existing staffing structure and model is working well.
- The provision of recreation services in District 69 involves a number of organizations and entities (internal and external to the RDN). Ensuring continued efficiency and clarity is important.

Suggested Implementation Tactics and Strategies

- Review structure every ten years (during Master Plan update) or as required should circumstances change.
- Integrate new positions within the current structure as required (several recommendations that follow may require incremental staff resources).



TOPIC: DETERMINING WHEN TO USE DIRECT OR INDIRECT DELIVERY METHODS TO PROVIDE RECREATION OPPORTUNITIES

Current Situation

The RDN current uses a combination of direct and indirect delivery methods to provide recreation opportunities. In 2017, the RDN directly provided recreation programming to 7,081 residents utilizing a combination of both RDN operated facilities and rented/leased spaces operated by other community organizations. The RDN also indirectly provides recreation and related opportunities through a number of means (e.g. subsidized facility time at Oceanside Place at the Ravensong Aquatics Centre and agreements with community organizations to provide local programming).

In 2013, a Recreation Program Rationale Checklist was developed to help with the evaluation of potential recreation programming. The Checklist identifies a number of considerations and is intended to help staff determine if a program should be offered directly by the RDN.

Research Considerations (from the State of Recreation in District 69 Research Report)

- An analysis of current RDN programming indicates that the current “mix” of offerings is generally well balanced and extensive.
- Overall, 57% of residents expressed satisfaction with programming offered by the RDN. Only 10% of residents are dissatisfied and 32% are unsure/have no opinion. These levels of satisfaction are similar to the survey fielded for the Master Plan in 2006 and the 2014 RDN Citizen Satisfaction Survey fielded in 2014.
- Trends and leading practices in recreation provision suggest that partnerships and collaborations will continue to be important and can help make optimal use of available resources.
- Recent (2016) Census data reflects that the Oceanside area is continuing to experience modest population growth.

RECOMMENDATION #3

RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods.

An updated Recreation Program Rationale Checklist has been developed (see the top of the next page) and should be used to:

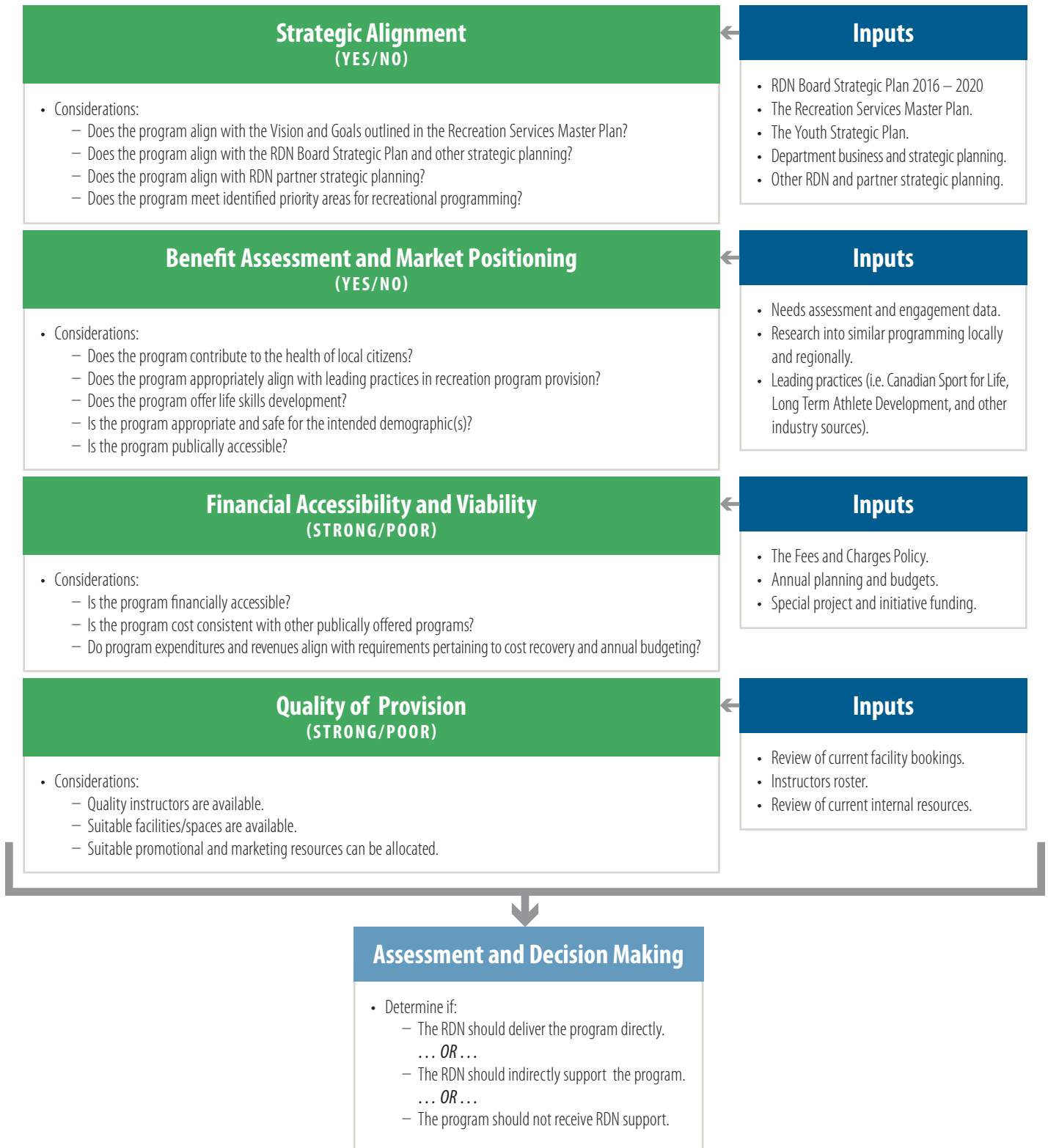
- Evaluate specific recreation program opportunities.
- Evaluate categories or types of recreation programming to determine the suitability/appropriateness for the RDN to deliver of support.
- Determine the best delivery method to provide the opportunity (direct or indirect delivery).

Reasoning and Benefits

- Helps identify the most appropriate form of provision for recreation programs and opportunities.
- Ensures that decisions are made in a logical and informed manner.
- Aligns decision making with key strategic and practical considerations.
- Continued population growth is likely to result in an incremental demand for new/expanded programming opportunities. The RDN will need to determine how to best use and align both existing resources and plan for additional resources if required.

Suggested Implementation Tactics and Strategies

The following graphic illustrates the updated **Recreation Program Rationale Checklist**. The considerations identified in each area are intended to inform the decision making process but may be more pertinent in some instances than others and have varying levels of subjectivity. A future step for refining the Checklist could include the development of a scoring metric for each consideration or area.



TOPIC: CROSS-SECTORAL COLLABORATIONS

Current Situation

RDN staff currently engages in a number of collaborations with various agencies and service providers in District 69. The majority of these relationships are related to recreation programming, awareness and advocacy and are informal in nature.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Stakeholder interview findings and a review of background documentation indicate that the RDN has successful and beneficial relationships with a number of agencies and service providers in the Oceanside area.
- Leading practices and trends indicate that the recreation sector is becoming increasingly aware of issues such as social inclusion, mental health and accessibility issues. As such, cross-sectoral collaborations are becoming increasingly important for most public sector recreation delivery agencies.
- Trends research indicates that overall physical activity and wellness levels remain concerning, especially among children, youth and seniors age cohorts.
- Population and demographic indicators indicate that District 69 has a higher proportion of seniors than provincial averages. The region is also experiencing continued population growth.

RECOMMENDATION #4

RDN Recreation Services should continue to place a priority on developing cross-sectoral collaborations and partnerships with a focus on the public health, social service and education sectors.

RECOMMENDATION #5

It is also recommended that the RDN allocate additional resources to the implementation and promotion of cross-sectoral partnerships and collaborations undertaken by the RDN in District 69. Doing so will help further highlight the valuable connection between recreation and the public health, social service and education sectors.

Reasoning and Benefits

- Opportunity to continue building on successful cross-sectoral collaborations and partnerships.
- Identification and implementation of innovative approaches to addressing issues and increasing resident health and wellness.
- May present future grant funding opportunities from senior levels of governments and/or the private sector.

Suggested Implementation Tactics and Strategies

- Continued mandate for staff to develop and foster cross-sectoral partnerships and collaborations.
- Ensure that sufficient financial and staff resources are allocated to the development and promotion of cross-sectoral partnerships and collaborations.

TOPIC: FUTURE RESPONSIBILITIES

Current Situation

The following chart summarizes the current RDN areas of responsibility for recreation service provision in District 69.

Function	Description
Major Facility Operations	Operation of Oceanside Place (includes 2 arenas, leisure ice, and program rooms) and the Ravensong Aquatic Centre.
Direct Recreation Programming	Provision of numerous recreation programs for children, youth, adults, and seniors in District 69 (under the Northern Community Recreation Program Services). This programming currently utilizes a variety of community facilities which includes RDN operated facilities, decommissioned school buildings (Craig Street Commons, Qualicum Commons) and not-for-profit operated facilities.
Sports Field Bookings and Allocations	The bookings and allocations of sport fields in Parksville and Qualicum Beach. <i>* The City of Parksville, Town of Qualicum Beach, and School District 69 are responsible for maintenance.</i>
Facilitation and In-Direct Provision	The RDN also facilitates recreation opportunities in a number of other ways, which include: <ul style="list-style-type: none"> • Agreements with community organizations to provide programming in their communities. • Grants for community projects and initiatives • Provision of subsidized facility time to community organizations and sports associations for programming and events (e.g. ice at Oceanside Place, pool time at the Ravensong Aquatic Centre) • Allocation of resources (staff and financial) to support programming offered by organizations (e.g. RDN staff fulfilling bookings and scheduling functions on behalf of community groups) • Ongoing facility lease arrangements with community organizations (Parksville Curling Club)

Research Considerations (from the State of Recreation in District 69 Research Report)

- While current operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood; less clarity exists pertaining to future responsibilities for planning and capital development.
- There exists demand for new and/or enhanced infrastructure to be developed in District 69 (51% of residents believe there is a need for new or enhanced indoor facilities; 49% believe there is a need for new or enhanced outdoor spaces).
- Trends and stakeholder engagement findings suggest that there continues to be a demand for new types of recreation facilities, amenities and programming in the future.



RECOMMENDATION #6

It is recommended that RDN Recreation Services work with local municipalities and School District 69 to further clarify roles and responsibilities relating to future recreation planning and capital development. Specifically, this collaborative planning should seek to further clarify:

- Responsibilities for providing new types of recreation facilities and amenities that could be considered in the future.
- Responsibilities for future planning initiatives (e.g. Role of each partner in future studies and project planning).
- Funding framework(s) for potential or anticipated recreation facility projects.

While final decision making may not be possible for some of the above items, initiating these discussions can help improve overall regional planning and provide clarity in some key areas that may be beneficial as future projects and initiatives are being considered.

Reasoning and Benefits

- Suggests a proactive collaborative approach to future planning.
- Increases clarity and understanding of partner responsibilities.
- May help determine the viability of potential projects.

Suggested Implementation Tactics and Strategies

- It is suggested that RDN staff be tasked with undertaking these discussions in consultation with the District 69 Recreation Commission.
- The end product of these discussions could range from an informal understanding of future responsibilities to the development of a formalized agreement (e.g. memorandum of understanding) with each partner.



TOPIC: COMMUNITY ORGANIZATION CAPACITY BUILDING

Current Situation

Community organizations play a significant role in providing recreation and related opportunities for residents in District 69. Currently, hundreds of groups and organizations operate in the Oceanside area ranging from highly structured and mature organizations to informal and less structured groups of enthusiasts.

The RDN currently supports many groups through the Recreation Grants Program, which includes two funding categories: Community Grants and Youth Grants. Maximum funding amounts per application are typically \$2,500 (larger amounts are available at the discretion of the Commission). The funds dispersed through the grant program help support programming, special events or projects. RDN Recreation Services has conducted some training and volunteer development on a limited scale.

Research Considerations (from the State of Recreation in District 69 Research Report)

- During the stakeholder interviews, some group representatives expressed that their organizations would benefit from increased support in areas such as grant writing, volunteer recruitment, and promotions and marketing.
- A number of stakeholder interview participants indicated that RDN Recreation Services are ideally positioned to play an increased role in the facilitation of community group and volunteer training opportunities.
- Challenges identified by Community Group Survey respondents included: Generating awareness of programs and activities and lack of human resources (staff and volunteers).
- Trends indicate that the nature of volunteerism is evolving and has required many service providers to play an increased role in providing training and other supports.

RECOMMENDATION #7

The RDN should allocate additional resources to community group capacity building. Outlined as follows is a suggested approach to expanding the focus on community group capacity building:

- **Immediate Term (1 – 3 Years)**
 - » Organize regular community group training and success sharing sessions. Potential content areas could include: volunteer recruitment and retention; grant writing; sponsorship; social media; and strategic planning.
 - » Specifically identify that existing Recreation Grants Program can be used for volunteer/community group development initiatives or develop a new grant program specifically branded for this purpose.
- **Short Term (3 – 5 Years)**
 - » Develop a new “Community Group Liaison” position with a primary focus on supporting community organizations with strategic planning, grant writing and identification, promotions and marketing and volunteer recruitment.

Reasoning and Benefits

- Helps sustain and grow community organizations that provide valuable recreation opportunities for residents.
- Investment in community group capacity building is likely to reduce the risk of groups needing emergency support or folding in the future.
- Increases overall recreation capacity and expertise in District 69.

Suggested Implementation Tactics and Strategies

It is suggested that the RDN work with groups to identify areas of need and priorities for future training and capacity building activities. Doing so will position this initiative for success and ensure that resources are properly focused. Over the next 1 – 2 years it is recommended that the RDN:

- Consult with groups to identify the greatest areas of need/support.
- Work with groups to develop a 3 year action plan.

TOPIC: OVERALL ENGAGEMENT PRACTICES AND PROTOCOLS

Current Situation

The RDN has undertaken numerous studies and planning projects to measure recreation services, projects and initiatives in District 69. A number of these projects have included engagement with the public and recreation stakeholders. RDN engagement practices are currently guided by the document “A Coordinated Public Consultation/Communication Framework (2008)”. While this Framework provides general parameters for engagement activities, a structured approach for collecting engagement findings and data specific to recreation services does not currently exist.

Research Considerations (from the State of Recreation in District 69 Research Report)

- RDN planning and engagement initiatives including the previous two Recreation Services Master Plan projects along with the RDN Citizen Satisfaction Survey and District 69 Facility Use Analysis Study have allowed for some local trending to be conducted.
- Consultation findings indicate that RDN Recreation Services have a strong community presence.
- Previous engagement conducted for RDN Recreation Services initiatives in District 69 have successfully garnered public and stakeholder participation; further reflecting strong levels of community interest and engagement.

RECOMMENDATION #8

It is recommended that RDN Recreation Services develop and implement a more specific engagement framework. Key elements of the Framework should include:

- Engagement requirements and expectations for future planning projects (outline the level of engagement required for each type of planning project).
- Strategies for reporting to the public and stakeholders annually on the state of recreation services (successes, challenges, initiatives, etc.).
- Mechanisms for ongoing data collection and feedback (i.e. annual community group survey, biennial resident web survey).
- Future use of project/initiative specific groups such as steering committees or “task forces”. The engagement framework could include a terms of reference template that outlines roles and expectations for these types of groups.
- The identification of key stakeholder groups that should be more actively engaged with on an ongoing basis regarding recreation and related programs and services in District 69. These groups should include local First Nations communities, the arts and cultural community and other groups/organizations that may not have been traditionally engaged in recreation in District 69.

Reasoning and Benefits

- Clarifies internal and external expectations for public and stakeholder engagement on a regular and project-specific basis.
- Ensures a consistent approach to undertaking engagement and tracking trends and issues.

Suggested Implementation Tactics and Strategies

- Allocate appropriate resources to develop the Framework.

TOPIC: STAKEHOLDER ENGAGEMENT IN RECREATION PROJECTS AND INITIATIVES

Current Situation

The RDN utilizes a number of both standing and temporary committees to provide guidance across a variety of service areas, including recreation and parks. Strategic planning, such as the RDN Board Strategic Plan 2016 – 2020, furthermore reflects the importance of involving stakeholders in the decision making process.

RDN Recreation Services in District 69 have also successfully used project and initiative focused groups before. One such example is the project steering committee that guided the development of the Youth Recreation Strategic Plan.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Engagement with stakeholders revealed that overall, relationships between the RDN and community organizations are positive.
- A number of citizen advocacy groups currently exist in District 69 around key issues such as the Ravensong Aquatic Centre.

RECOMMENDATION #9

RDN Recreation Services should continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis. The role of these groups should be focused and could include:

- Providing stakeholder and/or public perspectives on key issues and opportunities.
- Assisting with public engagement and project awareness.
- Providing input into project planning phases as appropriate and required.

The expectations and roles of these groups should be clearly defined (as indicated in Recommendation #8). It is also important to note that the suggested role for these type of groups is not to be responsible for final decision making, but rather provide a stakeholder and public “lens” that can offer valuable input and create an additional point of contact between the RDN, stakeholders, and the community.

Reasoning and Benefits

- Builds on the successes of previous advisory groups (e.g. Youth Recreation Advisors).
- May help formalize existing citizen and stakeholder advocacy groups and provide a more effective mechanism for their input to be integrated into ongoing planning.
- Creates an additional point of contact between RDN Recreation Services (including staff and the Commission) and key stakeholder groups.

Suggested Implementation Tactics and Strategies

- It is suggested that RDN Recreation Services staff undertake an assessment of current project and service areas and determine where the formation of additional project/initiative committees or “task forces” may be beneficial.
- Develop a terms of reference template as suggested in Recommendation #8.

TOPIC: PROGRAMMING FOCUS AREAS

Current Situation

RDN programming offered in District 69 through Northern Community Recreation Program Services is diverse and includes a variety of program types, levels and locations. Current decision making on the programming mix offered is based on the availability of instructors, facilities and takes into account the considerations outlined in the Recreation Program Rationale Checklist.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Nature interaction and activity camps were the top two resident priorities for child (0-5 years) programming. These were also identified as high priorities among households that reported having children.
- Outdoor skill development and activity camps were the top two resident priorities for youth (6-12 years) and teen (13 to 18 years) programming. These were also identified as the top two priorities among households that reported having children.
- Wellness and fitness programming were identified as high priorities among adult age cohorts.
- Trend indicators suggest that children and youth are increasingly disconnected from nature and that outdoor education programming should be a focus to combat “nature deficit disorder”.
- Physical activity levels remain concerning for many age and demographic cohorts.



RECOMMENDATION #10

RDN Recreation Services should continue to prioritize diversity and balance in its program offerings. Outlined as follows are key principles that should drive RDN provided recreation programming in District 69.

- Ensure that opportunities exist for all ages and ability levels.
- Ensure that programming is financially and physically accessible.
- Focus on physical literacy and fundamental skill development (ensure residents have the necessary skills to be active and healthy throughout their lives).
- Provide a balance of programming that includes various levels of commitment and structure.
- Prioritize making use of existing facilities, amenities and spaces.

RECOMMENDATION #11

In the short term, it is also suggested that the RDN identify opportunities to expand programming in the following areas:

- Nature interaction and outdoor skill development for children, youth and teens.
- Activity camps for children, youth and teens.
- Fitness and wellness programming for adults and seniors (“active aging” focus).

The priority areas identified above have been identified based on the engagement and research findings (as presented in the State of Recreation in District 69 Research Report). However it is important to note that recreation programming needs and priorities are constantly evolving, and are likely to do so numerous times within the lifespan of this Master Plan document. As such, the RDN will need to continue monitoring trends and local demands in order to set ongoing program priorities and focus areas.

Reasoning and Benefits

- The overall mix of programming offered in District 69 is diverse; sustaining the current mix while focusing on expanded programming in some key areas will help sustain an enhance a model that is successful.
- Expanded programming in these areas will help address identified demands.
- Numerous opportunities exist to utilize the regions abundant outdoor assets to provide expanded nature and outdoor programming.

Suggested Implementation Tactics and Strategies

- Continue to sustain the current mix while focusing on expanded programming in the identified areas.
- Identify opportunities to utilize parks, trails and open spaces for nature and outdoor education programming.
- Identify specific gaps pertaining to fitness and wellness programming and identify opportunities to further provide programming in those areas.
- Continue to monitor trends and local programming demands.

TOPIC: ROLE OF RDN RECREATION SERVICES IN PROVIDING ARTS AND CULTURAL OPPORTUNITIES

Current Situation

RDN Recreation Services provides arts and cultural opportunities at locations throughout District 69. These opportunities are promoted in the Active Living Guide and on the RDN website. Similar to recreation programming, decision making on the program types offered are based on the availability of instructors, facilities and takes into account the considerations outlined in the Recreation Program Rationale Checklist.

The Town of Qualicum Beach and City of Parksville have also undertaken initiatives to explore arts and cultural needs and priorities in their communities. Through this planning, both municipalities have identified the arts and cultural sectors are being important to resident quality of life and community vibrancy.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Trends and leading practices reflect that there is increased collaboration between the recreation and cultural sectors (culture is recognized as a recreation pursuit in the refreshed National Recreation Framework).
- The RDN has successfully offered introductory arts and cultural programming in District 69.
- There exists numerous arts and cultural organizations in District 69.

RECOMMENDATION #12

RDN Recreation Services should continue to offer arts and cultural opportunities as part of its programming mix. Arts and cultural programming offered by the RDN should be primarily introductory level and focused on skill development and building arts and cultural capacity in Oceanside.

RECOMMENDATION #13

Wherever possible, it is suggested that the RDN leverage the expertise of existing arts and cultural resources in the community and create alignment between RDN programming and community organization programming. It is also suggested that the RDN further engage with the Town of Qualicum Beach and City of Parksville to gain a further understanding of the previous planning that both municipalities have undertaken related to arts and culture.

Reasoning and Benefits

- Sustains a valuable program offering.
- Ensures that diversity of programming exists in the region.
- Fosters cultural capacity.
- Leverages existing skills sets and passions.
- Creates increased alignment between all arts and cultural providers in the Oceanside area.

Suggested Implementation Tactics and Strategies

- Continue to offer arts and cultural programming as part of the District 69 Recreation Services programming mix.
- Engage with the Town of Qualicum Beach, City of Parksville and arts and cultural groups to gain a better understanding of previous programming and overall needs and gaps in the area.

TOPIC: REDUCING BARRIERS TO PARTICIPATION

Current Situation

RDN Recreation Services currently provides access to recreation programs for individuals facing financial barriers through a Financial Assistance Program offered in collaboration with the Society of Organized Services (S.O.S). The RDN also helps promote KidSport, a not for profit program available to children and youth 18 and under.

The Inclusive Support Program is available to individuals facing physical and/or cognitive barriers to participation. Support workers are available to assist individuals with swimming and skating at no charge. The RDN also has relationships with numerous organizations and agencies in District 69 that provide services to individuals facing physical, social or cognitive barriers to participation.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Age/health issues and cost of programs were both identified as barriers to participation by approximately one-quarter of District 69 households.
- Northern Community Recreation Services assisted 234 households in 2016 through the Fee Assistance Program. This figure was higher than in previous years.
- Trends and leading practices reflect that service providers are placing an increased emphasis on reducing financial barriers and social inclusion.



RECOMMENDATION #14

RDN Recreation Services should sustain the Financial Assistance Program and Inclusion Support Program. Where possible, further engagement should be undertaken with community partners and other organizations to increase the awareness of these support programs.

RECOMMENDATION #15

Consider supporting the start-up of a local KidSport chapter.

KidSport is an established and respected organization with brand awareness and a successful model for facilitating participating in sport programs for youth facing financial barriers. The success of a local chapter will be dependent upon support and involvement from the local community, including sport organizations. The RDN is ideally suited to play a key role in the start-up of a local chapter, which could include the following roles:

- Recruitment of chapter committee members.
- Seed funding.
- Capacity building (e.g. providing training and other supports).
- Promotions and awareness (e.g. signage, brochures and application forms in facilities and on the RDN website).
- Administrative support (e.g. assistance with processing application forms).

Should it be determined that the start-up of a local chapter is not currently viable, an alternative could be to provide funding to the KidSport B.C. provincial fund. Doing so would potentially allow for increased promotion of the provincial fund locally in Oceanside.

Reasoning and Benefits

- Sustains existing supports that provide recreation opportunities for residents facing barriers to participation.
- An increased focus on promotion can help expand the reach and benefits of existing support programs.
- The start-up of a KidSport chapter would provide a locally based organization that can more effectively facilitate sport participation for youth facing financial barriers.

Suggested Implementation Tactics and Strategies

- Sustain existing programs.
- Collaborate with content experts (local agencies and service providers) to identify opportunities and methods to enhance awareness and promotions.
- Continue to monitor program uptake for the Financial Assistance and Inclusion Support programs and be prepared to increase funding amounts as awareness of the programs expands.
- Investigate the start-up of a local KidSport chapter.



TOPIC: MARKETING AND AWARENESS

Current Situation

Programming and events offered by the RDN are currently promoted in the Active Living Guide (published twice annually) as well as local media (newspapers, radio) and the RDN website. Promotional materials such as posters and brochures are also developed and posted in RDN and partner facilities. RDN Recreation Services has a dedicated part-time marketing position that develops these materials and plays an important role in the creation of the Active Living Guide.

Research Considerations (from the State of Recreation in District 69 Research Report)

- 56% of households in District 69 are satisfied with the overall promotions and marketing of RDN Recreation Services.
- 70% of households in District 69 are satisfied with the Active Living Guide.
- The top two ways that households in District 69 prefer to get information about recreation opportunities are local newspapers (67%) and the Active Living Guide (54%).

RECOMMENDATION #16

RDN Recreation Services should continue to place a priority on the marketing of recreation programs and opportunities in District 69.

Key marketing tactics and approaches that should be sustained or prioritized are outlined as follows:

- Continue to sustain a dedicated marketing position for District 69 recreation.
- Development of more consistent branding materials and messaging that communicate both specific opportunities (programs and events) and the overall benefits of participating.

Reasoning and Benefits

- Successful marketing and promotions of recreation opportunities is a critical given the dynamics of the region.
- There is a high level of satisfaction with current marketing and promotions methods; sustaining these methods while integrating new methods will continue to maximize awareness of recreational opportunities.

Suggested Implementation Tactics and Strategies

- Balance traditional methods that remain popular (Active Living Guide and local newspapers) with new media/ social media.
- Continue to utilize engagement and research data when developing marketing campaigns and materials.

TOPIC: FUTURE STRATEGIC INITIATIVES

Current Situation

RDN Recreation Services has a strong track record of undertaking planning exercises and executing on the strategies and recommendations provided. The Youth Strategic Plan is an example of a planning exercise focused on a specific demographic subset of the population that has helped drive actions and priorities for RDN staff. The RDN has also developed a Recreation Services Master Plan approximately every ten years which provides overarching strategic level guidance for the provision of recreation opportunities in District 69. The RDN does not currently have specific strategic planning pertaining to older adult recreation and community events in District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The RDN developed a Youth Recreation Strategic Plan in 2011 through a process that involved input from youth stakeholders, community organizations and RDN staff.
- Some asset mapping for sport tourism has been conducted.
- Findings from the household survey indicate that demand for a youth centre decreased significantly from 2006 to 2017 (40% to 23%).
- Community and social events were identified by households as a top five programming priority for all age groups.
- District 69 has an older population in comparison to provincial averages and senior’s recreational opportunities are a key appeal of the region.



Photo Courtesy of PQB News.

RECOMMENDATION #17

It is recommended that RDN Recreation Services undertake the following strategic planning initiatives in the next 2 –5 years:

Recommended Strategic Planning Initiative	Potential Topics to Explore
Development of a Community Events Support Strategy	<ul style="list-style-type: none"> • Opportunities to expand the awareness of existing events. • Issues and challenges facing existing events (and the groups that organize them). • Event gaps and emerging demand. • Opportunities for expanded partnerships and collaborations. • Sport tourism approaches and opportunities.
Development of an Older Adults/Age Friendly Strategy	<ul style="list-style-type: none"> • Specific program and activity needs and demands. • Barriers to participation and ways to mitigate them. • Key considerations and factors that influence participation.
Update of the Youth Recreation Strategic Plan	<ul style="list-style-type: none"> • Revisit and refresh priorities from the previous Plan. • Identify trends and changes over the past five years. • Identify implementation successes from the previous plan. • Further explore related Master Plan research and engagement findings (e.g. why has demand for a youth centre decreased?).
Continue to Conduct Regular Fees and Charges Reviews	<ul style="list-style-type: none"> • Appropriate balance between cost recovery and affordability. • Refresh (as/if necessary) how fees and charges are determined.

Reasoning and Benefits

- Will provide specific and strategic guidance in important areas that may also help inform future initiatives and projects.
- Provides the opportunity to further explore specific key areas of recreation service provision.
- Provides the opportunity to engage stakeholders in a focused conversation around issues and opportunities.
- Likely to identify increased opportunities for collaboration among stakeholder groups and the RDN.

Suggested Implementation Tactics and Strategies

- Allocate the required financial and staff resources to undertake the suggested planning.
- Ensure that the Engagement Framework (see Recommendation #8) is integrated into the project terms of reference.



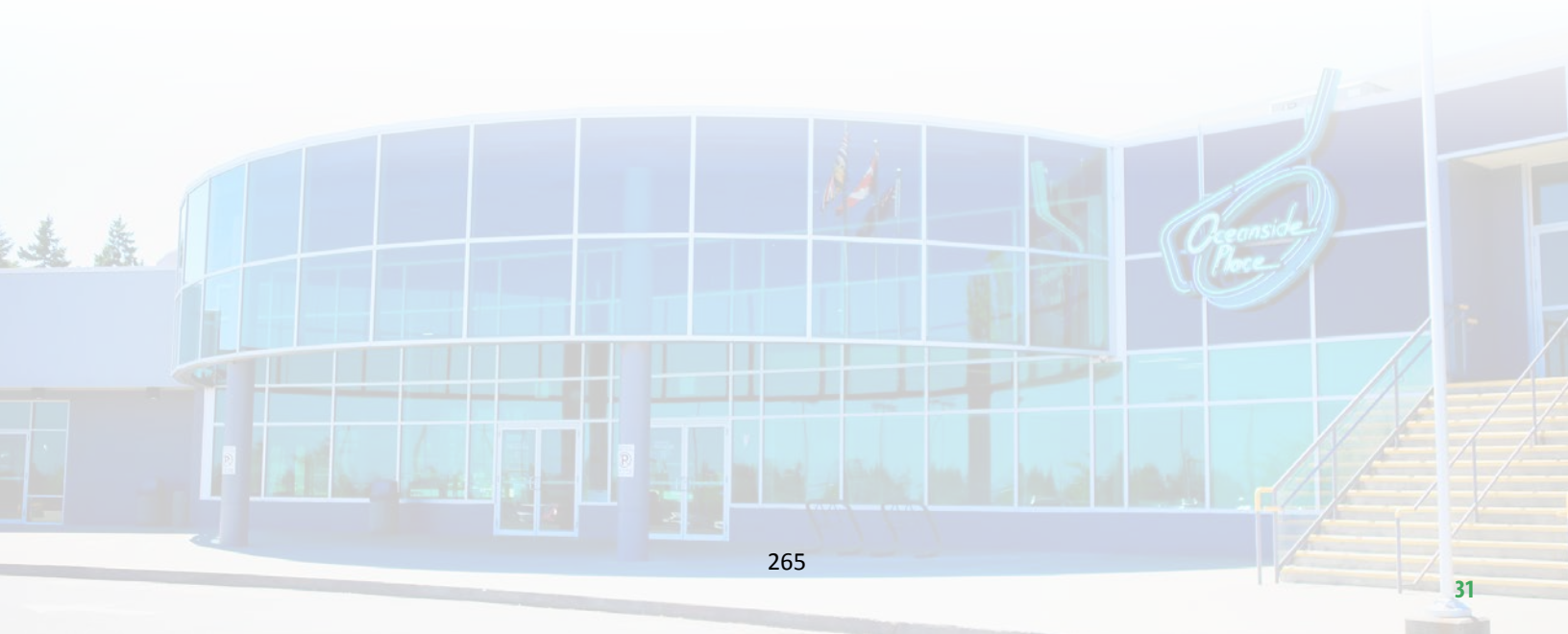
INFRASTRUCTURE RECOMMENDATIONS

INCLUDED IN THIS SECTION:

- Overview of current infrastructure provision and identified issues that require guidance.
- Recommendations pertaining to future infrastructure priorities and planning.

OVERVIEW

RDN Recreation Services are responsible for the operations of Oceanside Place (Parksville) and the Ravensong Aquatic Centre (Qualicum Beach). Excluding tax support (annual subsidy), revenues from Oceanside Place in 2017 were \$639,000 (28% cost recovery). Revenues for the Ravensong Aquatic Centre were \$667,370 in 2017 (25% cost recovery). Budget projections indicate that cost recovery will increase slightly in coming years.



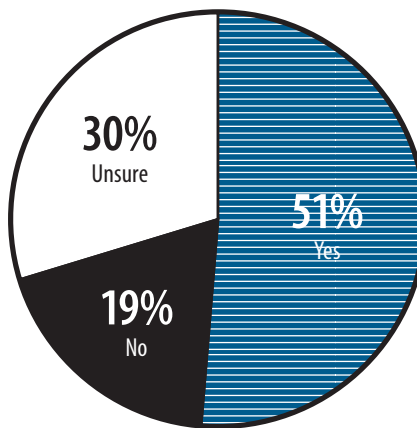
Northern Community Recreation Services also utilizes a number of community spaces for the direct delivery of recreation programs and activities. Two of these spaces, Craig Street Commons (formerly the Parksville Elementary School) and Qualicum Commons, are decommissioned school buildings where the RDN leases space from the School District 69. In addition to these spaces, Northern Community Recreation Services rents community spaces as required at facilities throughout District 69.

A number of facility initiatives have been identified in District 69 as potential future projects. These initiatives include the expansion of the Ravensong Aquatic Centre and the development of an outdoor multi-sport facility. In coming years, a decision will also need to be made on the future of the District 69 Arena (curling facility). As illustrated by the graphs below, the Resident Survey confirmed that there is demand for new or enhanced facility development in District 69 (approximately half of households believe development is needed).

QUESTION:

Do you or members of your household feel that new or enhanced indoor recreation facilities are needed in District 69 (Oceanside)?

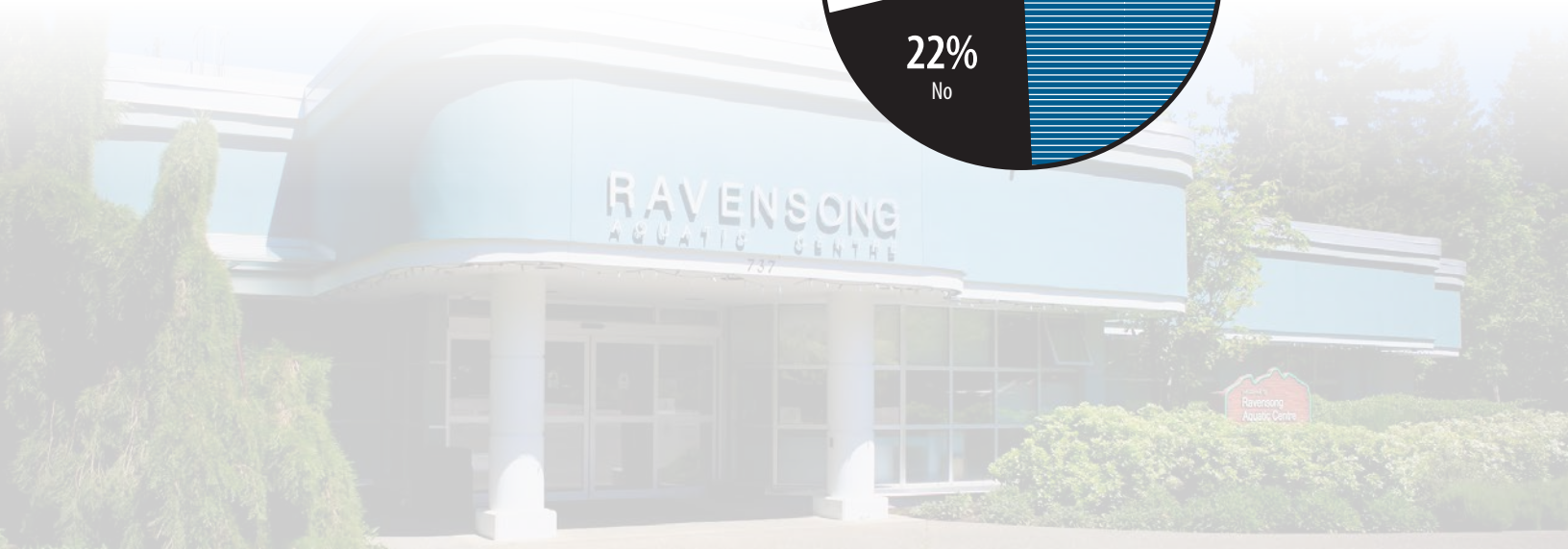
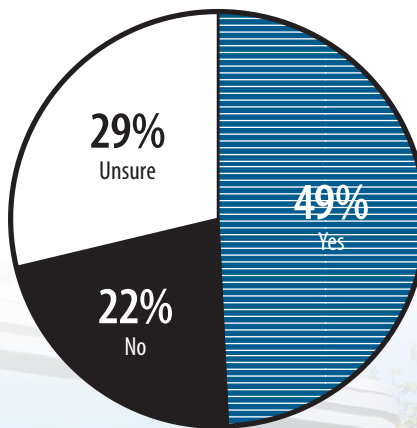
Need for New/Enhanced Indoor Recreation Spaces



QUESTION:

Do you or members of your household feel that new or enhanced parks and outdoor recreation facilities are needed in District 69 (Oceanside)?

Need for New/Enhanced Parks and Outdoor Recreation Spaces



Provided as follows in this section are recommendations pertaining to the specific infrastructure issues identified for the Master Plan project as well as additional issues and opportunities that have emerged through the research.

The recommendations have been based on the engagement and research findings and present a suggested approach to addressing the future provision of recreation facilities. **Provided in Section 6 is an implementation framework which provides additional detail and requirements pertaining to timing, next steps, and required resources. Estimated capital and operating cost impacts are also identified in Section 6 to help guide future actions and planning.**

Resident Priorities from the Resident Survey

Indoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Indoor Swimming Pool	39%	26%
2	Health and Wellness/ Fitness Centre	35%	19%
3	Multi-purpose Recreation Facility	33%	14%
4	Performing Arts Centre	18%	16%
5	Teen/Youth Centre	22%	11%
6	Seniors Centre	14%	18%
7	Ice Arena	2%	17%

Outdoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Walking/Hiking Trails	45%	39%
2	Natural Parks and Protected Areas	36%	32%
3	Picnic Areas and Passive Parks	27%	30%
4	Bicycle/Roller Blade Paths	31%	20%
5	Playgrounds	14%	20%
6	Track and Field Facility	13%	13%
7	Sport Fields	8%	15%



TOPIC: RAVENSONG AQUATIC CENTRE—FUTURE EXPANSION FEASIBILITY ANALYSIS

Historical Context and Current Situation

The Ravensong Aquatic Centre was constructed in 1995. The original debenture debt associated with constructing the facility was paid off in 2015. In 2010, approximately \$4.8M in remediation work was completed to the facility. The debt required to conduct this work was paid off in 2016. The 2010 remediation work did not increase the programming space or amenities at the facility and was simply required to address structural and mechanical issues.

A study was commissioned in 2009 to explore options for expanding the facility. Two options were identified for expansion of the facility with an estimated capital cost at the time of \$6.4M and \$7.1M. **The floor plans (test fit concept plans) for these two options are provided in Appendix B of this document.** The costs associated with both options were updated in 2013 and again in 2016. The following chart provides an overview of the anticipated capital cost escalation for the two options that were identified in the original study and subsequent updates.

Estimated Cost of Expansion: Ravensong Aquatic Centre			
Year	Cost Estimate (\$)	Change (\$)	Change (%)*
2010	\$6,400,000 – \$7,100,000	N/A	N/A
2013	\$7,200,000 – \$7,900,000	\$752,000 – \$785,000	12% (average)
2017	\$7,850,000 – \$8,360,000	\$630,000 – \$534,600	8%
2018	\$8,635,000 – \$9,196,000	\$785,000 – \$836,000	10%
2019	\$9,498,500 – \$10,115,600	\$863,500 – \$919,600	10%
2020	\$10,448,350 – \$11,127,160	\$949,850 – \$1,011,560	10%
Total Cost Escalation (2010 to 2020)		\$4,048,350 – \$4,027,160	~40%

* Recent cost analysis undertaken by the RDN and other public sector entities across B.C. suggests that annual escalation for major infrastructure projects could range between 8 – 10% from 2018 and 2020.

As part of the study update in 2013, David Hewko Planning and Project Management was also retained to further explore the operating implications of the potential expansion project. This sub-study identified a number of operational implications that should be taken into account if an expanded Ravensong Aquatic Centre is pursued, including:

- Leisure aquatics will experience a higher density of use, consequently increasing the revenue generated per square foot of water surface area. However the leisure aquatics marketplace and level of utilization is less predictable than for traditional 25 metre program tanks.
- Despite an increase of 80% in built space and 60% in water area, the operating deficit should only increase by 25% – 50% annually.

Currently, the facility remains the most used indoor recreation facility in District 69. As reflected in the following chart, swim visits and program attendance have continued to increase over the past five years of operation. It can be reasonably stated that the facility is at capacity during many peak operating hours.

Ravensong Aquatic Centre	2012	2013	2014	2015	2016	2017
Percentage of Hours Used	98%	93%	93%	93%	95%	95%
Program Registrants	2,412	2,700	2,539	2,539	2,550	2,833
Total Program Attendance	23,242	22,650	21,427	21,427	25,500	28,330
Total Public Swim Admissions	85,000	90,490	89,127	89,127	93,724	95,562

Research Considerations (from the State of Recreation in District 69 Research Report)

- Consultation findings show that improved indoor aquatics provision is a high priority for residents and user groups. However varying viewpoints exist on the best way to move forward.
- Current operations for the Ravensong Aquatics Centre require an annual subsidy of approximately \$1.9M (~25% cost recovery).
- Trends in recreation support a continue preference for spontaneous recreation opportunities, such as leisure aquatics and lane swimming.
- Sub segment analysis of the resident survey findings indicate that residents in the Qualicum Beach and surrounding areas prefer to see the existing facility sustained, while residents in other areas of District 69 prefer that a new facility be constructed.
- Fifty-three percent (53%) of households would support an annual increase in taxation in order to provide new or improved services. Regular users of the Ravensong Aquatic Centre are more likely to support an increase as opposed to non-users.
- District 69 is experiencing moderate levels of growth. Population projections indicate that in 2026 the population of District 69 could be between 51,536 and 55,767 residents.



Potential Options

Outlined in the following chart are three potential approaches to enhance the provision of indoor aquatics in District 69. These three approaches reflect a change of potential options and investment levels that could be considered and used to inform future decision making. All three options reflect a significant capital investment into the enhanced provision of aquatics in District 69. Capital funding will need to be procured before this investment can occur and is likely to require funds from a combination of sources including the RDN (through an increased tax requisition) and grants from senior levels of government. **It is important to note that the dollar figures presented in the following chart reflect estimated 2018 costs. As reflected on page 34, it is anticipated that annual cost escalation could range between 8 – 10%. Should this occur, Option 1 could escalate to ~\$9.6M by 2020/2021; Option 2 could escalate to ~\$12.02M by 2020/2021; and Option 3 could escalate to ~\$22.03M by 2020/2021.**

Option	Description	Capital Cost (2018, \$M) ^A
Option 1: Aquatics Expansion and Wellness Centre Addition	<p><i>* Reflects the optimal option as identified in the 2010 expansion study (Approach #2).</i></p> <p>Expansion of the building envelop resulting in a new aquatics space. Primary elements of this space will include:</p> <ul style="list-style-type: none"> • A leisure aquatics focused area (example amenities could include a shallow depth entry, lazy river, slide(s), play features, etc.). • Small lap pool (2 – 3 lane capacity, depth to allow for program use). <p><i>** Specific amenities and features to be further refined through detailed design if the project moves forward to that stage of planning.</i></p> <p>In addition to the aquatics enhancements, a key component to this option is the development of a medium scale fitness/wellness facility (~400 m²). Upgrades will also occur to enhance support spaces in the facility (change rooms, flow spaces, and washrooms).</p>	\$8,676,752
Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank	<p>Same enhancements as Option 1 plus the addition of 2 lanes to the existing main tank.</p> <p><i>* The addition of two lanes will require the removal of the existing shallow tank and relocation of the hot pool.</i></p>	\$10,931,002
Option 3: Replacement New Facility Development	<p>A replacement new facility would be constructed using the general parameters outlined in Option 2, including:</p> <ul style="list-style-type: none"> • 8 lane x 25 metre program tank • Dedicated leisure aquatics area • ~4,500 ft² fitness/wellness facility • Multi-purpose room 	\$20,030,124 (excluding site purchase and costs)

A Additional detail (cost charts) for each option is provided in Appendix C.

The chart below identifies the incremental space added by each of the renovation options outlined above (Option 1 and 2).

Component	Existing Area (m ²)	Additional Area: Option 1 (m ²)	Additional Area: Option 2 (m ²)	Total Area: Option 1 (m ²)	Total Area: Option 2 (m ²)
Wet Areas					
Natorium (Leisure aquatics areas and small lap pool)	840	520	630	1,360	1,470
Change Rooms (320 m ² – 80 m ² to be converted to office space)	240	160	160	400	400
Pool Mechanical and Storage	260	70	70	330	330
Total Wet Areas	1,340	750	860	1,760	1,870
Dry Areas					
Administration and Reception	80	0	0	80	80
Administration (Repurposed from family change)	80	0	0	80	80
Lobby/WC	160	40	40	200	200
Wellness Centre	0	400	400	400	400
Multipurpose Room	0	100	100	100	100
Total Dry Areas	320	540	540	860	860
Facility Totals	1,660	1,290	1,400	2,620	2,730

Options Context and Considerations

The provision of aquatics opportunities (operations of the Ravensong Aquatic Centre) is the single largest operational aspect of recreation service provision by the RDN in District 69 (subsidy of approximately \$1.9M annually). All three of the potential options presented on page 36 will require a significant and ongoing financial investment. While the facility is well utilized and the benefits of providing aquatics opportunities are undeniable, it is important that future investment be “right sized” to the market area. Identified below are a number of additional considerations that were taken into account in the identification of the three potential options.

- In British Columbia, the provision ratio for 50 metre pools is approximately 150,000 – 200,000 residents per facility. While a few exceptions exist, typically only communities exceeding 100,000 residents are in a position to provide a 50 metre pool facility. This level of provision can generally be attributed to a number of limiting factors, including:
 - » The operational cost associated with a 50 metre pool;
 - » The lifecycle replacement cost required to sustain a 50 metre pool; and
 - » Market demand (i.e. sport tourism potential, swim club size and needs, etc.).
- 50 metre pool facilities present a number of programming and functional challenges. These include:
 - » Large quantity of buffer space is required between leisure aquatics spaces and 50 metre pool tanks to manage different uses and tank capacities;
 - » Bulkhead systems, while able to divide the tank, have some access limitations and potential hazards for stationary types of aquatics programming (e.g. aquasize); and
 - » The depth required for 50 metre tanks to accommodate sport based swimming often limits the ability to create access points for individuals with physical or skill limitations (e.g. zero depth entry points, shallow swimming areas and progressive levels of pool depth).
- The current Ravensong Aquatic Centre site is constricted and the expansion potential is likely limited to what is proposed in Options 1 and 2.
- The development of a new facility on a new site would require significant financial resources and the acquisition of a major land parcel. The cost outlined for Option 3 (~\$20M) does not include land and servicing costs and only reflects a facility of the same scale as outlined in Option 2.
 - » The costs associated with developing a larger scale aquatics centre (e.g. 50 metre pool and large scale leisure aquatics area) is estimated in the magnitude of \$60M – \$90M and could require an operational subsidy that is double what is currently required.
- Finding qualified lifeguards is currently a challenge for the RDN. An expanded facility will require additional guards and could limit operational hours and programming opportunities.



Options Analysis

The following chart provides a high level analysis of the strengths and challenges of each potential option.

Option	Strengths	Challenges
Option 1: Aquatics Expansion and Wellness Centre Addition	<ul style="list-style-type: none"> • Meets needs for expanded leisure aquatics and enhanced amenity spaces and at the lowest investment level of the options identified. • Least potential for impact on existing facility operations during renovation and expansion. • Expanded leisure aquatics area would take some pressure off of the existing program tank. • Sustains the existing small leisure pool area. 	<ul style="list-style-type: none"> • Does not fully address capacity issues with the existing program tank. • The renovation and expansion of an older facility could bring about unknown challenges or potential costs (however the probability of these challenges is believed to be minimal).
Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank	<ul style="list-style-type: none"> • Fully addresses capacity issues with the existing program tank along with the enhancements identified in Option 1. • Better positions the facility to meet both program and competition hosting needs. • Opportunity to refresh deck space as part of the renovation. 	<ul style="list-style-type: none"> • Would require the removal of the existing small leisure pool area. • Likely to require complete facility shutdown during renovations. • Incremental investment required to add two lanes of program tank capacity is ~\$2.3M. • The renovation and expansion of an older facility could bring about unknown challenges or potential costs (however the probability of these challenges is believed to be minimal).
Option 3: Replacement New Facility Development	<ul style="list-style-type: none"> • A “from scratch” approach would create optimal design and functionality for the program tank and leisure aquatics. • A new facility would be unlikely to require capital upgrades for a number of years. 	<ul style="list-style-type: none"> • Highest cost option (approximately double the cost of Option 2). • District 69 would be challenged financially to sustain two indoor aquatics facilities; re-purposing or decommissioning of the Ravensong Aquatic Centre would likely be required at an additional cost.

Given the program similarities, it can be reasonably assumed that the operating impacts and assumptions outlined in the 2013 report developed by David Hewko Planning & Program Management would remain valid for all three options.



Options Scoring

The three potential approaches have been scored using the following considerations and criteria. As reflected in the chart, Options 1 and 2 tied for the highest score.

Consideration	Scoring Criteria	Options Scoring			Scoring Rationale
		Option 1	Option 2	Option 3	
Project Capital Cost	2 Points: The capital cost of the project is <\$10M. 1 Point: The capital cost of the project is between \$10 – \$15M. 0 Points: The capital cost of the project >\$15M.	2	1	0	As per the projected capital costs outlined in the options chart on the previous page.
Operating Costs	2 Points: Cost recovery may improve (potentially requiring less of a requisition than current). 1 Points: Cost recovery would likely remain the same or have a small incremental increase (requiring a similar or moderately higher requisition than current). 0 Points: Cost recovery is likely to worsen significantly (requiring a higher requisition than current).	1	1	0	The addition of a fitness/wellness facility and leisure aquatics are likely to enhance revenues, but would be offset by the need for additional staffing and the expanded spatial areas of the building.
Leisure Aquatics Impact	2 Points: The option would significantly enhance leisure aquatics opportunities for residents. 1 Point: The option would moderately enhance leisure aquatics opportunities for residents. 0 Points: Leisure aquatics opportunities would not be enhanced.	2	2	2	All options would significantly increase access to leisure aquatics amenities in District 69.
Sport and Lane Swimming Impact	2 Points: The option would significantly expand lane swimming capacity. 1 Point: The option would moderately expand lane swimming capacity. 0 Points: The option does not expand lane swimming capacity.	1	2	2	The addition of a new, dedicated leisure aquatics area would reduce some of the pressure on the existing lane swimming tank in Option 1 (by creating another area that can be used for some swimming lessons and programs) but would not physically add increased lane capacity. Options 2 and 3 would add additional lane capacity.
Programming Impact	2 Points: The option would add significant incremental programming capacity. 1 Point: The option would add modest incremental programming capacity. 0 Points: The option would add no incremental programming capacity.	1	2	2	The addition of a new dedicated leisure aquatics area would include a small program space and alleviate some pressure from the existing main tank. As such, Option 1 receives 1 point. Option 2 would additionally expand the main tank and create significantly more program space and is awarded 2 points.
Impacts on Existing Infrastructure	2 Points: The option sustains and enhances existing RDN recreation infrastructure. 0 Points: The option could require the RDN to decommission or retrofit of an existing facility (likely to have additional cost implications).	2	2	0	Options 1 and 2 would sustain and enhance the existing Ravensong Aquatic Centre. As two aquatics facilities may not be feasible, Option 3 may require the RDN to incur costs associated with the retrofit or decommissioning of the Ravensong Aquatic Centre.
Other Recreation Opportunities and Synergies	2 Points: The option would provide opportunities to meet other community recreation needs (e.g. program spaces, fitness/wellness rooms). 0 Points: The option would not include any other recreational spaces.	2	2	2	All options would provide additional space that could be used for fitness/wellness/dryland programming.
Impact on Operations During Construction	2 Points: The current aquatics facility could remain open during construction with minimal disruption. 1 Point: The current aquatics facility could remain open during part of the construction period, with some level of disruption and/or patron convenience. 0 Points: The current aquatics facility would need to be closed during most of the construction period.	1	0	2	Option 1 does not involve any direct work to the program tank and thus could potentially remain open during some of the construction period. However, construction on amenity areas and building systems would likely result in some disruption or closure. Option 2 is likely to require closure during most of the construction period due to the expansion of the existing program tank and amenity area renovations. Option 3 would not impact operations at the Ravensong Aquatic Centre.
Total Points		12	12	10	—
Rank		1	1	3	—

Note: Other considerations that could be added to the metric and scored for each option include: project time frames and the expected incremental annual tax requisition required. However, in order to accurately score these considerations additional information is required.

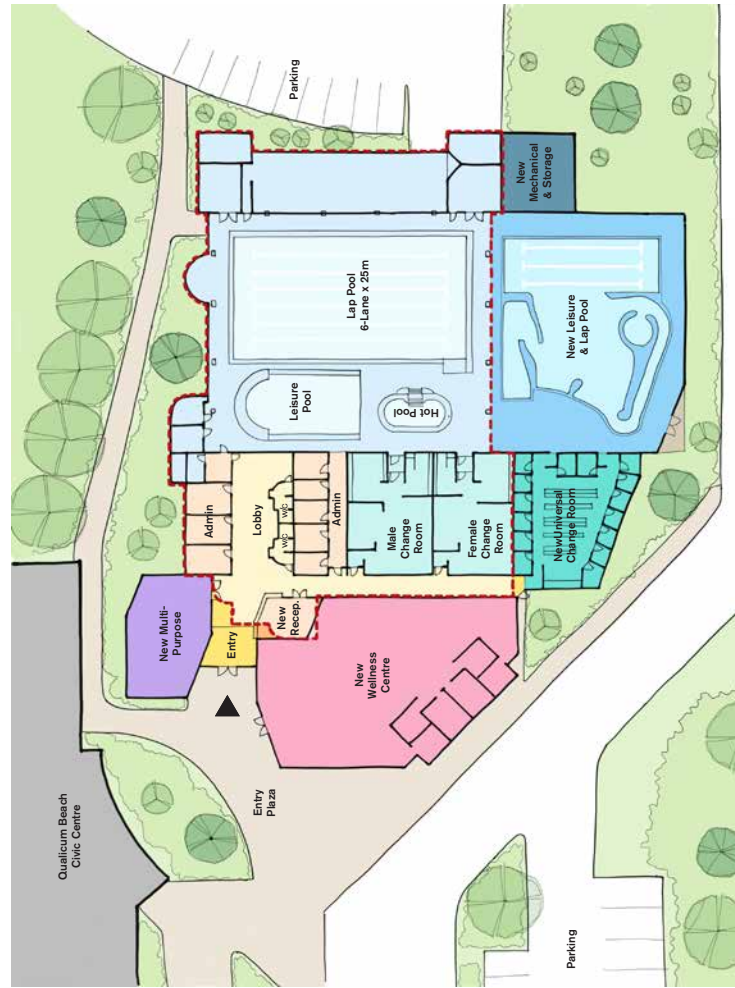
Option 1: Aquatics Expansion and Wellness Centre Addition

HCM A

November 7 2017

Ravensong Aquatic Centre Expansion
Concept Study

01



- KEY**
- Lobby & Washrooms - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multipurpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Natatorium - Existing
 - Natatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Centre - Existing
 - Pedestrian Sidewalk
 - Landscaping
 - Extent of Existing Building
 - ▲ Entrance



Option 1

Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank

HCM A

November 7 2017

Ravensong Aquatic Centre Expansion
Concept Study

02



- KEY**
- Lobby & Washrooms - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multipurpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Natatorium - Existing
 - Natatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Centre - Existing
 - Pedestrian Sidewalk
 - Landscaping
 - Extent of Existing Building
 - ▲ Entrance



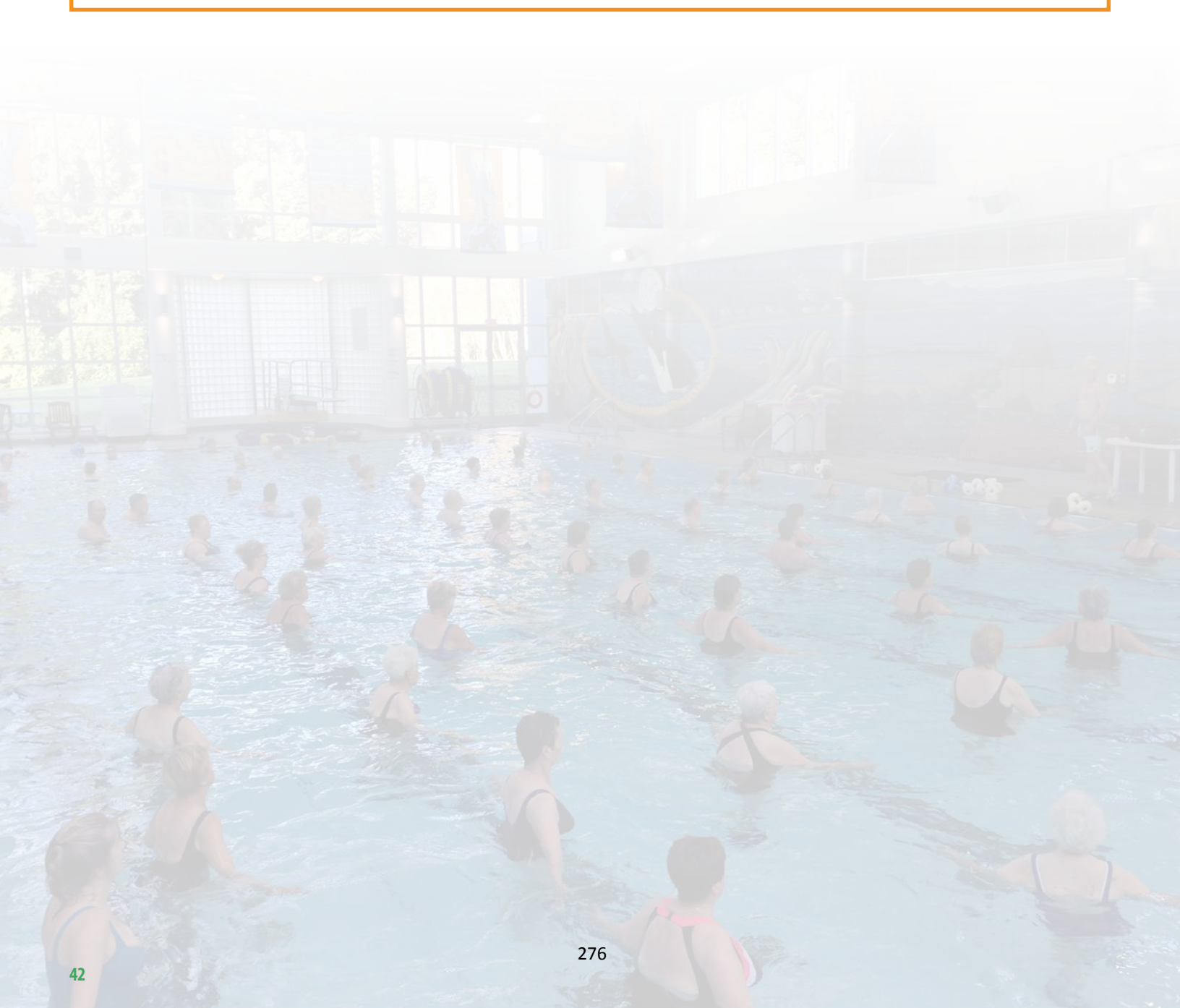
Option 2

RECOMMENDATION #18

Should the RDN move forward with a major expansion of the Ravensong Aquatics Centre, it is recommended that either Option 1 or 2 be pursued (renovation of the Ravensong Aquatics Centre). The development of a new facility is not recommended at this time.

RECOMMENDATION #19

Based on current population and demand indicators, it is recommended that the RDN maintain the provision level of one indoor aquatics facility in District 69. The investigation of a second indoor aquatics facility is not likely warranted until the population of District 69 is nearing or exceeds at least 60,000 – 70,000 residents. Based on current population growth projections, it is not anticipated that District 69 will reach this population level until at least 2030.



TOPIC: CURLING DEMAND AND FUTURE OPTIONS

Historical Context and Current Situation

When Oceanside Place was opened in 2003, the District 69 Arena was retrofitted into a 5 sheet curling facility to provide a home for the new Parksville Curling Club. The Club has continued to experience growth and has a current membership in excess of 600 participants. As one of a small number of facilities in the region and province with “arena ice”, the facility has developed a niche as a desired training location for a number of high level teams.

The Qualicum and District Curling Club operates a 4 sheet facility and has approximately 250 members. Overall, membership has experienced some levels of decline in recent years. The facility is owned by the Town of Qualicum Beach and operated by the Club. The facility also requires short term upgrades to building systems and structural components.

The District 69 Arena is owned by the RDN and located on the Parksville Community Park site. The land on which the facility is located is owned by the City of Parksville and leased to the RDN at no cost. The RDN sub-leases the facility to the Parksville Curling Club. Of significance, the lease agreement between the City and the RDN expired in March of 2018 and was renewed for another five year term. The City is currently undertaking a planning project to create a future vision and long term plan for the park site. The results of this planning project are currently unknown and may impact the future of the facility.

An assessment of the facility (completed in 2014) identified that upgrades in the range of \$350,000 to \$500,000 were required within five years (by 2020) to sustain the facilities mechanical systems and key structural components. Over \$1M of work is likely required in the next five to ten years to sustain the facility for the long term. The procurement of these funds is the responsibility of the Curling Club and will likely be raised through a combination of public and private sources. Should demolition of the facility occur in the future it is estimated that approximately \$1M would be required to remove the facility and properly remediate the land. These costs are the responsibility of the RDN.

Financial Considerations

The exploration of potential options for the District 69 Arena needs to take into account a variety of potential cost implications and regional curling facility needs in the context of other recreation facility priorities. The following chart summarizes a range of potential curling facility options and associated costs.

Potential Option	Estimated Cost (2018 Dollars)
Sustaining the existing District 69 Arena as a curling facility (for 10+)	\$350,000 – \$500,000 (within 5 years) \$1,000,000+ (5 to 10 years)
Demolition	~\$1,000,000
New Local Curling Facility (4 – 5 sheets)	\$4,000,000 – \$6,000,000
New Regional Curling Facility (6 – 8 sheets)	\$7,000,000 – \$9,000,000

Research Considerations (from the State of Recreation in District 69 Research Report)

- There are currently 9 sheets of curling ice in District 69.
- The Parksville Curling Club is experiencing growth while the Qualicum and District Curling Club has experienced slight decline.
- There are approximately 800-900 registered curlers in District 69.
- Demographics in the region suggest that curling participation levels may be sustainable.
- There is a need for multi-purpose recreation program space in District 69 (the District 69 Arena has been used for some programming during non-operational seasons).
- Despite the stability of curling activity in the local area, curling provincially and nationally is in decline. There are currently many fewer curling rinks in BC than existed 20 years ago.

RECOMMENDATION #20

It is recommended that District 69 Arena continue to operate as a curling facility for as long as the facility is available. The growth of the Parksville Curling Club and popularity of the sport in District 69 indicates that the facility provides the greatest benefit in its current use.

RECOMMENDATION #21

The RDN should work collaboratively with the City of Parksville, the Town of Qualicum Beach, and curling stakeholders to determine the best long term course of action for curling infrastructure in District 69.

As indicated on the previous page, the City is currently developing a master plan for the Parksville Community Park site which may provide further clarity on the future of the District 69 Arena site (the RDN's lease of the Arena site expires in March 2018). The future state of the curling facility in Qualicum Beach will also impact the curling landscape and needs in District 69. Ongoing communication between all stakeholders (City, Town, RDN and curling clubs) should occur to determine the most suitable future approach.

Suggested Implementation Tactics and Strategies

- Continue to support the use of the facility in its current use.
- If possible, provide input into the City of Parksville's Community Park master plan process. Remain current on the status of the project and potential impacts.
- Collaborate with curling stakeholders to determine long term options and associated costs to sustain sufficient curling opportunities in District 69.
- Work with the local curling clubs to identify and pursue provincial and national grant funding for major facility renovations and capital improvements.



TOPIC: OUTDOOR SPORT FIELD AND SPORT SURFACES

Current Situation

Sport field user groups in District 69 currently have access to three main outdoor sport field sites located at the Parksville Community Park, Qualicum Beach Community Park, and Springwood Park. An additional 13 school sites of varying quality and amenities are available in District 69.

Facility/Amenity Type	Location(s)	# of Facility/Amenity Type in District 69
Sports Field Sites (playfields and ball diamonds)	<ul style="list-style-type: none"> • Parksville (Community Park, Springwood Park, Ballenas Secondary, Craig Street Commons, Winchelsea Elementary) • Qualicum Beach (Community Park, Kwalikum Secondary, Arrowview Elementary, Qualicum Beach Elementary) • Area E (Jack Bagley Field) • Area F (Errington Elementary, Former French Creek Community School) • Area G (Oceanside Elementary School) • Area H (Bowser Elementary) 	16 total sites: 3 major/multi-field sport field sites (Parksville Community Park, Qualicum Beach Community Park, Springwood Park) 13 school sites with sport fields (including the Jack Bagley Field) ^B
Lacrosse Boxes	<ul style="list-style-type: none"> • Parksville (Community Park) 	1
Skateboard Parks	<ul style="list-style-type: none"> • Parksville (Community Park) • Qualicum Beach (Community Park) 	2
Tennis Courts	<ul style="list-style-type: none"> • Parksville (Springwood Park: 6 courts; Community Park: 2 courts)^C • Qualicum Beach (3 courts) • Area H (Bowser: 4 courts) 	14
Track and Field Spaces	<ul style="list-style-type: none"> • Parksville (Ballenas Secondary School) 	1 ^D

Note: The Lacrosse Box in the Parksville Community Park is used for pickleball and a number of the tennis court sites identified in the chart above now have pickleball lines on selected courts.

B School fields have varying levels of public use due to size of field, condition or lack of amenities.

C The court spaces at Ballenas Secondary School have been re-surfaced for multi-use and are no longer available for tennis (lines and nets have been removed).

D While included in the inventory, it is notable that the track is not rubberized or of regulation size.

In recent years, an indoor turf field facility has become available at Arbutus Meadows for community groups to rent time during the winter months. The facility is privately operated and consists of two field surfaces. The nearest outdoor artificial turf field is located in the City of Nanaimo.

There is not currently a rubberized outdoor running track available in District 69. The school field at Ballenas Secondary School in Parksville has a dirt track that is not regulation sized.

Research Considerations (from the State of Recreation in District 69 Research Report)

Smaller non-regionally significant outdoor play fields and sport surfaces that are of a magnitude that can be accommodated both in size and cost (capital and operating) in local smaller community areas of both electoral areas and municipalities should continue to be considered. Enhancements to community park areas or improvements to existing play fields and sport courts (tennis, pickleball, basketball court, etc.) provide valuable local recreation amenities to neighborhood areas.

- Although overall resident demand for a multi-purpose outdoor sport complex (e.g. rubberized track, artificial turf field) is lower than some other facility/amenity types, demand for this type of facility among potential primary user groups is high.
- Stakeholders indicated that benefits of a multi-purpose outdoor sport complex could include expanded seasons of outdoor play, enhanced ability to host tournaments and provincial competition and improved user experience.
- Organized sport field use is concentrated at a few major sites.

RECOMMENDATION #22

It is recommended that the RDN work with its partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces.

Currently, organized groups are primarily using major sport field sites (Parksville Community Park, Qualicum Beach Community Park, Springwood Park). Use of fields at school sites during evenings and weekends is minimal. In order to make these sites for suitable for sport organization bookings, the following actions may be required:

- Field assessments (to determine those fields that are of a high enough quality to support more structured and regular use)
- Enhanced maintenance
- Amenity additions
- Assessment of impact of existing uses/functions (e.g. ensure that an adequate supply of spontaneous use fields exist)

RECOMMENDATION #23

The development of a full scale outdoor multi-use sport complex should be revisited in the medium term (~5 years). While this type of facility would benefit user groups and enhance the sport tourism capacity of the area, further public need and financial viability will need to be demonstrated in order to justify moving forward with the development of a full scale outdoor multi-use sport complex in the near term. However, while this recommendation suggests that the development of a facility of this scale is a medium to long term priority, the RDN should begin to explore potential future partnerships and identify land requirements (see Rationale and Next Steps on the next page).

** A full scale outdoor multi-sport complex as referred to here could include amenities such as a synthetic turf field with event capable spectator seating (e.g. ~2,000 capacity) and support amenities, a regulation running/walking track, track and field amenities, and a field house building (i.e. change facilities, concession, etc.).*

RECOMMENDATION #24

To meet short to medium terms needs of outdoor sport groups, the RDN should work with partner organizations to explore the following potential initiatives:

- Upgrades to the existing track at Ballenas Secondary School.
- Potential retrofit of an existing natural surface field to artificial turf.

However, before these initiatives proceed it is recommended that the RDN further clarify:

- The capital and operating costs associated with each of the potential initiatives.
- Potential funding partnerships and grant opportunities.
- Ability of the user groups to pay for access to the upgraded spaces.
- The future status of Arbutus Meadows (privately operated facility).
- The impacts and benefits of each of the potential initiatives (i.e. further quantify the impacts on capacity, seasons of play, sport tourism, etc.).
- The future status of current private sector synthetic turf facilities (Arbutus Meadows).
- Other potential synthetic turf field initiatives in the region (private and public sector).
- The extent to which the development of a synthetic turf field would extend seasons of play and the overall user experience (further quantify and qualify the benefits of a synthetic turf field).
- Impacts on RDN programming capacity and opportunities.

Rationale and Suggested Next Steps

While a new outdoor multi-sport outdoor complex would benefit a number of sport field and athletics user groups, the RDN is faced with a number of infrastructure priorities over the next five years in District 69. The capital cost associated with the development of a full scale outdoor multi-use sport complex consisting of a synthetic turf field, rubberized track and support amenities could range between \$5M and \$10M. Annual operating expenditures for this type of facility typically range between \$75,000 – \$200,000 depending on factors such as the amount of on-site staff needed, lighting requirements, support amenities and the level of user group involvement in facility operations. In most like-sized markets, \$100 to \$150 per hour is generally required in revenues during prime hours of use to achieve cost recovery (break-even).

Although the recommendations provided for sport fields (and related outdoor sport facilities) suggest that major capital development should be a medium to long term priority, there are a number of steps that the RDN can undertake in the short term to prepare for future development. These steps include:

- Investigate opportunities to acquire the land required for a major outdoor multi-use sport complex. Ideally this land parcel would also be sufficient to accommodate future indoor facility development (as outlined in Recommendation #26).
- Work with sport field user groups, local governments and other stakeholders to identify potential sources of capital and operating funding which could include grants from senior levels of government, user group fundraising/contributions and user fees.
- Identify opportunities to enhance the quality of existing spaces.
- Continue to monitor trends and leading practices.
- Identify other revenue generating opportunities such as Development Cost Charges (DCC) for sport and play field development



TOPIC: FITNESS AND WELLNESS FACILITY

Current Situation

Currently, there are private fitness and wellness gyms and studios located in District 69. RDN Recreation Services in District 69 offer registered and drop-in programming but do not operate a fitness facility with equipment or dedicated studio space. Previous expansion studies developed for the Ravensong Aquatic Centre have identified options for the inclusion of a fitness and wellness space that would encompass approximately 4,500 ft² of usable fitness space.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Over one-third (35%) of residents identified that they would like to see a new health and wellness centre/fitness centre in District 69 (second highest priority for new or enhanced indoor facility development).
- Trends support an increased demand for spontaneous fitness and wellness opportunities.
- Physical health/exercise was identified as the most prevalent motivating factor for participation in recreation and related opportunities.

RECOMMENDATION #25

The RDN should identify opportunities to integrate a dedicated medium scale (3,000 ft² to 5,000 ft²) fitness and wellness space into an existing facility. This space should include a mix of equipment and program space. Preliminary options to explore should include:

- As part of a potential expansion to the Ravensong Aquatic Centre (see Recommendation #18).
- Re-purposing of the leisure ice surface at Oceanside Place if required (see Recommendation #30).

RECOMMENDATION #26

The development of a larger scale fitness and wellness space (>5,000 ft²) should be revisited and further analyzed in 5 – 10 years. This facility would ideally be developed as part of a new multi-purpose recreation facility project or major expansion in order to capitalize on development and operational synergies and efficiencies.

While this recommendation suggests that a major new indoor facility in a longer term priority, the RDN should continue to identify opportunities to acquire appropriately sized land parcels for future development. As suggested on the previous page (Sport Field recommendations) it would be ideal for this type of facility to be developed in conjunction with an outdoor sport complex. Doing so provides the opportunity to achieve operational efficiencies and create a destination sport and recreation complex that can be used during all seasons

Rationale and Suggested Next Steps

There is a clear demand for increased fitness and wellness opportunities in District 69. As a key provider of registered and drop-in programming, RDN Recreation Services are ideally positioned to meet this need due to an in-depth understanding of the physical activity wellness marketplace in the District 69.

Offering a fitness facility also can provide a number of financial and operational benefits and synergies, including:

- Cross promotion with existing programs fitness classes and programs
- Ability to capitalize on the sale of fitness memberships.
- Ability to offset facility costs through the addition of a fitness/wellness facility component.
- Increases the variety of recreational opportunities at existing facilities.

The intent of providing fitness opportunities would not be to undermine or negatively impact private fitness operators. An RDN provided fitness and wellness facility in District 69 would instead largely target a different customer base, ensure public access and increase the overall number of fitness and wellness facility users in the area. The existence of a public facility is likely to have a positive downstream impact on private fitness providers.

As indicated in Recommendations #25 and #26, it is suggested that the RDN explore opportunities to integrate a medium scale fitness/wellness facility into an existing facility (as part of a retrofit or expansion). The exploration of larger scale facility should be revisited in ten years. It is also suggested that the RDN continue to work with its partners and stakeholders to monitor potential funding opportunities such as grants from seniors levels of government and land acquisition opportunities.



TOPIC: COMMUNITY PROGRAMMING SPACE REQUIREMENTS

Current Situation

RDN programming offered through Northern Community Recreation Program Services utilizes a number of community spaces for its program offerings. Included among these spaces are Craig Street Commons (formerly the Parksville Elementary School) and Qualicum Commons; both decommissioned school buildings that the RDN leases space at from the District 69 School Division. The RDN also rents space at a variety of community halls and facilities throughout District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- There are relatively high levels of satisfaction with current programming and recreational opportunities.
- While consultation findings revealed that there is a demand for a “hub” facility, residents and stakeholders also value opportunities to access programs and activities in their local communities.
- Financial accessibility and transportation limitations are barriers to participation for some residents.

RECOMMENDATION #27

The RDN should continue to place a priority on maximizing the use of current facilities and spaces and ensuring that recreational opportunities are geographically well balanced.

RECOMMENDATION #28

Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued.

RECOMMENDATION #29

The development of a new indoor multi-purpose recreation facility for recreation programming should be revisited in 5 – 10 years. As suggested in the previous two recommendations, the RDN should first look to maximize the use of existing facilities and spaces in District 69 before contemplating the significant capital expenditure associated with developing a new indoor multi-purpose facility.

However the RDN may need to revisit the need for indoor programming space within an earlier time frame should supply or demand circumstances change in the future (i.e. inability to renew lease agreements for Craig Street Commons and/or Qualicum Commons, population growth, spike in program participation, etc.). If the development of new indoor multi-purpose recreation facility is pursued in the future, the appropriate scale of the facility should likely be in the range of 25,000 ft² to 35,000 ft² of usable space and include amenities such as gymnasium space, multi-purpose program rooms, a fitness centre and specialized program spaces (i.e. arts and cultural spaces, workshop space, youth/senior rooms, child play areas, etc.). As previously suggested for Recommendations 23 and 26 it is suggested that the RDN continue to investigate opportunities to acquire land parcels to accommodate a major recreation development in the future that could include a mix of indoor and outdoor components.

Rationale and Suggested Next Steps

While some limitations exist with community spaces used by Northern Community Recreation Program Services, these spaces remain cost effective and generally are sufficient for the majority of programming offerings. Should expansion of the Ravensong Aquatic Centre or other potential facility initiatives proceed it is also likely that new multi-purpose spaces will become available for programming.

However, current programming offered by the RDN through Northern Community Recreation Program Services is highly reliant on the availability of space at Craig Street Commons and Qualicum Commons and the future of these spaces is dependent upon the renewal of lease agreements between the RDN and the School District 69. The lease agreement for Qualicum Commons was initiated in January 2015 with a term of 5 years (ending in December 2020). The lease agreement for use of Craig Street Commons was renewed in January 2017 for a term of 12 months. Both agreements provide an option for renewal subject to agreement from both parties. RDN Recreation Services will need to continue communicating on a regular basis with the School District 69 to stay current on future plans for both buildings.



TOPIC: OPTIMIZING THE LEISURE ICE SPACE AT OCEANSIDE PLACE

Current Situation

The leisure ice surface at Oceanside Place (also referred to as the Oceanside Pond) sits in a prime location in the facility near the main entrance. The space is circular in shape with high ceilings and is glassed in, making it viewable from the facility lobby. Currently, the ice is left in from September through April and the facility is converted to multi-purpose dry floor space from May to August.

While the space is valued by many users in its primary use as a leisure ice facility, the full potential of the amenity has not been fully realized and ice utilization does not approach capacity. As demand for other types or program space continue to emerge, it will be incumbent upon RDN Recreation Services to ensure that available spaces are maximized.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Consultation findings reflect high levels of demand for fitness, wellness and multi-purpose programming space while also suggesting that indoor ice is suitably provided.
- On average, Oceanside Place accommodates over 20,000 public skate visits annually. The majority of public skating occurs on the boarded ice surfaces.
- The percentage of ice booked on the boarded surfaces has ranged from 62% to 85% since 2012.

RECOMMENDATION #30

Given its primary location in Oceanside Place, RDN Recreation Services should place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. Re-purposing of the space to meet other recreation needs may be warranted if utilization of the space cannot be increased.

Potential Course of Action

The following course of action is suggested to help identify the best long term use for the space:

Step 1: Attempt to increase utilization within the current nature of use (winter ice, summer dry floor space).

- Place an increased focus on the development of programming geared towards using the leisure ice surface during “ice-in” months.
- Work with ice user groups to increase utilization of the space during community offered programming.
- Further promote rental and group use opportunities.
- Prioritize using the space for fitness classes during “ice out” months. * May require an investment in facility equipment or some minor aesthetic enhancements to the space.

If Step 1 initiatives prove successful, maintain the current nature of use. If Step 1 initiatives are not successful after a reasonable period of time (2 – 3 years), it is suggested that the RDN explore alternative uses of the space. These uses could include:

- Dedicated fitness and wellness facility (e.g. combination of equipment and studio space)
- Year-round multi-purpose program space
- Suitable space to meet needs for new or emerging activities

It is important to note that potential re-purposing options for the space will be dependent upon other factors including the potential expansion of the Ravensong Aquatic Centre, the availability of current programming spaces used by the RDN and other market conditions.

Final decision making on re-purposing the leisure ice or any other space should also follow the Facility Project Development Framework outlined in Recommendation #35.

TOPIC: TRAILS, PARKS, AND OPEN SPACE AS IMPORTANT RECREATION AMENITIES

Current Situation

The RDN Recreation and Parks Department branches off into two areas of focus: Recreation Services and Parks Services. Parks Services is responsible for the planning, development and maintenance of trails, parks and open space in District 69.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The top 9 most participated in recreation activities take place outdoors.
- Parks, trails/pathways, and open spaces were the most utilized recreation amenities in all communities and Electoral Areas within in District 69.
- The top five resident priorities for new or enhanced outdoor recreation facilities on District 69 are: walking/hiking trails, natural parks and protected areas, bicycle/roller blade paths, picnic areas and passive parks, and playground (track and field facility and sports fields were #6 and #7).
- Outdoor skill development and nature education for children, youth and teens were identified by residents as priority areas for enhanced recreation programming.

RECOMMENDATION #31

RDN Recreation Services should be involved as a key stakeholder in future parks, trails and open space planning wherever possible to provide a recreation “lens” to decision making and identify synergies with recreation facilities and programming.

Reasoning and Benefits

- Ensures that active and passive recreation is considered in the planning of parks, trails and open spaces.
- Reflects the importance of outdoor spaces as valued recreation assets.
- Identifies opportunities for integration between indoor and outdoor spaces and amenities.
- Further embeds strong internal collaboration within the Recreation and Parks department.

TOPIC: FUNDING SOURCES AND OPPORTUNITIES

Current Situation

The funding of RDN provided recreation services in District 69 is relies heavily on an annual tax requisition to support both programming and facility operations. Current RDN operated recreation facilities in District 69 have limited sponsorship and corporate branding associated with major components and amenities. As increased demand for new recreation amenities and facilities arises, it will be incumbent upon the RDN and its partner organizations to explore all revenue sources.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Fifty-three percent (53%) of respondent households would support an annual increase in taxation in order to provide new or improved services
- Cost recovery for the Ravensong Aquatic Centre and Oceanside Pace is less than 30% when factoring out the current tax subsidy.
- Affordability of access to recreation programs and spaces are barriers for some residents in District 69.

RECOMMENDATION #32

RDN Recreation Services should develop a sponsorship and naming policy and strategy. This planning and policy development exercise should:

- Outline a clear philosophic approach to sponsorship and naming (e.g. what types of facilities and amenities are appropriate/suitable for naming and which are not).
- Inventory all existing sponsorship assets and assign an estimated value.
- Inventory all future/planned potential sponsorship assets and assign an estimated value
- Outline clear roles and responsibilities for sponsorship recruitment and retention.
- Identify incremental resources that may be required to maximize sponsorship potential.

Reasoning and Benefits

- Identifies opportunities to maximize revenues and thus make the best use of available public funds.
- Provides information on potential future revenue sources that can inform future facility planning and initiatives.

Suggested Implementation Tactics and Strategies

- Allocate adequate staff and financial resources to the development of the sponsorship and naming strategy.

TOPIC: FACILITY NEED IDENTIFICATION AND PLANNING UPDATES

Current Situation

The RDN currently refreshes its Recreation Services Master Plan for District 69 approximately every ten years. RDN Recreation Services also conducts project specific planning, utilization analysis studies and other strategies as required and as resources warrant.

Research Considerations (from the State of Recreation in District 69 Research Report)

- The Ravensong Aquatic Centre expansion study was originally updated in 2009/10 and updated in 2013 and 2016.
- Similar survey methodology used for the 2006 and 2017 Recreation Services Master Plan resident surveys has allowed for some local trending or participation patterns and facility priorities.

RECOMMENDATION #33

It is recommended that RDN Recreation Services conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation.

The intent of this recommendation is not to replace or require a significant overhaul the standing Master Plan, but rather ensure that the Master Plan remains current and useful for RDN staff, elected officials, and community partners and stakeholders. The research and engagement methodology used to develop the “State of Recreation in District 69 Research Report” (developed for this 2017 Recreation Services Master Plan) could be efficiently replicated and used to update key areas of the Master Plan.

Reasoning and Benefits

- Maximizes the lifespan and relevancy of the Recreation Services Master Plan.
- Provides updated data that can inform project and facility specific planning.
- May result in future cost savings by creating a structure that allows for the internal updating of some strategic planning documents.
- Provides data that can further enhance the ability to analyze local trends.

Suggested Implementation Tactics and Strategies

- Plan to conduct a Recreation Facility Needs Assessment in 2022.
- Replicate the survey methodology and format of the State of Recreation in District 69 Research Report to allow for local trending and the ability to efficiently update the Master Plan using similar research and engagement inputs.

TOPIC: FACILITY PLANNING PROCESS AND DECISION MAKING

Current Situation

Ultimate decision making related to capital investment in recreation infrastructure involves the RDN Board of Directors, District 69 Recreation Commission and may be subject to a referendum process for major capital projects. These decisions are most often informed by project specific studies and overarching strategic planning, including the Recreation Services Master Plan.

In the future, finite resources will require the RDN to make difficult decisions and prioritize a number of worthwhile projects and initiatives.

Research Considerations (from the State of Recreation in District 69 Research Report)

- Over half of residents in District 69 (51%) would like to see the development of new or enhanced facilities.
- Trends and leading practices reinforce the importance of partnerships and collaborations in the provision of recreation opportunities (including infrastructure).

RECOMMENDATION #34

RDN Recreation Services should develop and implement a **Facility Project Development Framework** to outline a transparent and standardized process for evaluating major facility projects and initiatives.

Potential projects that be explored using aspects of this Framework include:

- Pickleball facility needs;
- Future needs for sport courts and multi-purpose sport surfaces;
- Major enhancement/renovation projects for existing facilities; and
- Other projects and initiatives brought forth by community organizations.

It is also suggested that the RDN utilize the Framework when undertaking further analysis of the capital projects identified in the aforementioned Infrastructure recommendations.

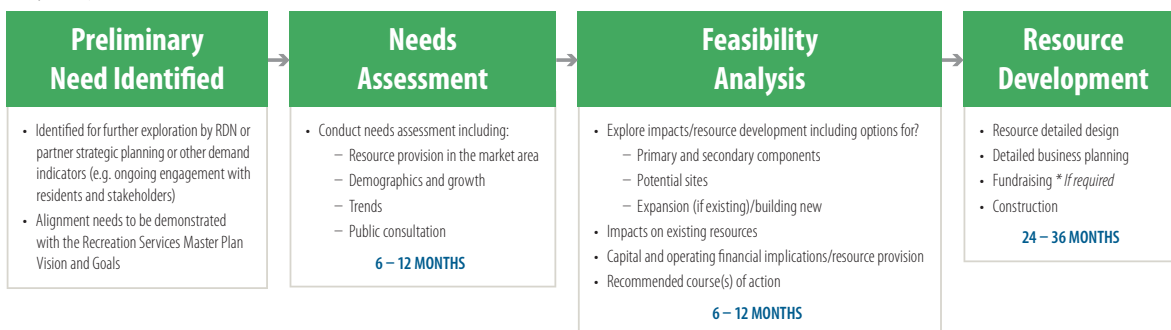
** See Implementation Tactics and Strategies below for an example of a potential Framework process*

Reasoning and Benefits

- Outlines a standardized planning process to follow when evaluating potential major investment in recreation infrastructure.
- Increases transparency and clarifies the pre-requisites that are required before decision making can occur.
- Identifies the inputs needed to inform each stage of facility planning.

Suggested Implementation Tactics and Strategies

Example Facility Project Development Framework





SIX

MASTER PLAN IMPLEMENTATION

INCLUDED IN THIS SECTION:

- Recommendations timing and resourcing.
- Example Infrastructure Prioritization Framework.

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

CHART TERMS AND REFERENCES

Recommended Timeframe

- **Immediate:** 1 – 2 years.
- **Short Term:** 2 – 5 years.
- **Medium to Long Term:** 5 – 10 years.
- **Undetermined:** Not defined due to unknowns or the expectation that project/initiative is likely to occur beyond the timeframe of 10 years.
- **Ongoing:** No defined term.

Financial Requirements

- **Operating:** Incremental (beyond existing) funds required to implement the project/initiative
- **Project Based:** One time funds required to implement the project/initiative
- **Staff:** Will require use of RDN staff time.

Funding Sources

- Potential sources of funding for the recommendation.

Parties Involved

- Identification of the internal (RDN) and external parties required to implement the recommendation.

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing	Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
		Operating (Annual)	Project Based (Estimated "One-Time" \$)	Staffing Resources		
Undertake a governance review for recreation service provision in District 69. (Recommendation #1)	Short Term (2 – 5 Years)		\$10,000	Y (existing staff levels)	May require external expertise to facilitate discussions and undertake research (benchmarking, trends, etc.).	RDN RDN Board Required RDN committees and advisory groups RDN staff
Sustain the current organizational model and delivery model for recreation services in District 69. (Recommendation #2)	Ongoing	As per the 5 Year Financial Plan		Y (existing staff levels)		RDN RDN Staff District 69 Recreation Commission RDN Board
Continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods (and use the recommended Recreation Program Rationale Checklist). (Recommendation #3)	Ongoing	Varies depending on service function as per 5 Year Financial Plan		Y (existing staff levels)	Staff time required to assess potential programs using the Program Rationale Checklist.	RDN Other grant opportunities as available RDN staff
Continue to place a priority on developing cross-sectoral collaborations and partnerships with a focus on the public health, social service and education sectors. (Recommendation #4)	Ongoing	\$70,000	\$70,000	Y (existing staff levels, may require increase on a project specific basis)	Staff time required to foster relationships (e.g. host meetings, attend inter-agency discussions, etc.). May require annual funds for promotion of initiatives, conference attendance, etc.	RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners
Allocate additional resources to the implementation and promotion of cross-sectoral partnerships and collaborations undertaken by the RDN in District 69. (Recommendation #5)	Immediate Term (1 – 2 Years)	\$10,000	\$25,000	Y (increase staff levels)	Annual funds for the promotion of cross-sectoral partnerships (e.g. ads, materials, attendance at conferences/ events hosted by cross-sectoral partnerships).	RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners
It is recommended that RDN Recreation Services work with local municipalities and School District 69 to further clarify roles and responsibilities relating to future recreation planning and capital development. (Recommendation #6)	Immediate Term (1 – 2 Years)		\$5,000	Y (existing staff levels)	Incremental staff time likely required. \$10,000 allocated for external expertise (e.g. facilitator, leading practices/ benchmarking research support).	RDN Grants from senior levels of government School District 69 RDN staff Community partners Local government School District 69

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing	Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved	
		Operating (Annual)	Project Based (Estimated "One-Time" \$)	Staffing Resources			Assumption
The RDN should allocate additional resources to community group capacity building. (Recommendation #7)	Immediate Term (1 – 2 Years) Short Term (2– 5 Years)	\$10,000 (immediate term) \$75,000 (short term)		Y (existing staff levels in immediate term, incremental in short term)	Immediate term: additional funds (\$10,000) to host group training and success sharing sessions (room rentals, guest speakers, materials, etc.). Short term: \$75,000 for new internal staff position or alternative approach based on best available option at the time of implementation (i.e. contracted position, funding to community partner organization to deliver initiative, etc.).	RDN Grants from senior levels of government Other grant opportunities as available	RDN staff Community organizations
It is recommended that RDN Recreation Services develop and implement a more specific engagement framework. (Recommendation #8)	Immediate Term (1 – 2 Years)		\$15,000	Y (existing staff levels)	Staff time required to developed and implement the framework. One-time project based funds may be required for external expertise (e.g. engagement expert to review framework), hosting of staff training, etc.	RDN Other grant opportunities as available	RDN staff RDN Board of Directors (approval) District 69 Recreation Commission
RDN Recreation Services should continue to strategically utilize project/initiative focused groups such as steering committees and "task forces" on an ad-hoc basis. (Recommendation #9)	Ongoing			Y (existing staff levels)	Staff time required to support these groups.	RDN	RDN staff RDN Board of Directors District 69 Recreation Commission
RDN Recreation Services should continue to prioritize diversity and balance in its program offerings. (Recommendation #10)	Ongoing	Varies depending on service function as per 5 year Financial Plan		Y (existing staff levels)		RDN	RDN staff Community partners District 69 Recreation Commission

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing	Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved	
		Operating (Annual)	Project Based (Estimated "One-Time" \$)	Staffing Resources			Assumption
<p>Recommendation identifies programming focus areas (Nature interaction and outdoor skill development for children, youth and teens; Activity camps for children, youth and teens; and Fitness and wellness programming for adults and seniors).</p> <p>(Recommendation #11)</p>	Ongoing	TBD as per fees and charges bylaw		Y (existing staff levels)	Staff time required to monitor trends, data and use decision making tools (Program Rationale Checklist).	RDN Other grant opportunities as available	RDN staff Community partners
<p>RDN Recreation Services should continue to offer arts and cultural opportunities as part of its programming mix. Arts and cultural programming offered by the RDN should be primarily introductory level and focused on skill development and building arts and cultural capacity in Oceanside.</p> <p>(Recommendation #12)</p>	Ongoing	TBD as per fees and charges bylaw		Y (existing staff levels)	Staff time required to monitor trends, data and use decision making tools (Program Rationale Checklist).	RDN Other grant opportunities as available	RDN staff Community partners
<p>Leverage the expertise of existing arts and cultural resources in the community and create alignment between RDN programming and community organization programming.</p> <p>Engage with the Town of Qualicum Beach and City of Parksville to gain a further understanding of the previous planning that both municipalities have undertaken related to arts and culture.</p> <p>(Recommendation #13)</p>	Immediate Term (1 – 2 Years)/ Ongoing		\$15,000	Y (existing staff levels depending on prioritization)	Staff time to increase collaborations and monitor program trends, needs and successes.	RDN Local governments Grants	RDN staff Local governments
<p>Sustain the Financial Assistance Program and Inclusion Support Program and engage with community partners and other organizations to increase the awareness of these support programs.</p> <p>(Recommendation #14)</p>	Immediate Term (1 – 2 Years)	\$23,000		Y (existing staff levels)		RDN Grants from senior levels of government Other grant opportunities as available	RDN Staff District 69 Recreation Commission RDN Board Local Community Organizations and Partners

SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing	Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
		Operating (Annual)	Project Based (Estimated "One-Time" \$)	Staffing Resources		
Consider supporting the start-up of a local KidSport chapter. (Recommendation #15)	Short Term (2 – 5 Years)	TBD	\$10,000	Y (existing staff levels depending on prioritization)	Seed funding will likely be required from the RDN. The RDN's ongoing contribution could be support staff to assist with processing applications, organizing meetings, events support.	RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners Sport organizations
Continue to place a priority on the marketing of recreation programs and opportunities in District 69. (Recommendation #16)	Ongoing	\$93,000		Y (existing staff levels)	Assumes current p/t staff position sustained.	RDN RDN staff
Undertake the following strategic planning initiatives in the next three to five years: Community Events Support Strategy, Older Adults/ Age Friendly Strategy, update of the Youth Recreation Strategic Plan, and continued regular fees and charges review. (Recommendation #17)	Immediate Term (1 – 2 Years)/ Short Term (2– 5 Years)		\$100,000	Y (existing staff levels depending on prioritization)	Assumes \$25,000 required per study for external expertise. *Could be less if some or all aspects of these projects are completed internally. Staff resources required to support these planning initiatives.	RDN Grants from senior levels of government Other grant opportunities as available RDN staff Community partners Stakeholders in each study area District 69 Recreation Commission RDB Board of Directors (approval)

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS

While demand exists for a number of capital projects, financial resource limitations will require priorities to be set. The RDN and its partner organizations will also need to further explore funding mechanisms, responsibilities and undertake additional planning steps before new capital development occurs. Capital cost escalation is anticipated to range between 8-10% annually and will require updating of these costs on an ongoing basis.

Presented in the following chart is additional detail and implementation requirements pertaining to each potential capital project. A prioritization level has also been identified, however it is important to note that this level of prioritization may not be aligned with development timing due to other factors and requirements (e.g. need to undertake partner/stakeholder discussions, land considerations, project resourcing).

Project	Priority	Required Next Steps and Timing	Estimated Capital Cost (2018, \$M)	Potential Annual Operating Impact (Incremental to Current)	Additional Considerations and Potential Funding Sources
Future curling facility options. (Recommendations #20, 21)	1	<ol style="list-style-type: none"> 1. Clarify lifespan/availability of the District 69 Arena. (Immediate) 2. Initiate discussions with the City, Town and curling stakeholders to clarify long-term curling needs. (Immediate) 3. Conduct feasibility analysis to determine the scale of facility that is required. (Short Term) 4. Develop a business case to determine an operational and capital funding model. (Short Term) 5. Detailed design (Undetermined) 6. Development (Undetermined) 	\$4M – \$9M	TBD	<ul style="list-style-type: none"> • Demolition costs for the District 69 Arena are estimated at \$1M (likely to be required in the Short Term). • Funding sources to be determined through feasibility analysis and a business case. • Operational impact will be dependent upon the model and scale (size of facility).
Upgrades to the track at Ballenas Secondary School. (Recommendation #24)	2	<ol style="list-style-type: none"> 1. Confirm project scope and approvals with School District 69 (Immediate) 2. Initiate discussions with stakeholders to determine ability to pay and confirm levels of use. Develop a business plan if needed (Immediate) 3. Determine operational and capital funding model (Immediate) 4. Further refine costs and select a supplier/installer (Short Term) 5. Development (Short Term) 	\$0.5M – \$1M	TBD	<ul style="list-style-type: none"> • Operational budget should include a capital reserve for future track replacement. • Grants. • Operational impact will be dependent upon the ability of users to pay for track time.

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS (CONTINUED)

Project	Priority	Required Next Steps and Timing	Estimated Capital Cost (2018, \$M)	Potential Annual Operating Impact (Incremental to Current)	Additional Considerations and Potential Funding Sources
Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1)	T3	1. Confirm preferred option (Immediate)	\$8.6M	Similar to current or moderate increase in net expenditures	<ul style="list-style-type: none"> Capital funding may require additional taxpayer support as validated through a referendum process. Grants from all levels of government. Consider Amenity Contributions. It is suggested that the RDN develop a sponsorship and naming policy to further clarify opportunities (see Recommendation #32). It is assumed that the inclusion of a wellness centre will offset some incremental aquatics operational costs that will be accrued due to expansion.
Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18—Option 2)		2. Determine a funding model and procure capital funds accordingly (Immediate – Short Term) 3. Develop a business case to further clarify operational impacts and determine the best model for the potential wellness centre (Short Term) 4. Detailed design (Short Term) 5. Development (Short Term to Medium/Long Term)	\$10.9M		
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3	1. Optimize use of existing field to further clarify need as per Recommendation #24 (Immediate) 2. Conduct feasibility analysis to determine the operational viability, capital costs, stakeholder support, potential funding model and location for a retrofit project (Short Term) 3. Proceed with vendor selection and development if warranted (Short Term)	\$1.5M – \$3M	\$0.075M – \$0.200M	<ul style="list-style-type: none"> Operational impact will be dependent upon the ability of users to pay for field time and location factors (e.g. economies of scale with other adjacent facilities). Capital funding sources to be determined.

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

INFRASTRUCTURE RECOMMENDATIONS: POTENTIAL CAPITAL PROJECTS (CONTINUED)

Project	Priority	Required Next Steps and Timing	Estimated Capital Cost (2018, \$M)	Potential Annual Operating Impact (Incremental to Current)	Additional Considerations and Potential Funding Sources
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30)	T3	<ol style="list-style-type: none"> Analyze efforts to increase utilization within its current use (Immediate) If repurposing if necessary, determine best future use (Short Term) Conduct cost and operational analysis of potential new uses (Short Term) Detailed design (Undetermined) Development (Undetermined) 	\$0.100M – \$1M	TBD	<ul style="list-style-type: none"> Capital and operating costs will be dependent on the targeted use of the space.
New indoor recreation and fitness space. (Recommendations #26, 29)	T4	<ol style="list-style-type: none"> Identify opportunities to acquire land (Immediate – Short Term) Revisit need, feasibility, potential scale and financial impacts in 5+ years (Medium/Long Term) Detailed design (Undetermined) Potential development (Undetermined) 	\$10M – \$20M	\$0.500M – \$1M	<ul style="list-style-type: none"> Capital and operational funding models will require further exploration through feasibility analysis. The need for, and viability of, this project will be impacted by other projects (i.e. inclusion of a wellness facility in the Ravensong Aquatic Centre, availability of decommissioned schools, trends, etc.)
Outdoor multi-use sport complex. (Recommendation #23)	T4	<ol style="list-style-type: none"> Identify opportunities to acquire land (Immediate – Short Term) Revisit need, feasibility, potential scale and financial impacts in 5+ years (Medium/Long Term) Detailed design (Undetermined) Potential development (Undetermined) 	\$5M – \$10M	\$0.200M – \$0.400M	<ul style="list-style-type: none"> Capital and operational funding models will require further exploration through feasibility analysis. The need for, and viability of, this project will be impacted by other projects (i.e. optimization of existing fields, potential artificial turf retrofit of an existing field). Development Cost Charges/ Amenity Contributions may be potential funding sources depending on facilities and amenities.

Timing Legend

Immediate: 1 – 2 Years • Short Term: 2 – 5 Years • Medium/Long Term: 5 – 10 Years • Undetermined: Unknown

Priority Legend

The letter “T” in the priority column indicates a tied priority.

SUMMARY OF CAPITAL PROJECTS

The following chart provides a further summary of the steps and impacts identified in the previous chart.

Project	Priority	Planning Pre-Requisites					Capital Costs and Timing				Estimated Operating Impact (Incremental to Current)
		Partner/Stakeholder Discussions	Land Acquisition	Additional Planning (Feasibility Analysis and/or Business Case)	Resourcing (Funding Model)	Detailed Design/ Vendor Procurement	Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Years)	Undetermined	TBD
Future curling facility options. (Recommendations #20, 21)	1	Immediate	TBD	Short Term	Short Term	Undetermined		\$1M ^A		\$4M – \$9M	TBD
Upgrades to the track at Ballenas Secondary School. (Recommendation #24)	2	Immediate	N/A	Immediate	Immediate	Immediate Term	\$0.5M – \$1M				Similar to current or moderate increase in net expenditures
Ravensong Aquatic Centre expansion. (Recommendation #18— Option 1) Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18— Option 2)	T3 ^B	Ongoing	N/A	Short Term	Immediate	Short Term – Medium/ Long Term		\$8.6M ^C \$10.9M ^C			\$0.075M – \$0.200M
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3 ^B	Short Term	N/A	Short Term	Short Term	Short Term – Medium/ Long Term		\$1.5M – \$3M			TBD
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) ^D	T3 ^B	TBD	N/A	TBD	TBD	TBD				\$0.100M – \$1M	\$0.500M – \$1M
New indoor recreation and fitness space. (Recommendations #26, 29)	T4 ^B	TBD	TBD	Medium/ Long Term	TBD	TBD				\$10M – \$20M	\$0.200M – \$0.400M
Outdoor multi-use sport complex. (Recommendation #23)	T4 ^B	TBD	TBD	Medium/ Long Term	TBD	TBD				\$5M – \$10M	

- A Estimated cost to demolish the existing facility if required.
- B The letter "T" in the priority column indicates a tied priority.
- C Timing to be clarified through further planning and resourcing discussions.
- D Only required if utilization can't be increased in the existing configuration/use.

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES

Outlined as follows are required implementation actions and resources for the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing		Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
	Recommended Timeframe	Timeframe Rationale	Project Based (Estimated "One-Time" \$)	Staffing Resources	Assumption		
<p>Work collaboratively with the City of Parkville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69.</p> <p>(Recommendation #21)</p>	Immediate Term (1 – 2 Years)	The lease for the land between the RDN and City ends in March, 2023.		Y	Will require some RDN staff time to participate in and/or facilitate these discussions.	Grants from senior levels of government (continue to work with stakeholders to identify opportunities to leverage capital grants) Capital sponsorships User group fundraising/contributions	Parkville Curling Club City of Parkville Town of Qualicum Beach Qualicum Beach Curling Club RDN Board, staff and District 69 Recreation Commission Other regional curling stakeholders
	Short Term (2 – 5 Years)	All involved groups and stakeholders will need to work together to determine the best course of action for curling infrastructure in District 69.	\$20,000		Retain external professionals for review.		
	Medium/Long Term (5 – 10 Years)	Depending on the outcome of discussions, the RDN should then allocate resources for their level of participation.	TBD				
<p>Work with partners in District 69 (City of Parkville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces.</p> <p>(Recommendation #22)</p>	Immediate (1 – 2 Years)	To occur on an ongoing basis.	\$30,000	Y	Will require some RDN staff time to identify opportunities and work with partners. May require external expertise to assist with assessment and identification of enhancement opportunities.	RDN User groups and stakeholders	RDN staff Town of Qualicum Beach City of Parkville School District 69 Sport field user groups

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing		Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
	Recommended Timeframe	Timeframe Rationale	Project Based (Estimated "One-Time" \$)	Staffing Resources	Assumption		
Identify opportunities to retrofit or upgrade existing outdoor facilities (i.e. Track at Ballenas Secondary School and retrofit of a natural surface field to artificial turf. (Recommendation #24)	Short Term (2 – 5 Years)	Required to explore needs and viability.	\$25,000	Y (TBD)	Estimated capital cost range (in 2017 dollars). \$25,000 allocated for future feasibility analysis.	RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships User group fundraising/ contributions/fees	RDN Board of Directors District 69 Recreation Commission Local government Sport field stakeholder groups
Identify opportunities to integrate a dedicated medium scale (3,000 ft2 to 5,000 ft2) fitness and wellness space into an existing facility. (Recommendation #25)	Short Term (2 – 5 Years)	Timing dependent on other potential projects and initiatives (e.g. Ravensong Aquatic Centre expansion)	\$20,000	Y (TBD)	Included in the estimated cost for the Ravensong Aquatic Centre expansion. Other opportunities that require further exploration are the retrofit of the leisure ice area at Oceanside Place and future new facility development.	RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships	RDN Board of Directors District 69 Recreation Commission RDN staff Stakeholders
Continue to place a priority on maximizing the use of current facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27)	Ongoing	To occur on an ongoing basis.		Y (existing staff levels)	RDN staff time required to assess current state and identify opportunities on a regular basis.	RDN	RDN staff
Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28)	Ongoing	As required based on projects that occur.	\$25,000	Y (existing staff levels depending on prioritization)	RDN staff time to assess current state and identify opportunities on an ongoing basis.	RDN (additional tax requisition) Grants from seniors levels of government Capital sponsorships User group fundraising/ contributions/fees	RDN staff Community partners User groups and stakeholders

INFRASTRUCTURE RECOMMENDATIONS: PLANNING AND OPTIMIZATION INITIATIVES (CONTINUED)

Recommendation (Summarized*) <i>* See recommendations in Sections 4 and 5 for full text/description.</i>	Timing		Resource Requirements			Funding Sources (Anticipated or Required)	Parties Involved
	Recommended Timeframe	Timeframe Rationale	Project Based (Estimated "One-Time" \$)	Staffing Resources	Assumption		
Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30)	Immediate Term (1 – 2 Years) for maximizing the space in current use. Short Term (2 – 5 Years) to determine if retrofit is needed.	Immediate term focus on increasing use as a leisure ice space. Consider retrofit if utilization cannot be increased.		Y (existing staff levels)	Capital cost identifies range of potential retrofit cost. Net operations assumed to be the same or better for all potential options (use as leisure ice or retrofit).	RDN Potential user groups (depending on type of retrofit if pursued)	RDN staff RDN Board of Directors District 69 Recreation Commission Oceanside Place facility users
RDN Recreation Services should be involved as a key stakeholder in future parks, trails and open space planning. (Recommendation #31)	Ongoing	To occur on an ongoing basis.		Y (existing staff levels)		N/A	
Develop a sponsorship and naming policy and strategy. (Recommendation #32)	Immediate Term (1 – 2 Years)	Conducting this project in the immediate term can help clarify potential revenue sources for future capital projects.	\$25,000	Y (existing staff levels)	\$25,000 allocated for external review.	RDN	RDN staff District 69 Recreation Commission Stakeholders
Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)	Medium to Long Term (5 – 10 Years)	Assumed to occur at the mid point between Master Plans (in five years from completion of the 2017 Recreation Services Master Plan).	\$25,000	Y (existing staff levels)	\$25,000 allocated to complete the Needs Assessment and Master Plan update.	RDN Local partners Other grant opportunities as available	RDN staff RDN Board of Directors District 69 Recreation Commission Stakeholders
Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34)	Ongoing	Process to be used on an ongoing basis to inform decision making and next steps.	\$10,000	Y	Staff time required to communicate process requirements internal and externally and to assist with required research and analysis.	N/A	RDN staff RDN Board of Directors District 69 Recreation Commission Stakeholders

INFRASTRUCTURE PRIORITIZATION FRAMEWORK

The following Infrastructure Prioritization Framework has been developed to provide an example and potential tool that could be used to score and rank potential projects and initiatives. As outlined in the following chart, the Framework provides a scoring metric that takes into account a number of factors, considerations and realities that will need to be measured when determining priorities.

Criteria	3 Points	2 Points	1 Point	0 Points	Weighting
Resident Demand^E	The type of facility/amenity was a top 2 priority as identified in the resident survey.	The type of facility/amenity was a 3 – 4 priority as identified in the resident survey.	The type of facility/amenity was a 5 – 7 priority as identified in the resident survey.	N/A	1
Group and Stakeholder Demand^F	The type of facility/amenity was identified as a high priority during the stakeholder consultation.	The type of facility/amenity was identified as a moderate priority during the stakeholder consultation.	The type of facility/amenity was identified as a low priority during the stakeholder consultation.	N/A	1
Current Provision	The facility/amenity project would add a completely new recreation opportunity in District 69.	The facility/amenity project would significantly improve existing provision.	N/A	The facility/amenity is already adequately provided (the project would not improve existing provision).	1
Capital Cost Impacts^G	The facility/amenity project has an estimated capital cost of <\$1M.	The facility/amenity project has an estimated capital cost of \$1M – \$2M	The facility/amenity project has an estimated capital cost of \$3M – \$5M	The facility/amenity project has an estimated capital cost of >\$5M.	1
Operating Cost Impacts	The facility/amenity project is not projected to require an incremental operating subsidy (above current)	The facility/amenity project is projected to require a small incremental subsidy (<\$100,000) (above current).	The facility/amenity project is projected to require a moderate incremental subsidy (\$100,000 – \$200,000) (above current).	The facility/amenity project is projected to require a incremental subsidy (>\$200,000) (above current).	1
Economic Impact	The facility/amenity will draw significant non-local spending to District 69 (e.g. event and competition hosting, regional attraction).	The facility/amenity will draw moderate non-local spending to District 69 (e.g. event and competition hosting, regional attraction).	N/A	The facility/amenity has no or limited potential to draw non-local spending to District (primarily a localized facility/amenity).	1
Cost Savings Through Partnerships or Grants	Partnership and/or grant opportunities exist in development and/or operating that equate to 50% or more of the overall facility cost.	Partnership and/or grant opportunities exist in development and/or operating that equate to 25% – 49% or more of the overall facility cost.	Partnership and/or grant opportunities exist in development and/or operating that equate to 10% – 24% or more of the overall facility cost.	No potential partnership or grant opportunities exist at this point in time.	1
Age and Ability Level	The facility/amenity project would provide opportunities for all ages and ability levels.	N/A	The facility/amenity may be somewhat accessible to all ages and abilities but is primarily focused on a specific age group or level of competition.	The facility/amenity would not provide opportunities for all ages and abilities.	1

E See ranking on page 34 of the MP (also in the Executive Summary of the State of Recreation in District 69 Research Report).

F **High Priority:** Identified as a priority for new development or enhancement by over 40% of Community Group Questionnaire respondents and/or a prevalent need identified during the stakeholder interviews.

Moderate Priority: Identified as a priority for new development or enhancement by 20 - 39% of Community Group Questionnaire respondents and/or a moderate need identified during the stakeholder interviews.

Low Priority: Identified as a priority for new development or enhancement by <20% of group survey respondents and/or identified as a low need during the stakeholder interviews.

G See the appendices for estimated capital costs for each potential project.

FACILITY PROJECTS SCORING

Based on the scoring metrics outlined in the Infrastructure Prioritization Framework presented on the previous page, the potential facility/amenity projects have been scored and ranked, to demonstrate how the Framework works and could be used in the future. However it is important to reiterate that this ranking is for example purposes only and may require further refinement (e.g. weighting of the scoring metrics). Decision making related to any of these potential facility/amenity projects is the responsibility of the RDN Board of Directors.

Note: The projects ranked in this Framework are based on the list of facility/amenity types identified in the Resident Survey and Community Group Questionnaire. The scoring charts and estimated capital costs associated with each facility/amenity type are provided in the appendices.

INDOOR Facility/Amenity Project	Rank
Ravensong Aquatic Centre Expansion ^H	1
Health/Wellness Centre (e.g. addition to existing facility or new facility)	2
Performing Arts Centre	3
Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility)	3
Teen/Youth Centre	4
Seniors Centre	4
Ice Arena (development of new ice sheets)	4

H As defined in Recommendation #18.

OUTDOOR Facility/Amenity Project	Rank
Walking/Hiking Trails	1
Natural Parks and Protected Areas	2
Picnic Areas and Passive Parks	2
Bicycle/Roller Blade Paths	3
Playgrounds	4
Synthetic Turf Field (retrofit of natural surface field to synthetic turf)	4
Multi-sport Complex (including synthetic turf, track and field, field house building) ^I	5

I As defined in Recommendation #23.





APPENDICES

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A

BENEFITS HUB RESEARCH SOURCES

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B

RAVENSONG AQUATICS CENTRE FEASIBILITY STUDY (2009)—TEST FACILITY PLANS

0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT 2013 COST UPDATE
November 14, 2013

VI TEST FACILITY PLANS

The following pages describe 2 possible options that can be derived from above components. These plans are illustrative in nature, intended to show two of the possible many configurations of above component options. The 2 distinct plans highlight the 2 site planning approaches; we have kept the actual facility comparable in size and choice of wellness area and pool layout. Both approaches respect existing site constraints, including the current property boundaries defined by lease agreement with the Township of Qualicum.

VI.a Approach #1 – retention of existing entry point, single level facility with leisure pool expansion

This option is comparable to the previous 2006 feasibility study in the location and size of Wellness Centre, Multi-Purpose Room, Entry and Universal Change Room.



Room Legend

- Administration
- Control / Reception
- Corridor
- Entry Lobby

- Mechanical and Storage
- Men's Change Room

- New MP Room
- Staff Area
- Universal (Family) Change Room
- Wellness Centre
- Wellness Support Spaces
- Women's Change Room

SKETCH PLAN OF OVERALL FACILITY APPROACH #1 – NOT TO SCALE

EXISTING FACILITY AREA:	1605M2 / 17270SF
NEW ADDITIONAL AREA:	1285M2 / 13830SF
NEW TOTAL FACILITY AREA:	2890M2 / 31100SF

0919 RAVENSONG AQUATIC CENTRE EXPANSION – FEASIBILITY REVIEW REPORT 2013 COST UPDATE
November 14, 2013

VI.b Approach #2 – reversal of the entry location

The main difference between this test plan and the previous plan is the reversal of the entry location. The result is an improved overall organization of the facilities relationship between the entry, the pool hall and the MP room. The illustrative perspective sketch below indicates this new entry situation with views to the expanded pool.



SKETCH PLAN OF OVERALL FACILITY APPROACH #2 – NOT TO SCALE



SKETCH PERSPECTIVE OF POSSIBLE EXPANSION

Room Legend

- Administration
- Control / Reception
- Corridor
- Entry Lobby
- Mechanical and Storage
- Men's Change Room
- New MP Room
- Staff Area
- Universal (Family) Change Room
- Wellness Centre
- Wellness Support Spaces
- Women's Change Room



AQUATICS OPTIONS—CAPITAL COST CHARTS (ESTIMATES PROJECT 2018 DOLLARS)

OPTION 1

Component		Area (m ²)	Area (f ²)	Cost (per m ²)	Cost (per f ²)	Cost
Hard Constructions Cost						
Pool including Pool Mechanical	New	600	6,458	\$6,056.36	\$562.60	\$3,633,816
Universal Change Rooms	New	160	1,722	\$5,619.04	\$522.00	\$899,046
Control Area	Renovation	26	280	\$1,624.00	\$150.80	\$42,224
Entry Lobby	New	22	237	\$2,560.12	\$237.80	\$56,323
Staff Area	Renovation	40	431	\$2,809.52	\$261.00	\$112,381
Wellness Centre	New	420	4,521	\$2,934.80	\$272.60	\$1,232,616
Multi Purpose Room	New	105	1,130	\$3,558.88	\$330.60	\$373,682
Sprinkler Upgrade						\$232,000
Site Development						\$250,000
Total Hard Construction Cost						\$6,832,088
Soft Costs						
Design and Management Fees						
Loose Furnishings and Equipemt						
Construction Contingency						
Development Cost Charges						
Owner Administration Costs						
Owner Legal Costs				27%		\$1,844,664
Total Soft Costs						\$1,844,664
Total Project Cost (2018, \$)						\$8,676,752

Note: All construction costs include 7% PST.

OPTION 2

Component		Area (m ²)	Area (f ²)	Cost (per m ²)	Cost (per f ²)	Cost
Hard Constructions Cost						
Pool including Pool Mechanical	New	600	6,458	\$6,056.36	\$562.60	\$3,633,816
2 Lane Pool Expansion	Renovation	450	4,844	2,500.00	\$232.26	\$1,125,000
Hot Pool	New	100	1,076	6,500.00	\$603.86	\$650,000
Universal Change Rooms	New	160	1,722	\$5,619.04	\$522.00	\$899,046
Control Area	Renovation	26	280	\$1,624.00	\$150.80	\$42,224
Entry Lobby	New	22	237	\$2,560.12	\$237.80	\$56,323
Staff Area	Renovation	40	431	\$2,809.52	\$261.00	\$112,381
Wellness Centre	New	420	4,521	\$2,934.80	\$272.60	\$1,232,616
Multi Purpose Room	New	105	1,130	\$3,558.88	\$330.60	\$373,682
Sprinkler Upgrade						\$232,000
Site Development						\$250,000
Total Hard Construction Cost						\$8,607,088
Soft Costs						
Design and Management Fees						
Loose Furnishings and Equipemt						
Construction Contingency						
Development Cost Charges						
Owner Administration Costs						
Owner Legal Costs				27%		\$2,323,914
Total Soft Costs						\$2,323,914
Total Project Cost (2018, \$)						\$10,931,002

Note: All construction costs include 7% PST.

OPTION 3

Component	Area (m ²)	Area (f ²)	Cost (per m ²)	Cost (per f ²)	Cost
Hard Constructions Cost					
New Aquatic Facility					
<i>New Facility</i>	2,889	31,100	\$5,200.00	\$483.09	\$15,024,099
<i>Site Development</i>					\$1,000,000
Total Hard Construction Cost					\$16,024,099
Soft Costs					
Design and Management Fees					
Loose Furnishings and Equipemt					
Construction Contingency					
Development Cost Charges					
Owner Administration Costs					
Owner Legal Costs				25%	\$4,006,025
Total Soft Costs					\$4,006,025
Total Project Cost (2018, \$)					\$20,030,124

Note: All construction costs include 7% PST.

D

DETAILED AMENITY SCORING

INDOOR Facility/Amenity Project	Resident Demand	Group and Stakeholder Demand	Current Provision	Capital Cost Impacts	Operating Cost Impacts	Economic Impact	Cost Savings Through Partnerships or Grants	Age and Ability Level	Total Score	Rank
Ravensong Aquatic Centre Expansion ^A	3	3	2	0	3	2	Unknown	3	16	1
Health/Wellness Centre (e.g. addition to existing facility or new facility)	3	3	3	1	2	0	Unknown	3	15	2
Performing Arts Centre	2	2	2	0	0	2	Unknown	3	11	3
Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility)	2	3	2	0	1	0	Unknown	3	11	3
Teen/Youth Centre	1	2	2	2	1	0	Unknown	1	9	4
Seniors Centre	1	3	1	2	1	0	Unknown	1	9	4
Ice Arena (development of new ice sheets)	1	2	1	0	0	2	Unknown	3	9	4

OUTDOOR Facility/Amenity Project	Resident Demand	Group and Stakeholder Demand	Current Provision	Capital Cost Impacts	Operating Cost Impacts	Economic Impact	Cost Savings Through Partnerships or Grants	Age and Ability Level	Total Score	Rank
Walking/Hiking Trails	3	3	2	3	2	0	Unknown	3	16	1
Natural Parks and Protected Areas	3	2	2	3	2	0	Unknown	3	15	2
Picnic Areas and Passive Parks	2	3	2	3	2	0	Unknown	3	15	2
Bicycle/Roller Blade Paths	2	2	2	3	2	0	Unknown	3	14	3
Playgrounds	1	2	2	3	2	0	Unknown	1	11	4
Synthetic Turf Field (retrofit of natural surface field to synthetic turf)	1	2	3	1	1	2	Unknown	1	11	4
Multi-sport Complex (including synthetic turf, track and field, field house building) ^B	1	2	3	0	1	2	Unknown	1	10	5

A As defined in Recommendation #18.

B As defined in Recommendation #23.

E

ESTIMATED CAPITAL COSTS FOR AMENITY SCORING

INDOOR Facility/Amenity Project	Estimated Capital Cost (2017 \$)
Ravensong Aquatic Centre Expansion ^A	\$8M – \$10M
Health/Wellness Centre (e.g. addition to existing facility or new facility)	\$3M – 5M
Performing Arts Centre	\$5M – \$7M
Multi-purpose Recreation Facility (e.g. addition to existing facility or new facility)	\$8M – \$20M
Performing Arts Centre	\$1M – \$2 M
Teen/Youth Centre	\$1M – \$2 M
Seniors Centre	\$10M – \$20M
Ice Arena	\$10M – \$20M

A As defined in Recommendation #18.

OUTDOOR Facility/Amenity Project	Estimated Capital Cost (2017 \$)
Trails (new development of major enhancement)	N/A ^B
Natural Parks and Protected Areas	N/A ^B
Picnic Areas and Passive Parks	N/A ^B
Playgrounds	\$100K – \$200K
Synthetic Turf Field (retrofit of natural surface field to synthetic turf)	\$1.5M – \$3M
Multi-sport complex (including synthetic turf, track and field, field house building) ^C	\$5M – \$10 M

B Project specific; assumed as <\$1M for scoring purposes.

C As defined in Recommendation #23.

F

DISTRICT 69 RECREATION SERVICES— FINANCIAL OVERVIEW

Service Area	Oceanside Place	Ravensong Aquatic Centre	Northern Community Recreation Program Services	Total
Operating Revenues	\$639,079	\$723,972	\$486,957	\$1,850,008
Operating Expenses	\$1,995,488	\$2,629,527	\$1,866,207	\$6,491,222
Cost Recovery	32%	28%	26%	29%
Required Operating Subsidy	\$1,356,409	\$1,905,555	\$1,379,250	\$4,641,214

Oceanside Place	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.)	\$2,572,978	\$2,630,521	\$2,688,371	\$2,747,563	\$2,808,128
Operating Expenditures	\$2,250,986	\$2,302,006	\$2,293,216	\$2,329,993	\$2,368,655
Capital Expenditures	\$119,875	\$109,871	\$346,825	\$142,840	\$145,500
Capital Financing Charges	\$273,052	\$273,052	\$273,052	\$273,052	\$273,052
Net Surplus/(Deficit) for the Year	\$(69,935)	\$(54,408)	\$(22,722)	\$1,678	\$20,921
Surplus Applied to Future Years	\$158,572	\$104,164	\$81,442	\$83,120	\$104,041

Ravensong Aquatic Centre	2017	2018	2019	2020	2021
Taxes and Revenues (property taxes, recreation fees, rentals, concession, etc.)	\$2,637,699	\$2,676,846	\$2,736,675	\$2,777,600	\$2,819,349
Operating Expenditures	\$2,629,527	\$2,666,231	\$2,703,642	\$2,771,779	\$2,715,124
Capital Expenditures	\$107,050	\$620,235	\$254,325	\$102,040	\$207,500
Capital Financing Charges	\$0	\$0	\$0	\$0	\$0
Net Surplus/(Deficit) for the Year	\$(98,878)	\$(9,620)	\$(21,292)	\$(11,219)	\$(3,275)
Surplus Applied to Future Years	\$137,777	\$128,157	\$106,865	\$95,646	\$92,371

G

PUBLIC DRAFT MASTER PLAN REVIEW “WHAT WE HEARD” REPORT

REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE) RECREATION SERVICES MASTER PLAN

PUBLIC DRAFT MASTER PLAN REVIEW “WHAT WE HEARD” REPORT

JANUARY 2018





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OVERVIEW

The Regional District of Nanaimo (RDN) is developing a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years (District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H). The last Recreation Services Master Plan was completed in 2006.

A draft Master Plan was presented to the RDN Board of Directors in October 2017. As the development of the draft Master Plan involved significant engagement throughout early 2017, the project team wanted to ensure that the public and stakeholders were provided with an opportunity to review the draft Master Plan and provide input that will be considered in the refinement and finalization of the Master Plan.

Five public open house events were held in late November 2017:

- Monday, Nov 20, 5:30 – 7:30 pm, Nanoose Place
- Tuesday, Nov 21, 1:00 – 3:00 pm, Qualicum Beach Civic Centre
- Tuesday, Nov 21, 5:30 – 7:30 pm, Arrowsmith Hall
- Wednesday, Nov 22, 5:30 – 7:30 pm, Oceanside Place Arena
- Thursday, Nov 23, 5:30 – 7:30 pm, Lighthouse Community Centre

Panels were provided at each open house event with an overview of the project process, key findings from the engagement and research, and the draft recommendations. A comment form was available for attendees to complete.

A PDF of the open house materials and a web based version of the comment form was also made available through the RDN's website. Residents were additionally able to provide comments in an online forum setting through the Get Involved RDN website.



TWO

KEY THEMES

In total 71 comments forms were completed by attendees at the open house events or online through the RDN website. Summarized below are the key themes from the feedback provided.

Perspectives on the Service Delivery Recommendations

(Question 1 on the comment form)

- 33 comments indicated some level of agreement with the service delivery recommendations.
- 14 comments offered negative viewpoints or disagreement with the service delivery recommendations or suggested that further clarification or refinement is needed. The majority of these comments related to aquatics infrastructure (even though the question was not related to the infrastructure recommendations).
- 5 comments were provided on the need for the RDN to enhance the communication of recreation opportunities (3 of these comments were specific to the RDN website).
- 5 comments suggested that increased pickleball opportunities are needed and were not specifically identified in the service delivery recommendations.
- 3 comments suggested that the RDN should prioritize track and field opportunities (including facilities) more than it currently does.
- 2 comments were provided on the need to ensure adequate opportunities exist for youth.



Perspectives on the Infrastructure Recommendations

- 22 comments indicated some level of agreement with the infrastructure recommendations.
- 13 comments expressed that a new track and field / outdoor multi- sport complex should be a higher priority in the Master Plan.
- Aquatics options:
 - » 12 comments suggested that the aquatics options presented are not sufficient and that a new and larger scale facility is required (e.g. 50 metre pool on a new site).
 - » 8 comments supported Option 2 as presented (expansion of the existing aquatics facility, addition of two lanes to the existing main tank and the addition of a wellness centre).
 - » 6 comments supported Option 1 as presented (expansion of the existing aquatics facility and the addition of a wellness centre).
 - » 6 comments expressed opposition to any aquatics facility expansion.
- 5 comments expressed overall displeasure / dissatisfaction with the infrastructure recommendations (new specific reason(s) provided).
- 4 comments reiterated the importance of sustaining curling in District 69 (through either the existing facilities or a new facility).
- 4 comments expressed the need for a multi-purpose indoor recreation facility.
- 2 comments suggested that more attention needs to be given to the geographic distribution of facilities.
- 2 comments indicated that more attention needs to be given to trails and park spaces in the Master Plan.



Additional/Overall Comments on the Master Plan

- 8 comments reiterated the need for a higher prioritization of track and field in the Master Plan.
- 7 comments reiterated the need for pool upgrades or a new facility.
- 5 comments referred to the growth and need to provide more pickleball spaces or times.
- 5 comments on the important of curling.
- 4 comments identified other infrastructure needs not specifically identified in the Master Plan recommendations (1 comment on racquetball courts, 1 comment on signage, 1 comment on general needs for space, 1 comment on cycling infrastructure).
- 3 comments on the benefits of developing a multi-purpose recreation facility.
- 3 comments on the need to enhance programming opportunities.
- 3 comments expressing general dissatisfaction with the Master Plan.
- 2 comments on the need for focus more on seniors' recreation in the Master Plan.

Location of Residency

Area	#
City of Parksville	20
Town of Qualicum Beach	11
Area E	18
Area F	5
Area G	7
Area H	1
Other	0
Total	62

* 9 respondents did not indicate their location of residency.



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A

OPEN HOUSE COMMENT FORM

B

DISPLAY PANELS

DISTRICT 69 (OCEANSIDE)

DRAFT RECREATION SERVICES MASTER PLAN

PROJECT OBJECTIVES

(What is the Master Plan looking to achieve?)

- Determine future roles and responsibilities for the provision of recreation (and related) opportunities in District 69.
- Clarify future roles and responsibilities.
- Identify programming focus areas and tactics for addressing new and emerging trends.
- Identify opportunities to optimize the efficiency, sustainability and utilization of existing facilities.
- Strategies to address key infrastructure issues and questions, including:
 - » Future needs for indoor aquatics (potential Ravensong Aquatic Centre Expansion).
 - » Need and feasibility for an outdoor multi-sport complex.
 - » Future of the District 69 Community Arena (Parkville Curling Club facility).
 - » Community needs for indoor programming and wellness spaces.

* District 69 includes the City of Parkville; Town of Qualicum Beach; and Electoral Areas E, F, G, and H.



PROJECT METHODOLOGY

(How was the draft Master Plan developed?)

Project Process



Public and Stakeholder Engagement

A number of consultation mechanisms were used to gather feedback and perspectives from residents, stakeholders and user groups.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>

SUMMARY OF KEY FINDINGS FROM THE RESIDENT SURVEY

- Overall, satisfaction levels for RDN provided recreation services in District 69 are strong and have improved over the past decade.
 - » 80% of residents expressed satisfaction with the current provision of recreation services; this figure has increased by 13% since 2006.
- Recreation services and opportunities are highly valued by residents.
 - » 97% of residents indicated that recreation is important to their household's quality of life (69% believe that it is "very important").
 - » 99% of residents indicated that recreation is important to the community in which they live (82% believe that it is "very important").
- Among District 69 households, some level of demand exists for new and enhanced facilities.
 - » 51% of households believe that new or enhanced indoor recreation facilities are needed in District 69.
 - » 49% of households believe that there is a need for new or enhanced parks and outdoor recreation spaces.

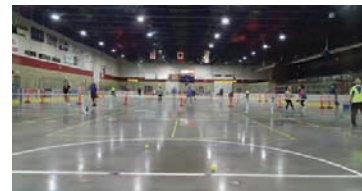


SUMMARY OF KEY FINDINGS FROM THE RESIDENT SURVEY

Resident Survey: Infrastructure Priorities

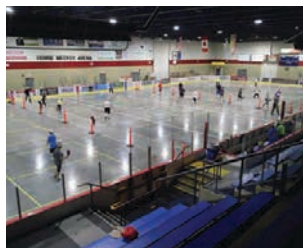
Indoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Indoor Swimming Pool	39%	26%
2	Health and Wellness/Fitness Centre	35%	19%
3	Multi-purpose Recreation Facility	33%	14%
4	Performing Arts Centre	18%	16%
5	Teen/Youth Centre	22%	11%
6	Seniors Centre	14%	18%
7	Ice Arena	2%	17%

Outdoor Facility Priorities			
#	Type	Want New	Want Existing Enhanced
1	Walking/Hiking Trails	45%	39%
2	Natural Parks and Protected Areas	36%	32%
3	Picnic Areas and Passive Parks	27%	30%
4	Bicycle/Roller Blade Paths	31%	20%
5	Playgrounds	14%	20%
6	Track and Field Facility	13%	13%
7	Sport Fields	8%	15%



SUMMARY OF KEY FINDINGS FROM THE USER GROUP AND STAKEHOLDER CONSULTATION

- Stakeholder and user groups identified a number of preferences for new and enhanced facilities, often pertaining to their program or activity.
 - » Sport field user groups expressed that more premium quality fields (natural and/or synthetic turf) would help enhance their program and event hosting capabilities.
 - » The benefits of developing a new indoor multi-purpose recreation facility was expressed during a number of the stakeholder and user group discussions.
- Ensuring that recreation programming is geographically distributed throughout District 69 was identified as being important for many groups.
 - » The current use of decommissioned school sites in District 69 for recreation and community programming was identified as having positive local impacts.
 - » Some concerns were expressed over the impact that the development of a new indoor multi-purpose recreation facility could have on smaller facilities and the local availability of programming.
- A lack of a critical mass of youth was commonly identified as impacting programming opportunities for younger residents.
- User groups and stakeholders generally expressed positive sentiments towards RDN recreation staff, but would like to continue to work to improve communications and collaborations.



KEY FINDINGS FROM THE PROJECT RESEARCH

- District 69 has diverse demographics and population characteristics that influence recreational pursuits and interests (i.e. age, income, culture, community type).
- Population growth has been moderate in District 69 over the past decade.
 - » The current population of District 69 is 46,665 residents. Population projections anticipate that the population could range between approximately 51,000 and 57,000 residents within ten years.
- The majority of major RDN operated facilities in District 69 are well utilized and have a strong mix of opportunities.
 - » Available data supports that capacity issues exist at the Ravensong Aquatic Centre during peak times.
- A number of local, regional and provincial trends are impacting recreational preferences and demands, including:
 - » Increasing demands for “unstructured” and “spontaneous” opportunities.
 - » Diversifying activity interests, in some cases impacting traditional activities.
 - » Preference for multi-purpose “hub” facilities with multiple amenities and spaces that can accommodate a wide array of programs.
- While current operational roles and responsibilities between the RDN, municipalities within District 69, and community partner organizations are generally well understood; less clarity exists pertaining to future responsibilities for planning and capital development.



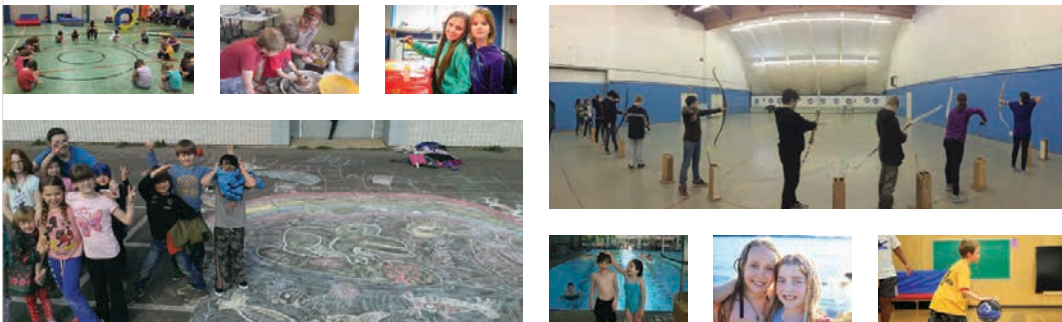
MASTER PLAN RECOMMENDATIONS

The Master Plan contains a total of 34 recommendations that provide future direction over the next ten years across the following areas of recreation services.

- **Service Delivery and Programming:** How will the RDN provide recreation services?
- **Infrastructure:** How will the RDN prioritize future facility investment and maximize the benefits that current facilities provide to residents and user groups?

Provided on the following display panels is an overview of the recommendations.

Feedback provided at the open houses will be used to further refine and finalize the Master Plan.



SUMMARY OF SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

- The RDN should undertake a governance review for recreation service provision in District 69. The review should focus on:
 - » Opportunities to maximize overall efficiency.
 - » Establishing a refreshed mandate for all involved entities (i.e. review terms of references for commission/committees, advisory groups, project working groups, etc.).
 - » Clarifying decision making responsibilities.
- The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
 - » Continue to utilize a combination of direct and indirect delivery methods.
- Continue to place a priority on cross-sectoral collaborations (i.e. with the health care sector, education providers, arts and cultural groups, etc.) and invest additional resources in this area.
- Develop and implement a more specific engagement framework (to help guide future projects and initiatives).
- Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- Allocate additional resources to community group capacity building (e.g. assist groups with volunteer recruitment, skill development, strategic planning, etc.).
- Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.



SUMMARY OF SERVICE DELIVERY AND PROGRAMMING RECOMMENDATIONS

- Program focus areas of the future should include:
 - » Nature interaction and outdoor skill development for children and youth; activity camps for children/youth/teens; and fitness and wellness programming for adults and seniors.
 - » A diversity and balance of opportunities for all ages and ability levels.
 - » Continued offerings of arts and culture programs within the program “mix” of RDN Recreation Services. Where possible opportunities to expand arts and culture programming should be explored.
- Continue to prioritize accessibility and ensure that all residents are able to experience the benefits of recreation.
 - » Sustain the Financial Assistance Program and Inclusion Support Program.
 - » Further engage with community partners and other organizations to increase the awareness of the above programs.
 - » Consider supporting the start-up of a local KidSport chapter in District 69.
- Continue to place a priority on the marketing of recreation programs and opportunities in District 69.
- Recommended strategic initiatives:
 - » Development of a Community Events Support Strategy.
 - » Development of an Older Adults/Age Friendly Strategy.
 - » Update of the Youth Recreation Strategic Plan.



INFRASTRUCTURE RECOMMENDATIONS

Indoor Aquatics Recommendations

- Based on current population size, market demand and programming needs it is deemed that one indoor aquatics facility is sufficient to serve District 69.
- Three potential options were identified to enhance indoor aquatics provision in District 69.
- Each of the options also includes a small scale wellness facility as this type of facility could be efficiently developed within the project scope and help offset operating costs.

** Additional details of the three indoor aquatics options are provided on the next display panels.*



INFRASTRUCTURE RECOMMENDATIONS

Indoor Aquatics Options

Option	Description	Capital Costs
Option 1: Addition of a New Leisure Aquatics and Small Lap Pool Area and Wellness Centre	<p><i>* Reflects the optimal option (Approach #2) as identified in the 2010 expansion study.</i></p> <p>New leisure aquatics focused area and a small lap pool (3 lanes) to increase lane swimming and program space capacity. The addition would also include a medium scale fitness/wellness facility (~4,500 ft²) and a new multi-purpose room. Upgrades would also occur to amenity spaces such as change rooms, lobby areas, and public circulation spaces (including the potential re-configuration of the main entry areas).</p>	\$8,676,752
Option 2: Option 1 With the Addition of Two (2) Lanes to the Existing Program Tank	In addition to the upgrades identified in Option 1, the existing program tank would be expanded by 2 lanes. This option would require the hot pool to be relocated into the new leisure and 3 lane lap pool area and will eliminate the existing small leisure pool.	\$10,931,002
Option 3: Replacement (New Facility Development)	<p>A replacement new facility would be constructed using the general parameters outlined in Option 2, including:</p> <ul style="list-style-type: none"> • 8 lane x 25 metre program tank • Dedicated leisure aquatics area • ~4,500 ft² fitness/wellness facility • Multi-purpose room 	\$20,030,124 <i>(excluding site purchase and costs)</i>

A scoring metric was developed and used to rank the three potential options based on considerations such as cost (capital and operating), community and user group benefits, and impacts on existing facilities.

Based on this scoring, Option 1 and Option 2 were both deemed as strong options (Option 1 scored slightly higher than Option 2). Option 3 is not deemed to be a strong or viable option.



OPTION 1

(Addition of a new leisure aquatics and 3 lane lap pool area, fitness/wellness centre and amenity upgrades/re-configuration.)



November 7 2017

Riversong Aquatic Centre Expansion
Concept Study

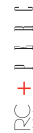


- KEY**
- Lobby & Washroom - Existing with Renovations
 - Lobby - Expansion
 - Reception & Admin - Existing with Renovations
 - Reception & Admin - Expansion
 - Wellness Centre - Expansion
 - Multi-purpose Room - Expansion
 - Change Rooms - Existing
 - Universal Change Room - Expansion
 - Nalatorium - Existing
 - Nalatorium - Expansion
 - Mechanical & Storage - Expansion
 - Qualicum Beach Civic Centre - Existing
 - Pedestrian Sidewalk
 - Landscaping
 - Extent of Existing Building
 - Entrance



Option 1

* Concept image only. Refinement of the facility layout and amenities will occur if the project moves forward into detailed design.



OPTION 2

(Same component additions as Option 1 plus the addition of two swimming lanes to the existing lap pool. The addition of the main lap pool by two lanes would require the hot pool to be relocated into the new leisure & 3 lane lap pool and will eliminate the existing small leisure pool.)



- KEY
- Yellow circle: Lobby & Waitrooms - Existing with Renovations
 - Orange circle: Lobby - Expansion
 - Light blue circle: Reception & Admin - Existing with Renovations
 - Dark blue circle: Reception & Admin - Expansion
 - Pink circle: Wellness Centre - Expansion
 - Light green circle: Multipurpose Room - Expansion
 - Light purple circle: Change Rooms - Existing
 - Light blue circle: Universal Change Room - Expansion
 - Light blue circle: Natatorium - Existing
 - Light blue circle: Natatorium - Expansion
 - Dark blue circle: Mechanical & Storage - Expansion
 - Dark blue circle: Qualicum Beach Civic Center - Existing
 - Light green circle: Pedestrian Stairwalk
 - Light green circle: Landscaping
 - Red dashed line: Extent of Existing Building
 - Red triangle: Entrance

November 7 2017

Revenson Aquatic Centre Expansion
Concept Study

Option 2



* Concept image only. Refinement of the facility layout and amenities will occur if the project moves forward into detailed design.

02



INFRASTRUCTURE RECOMMENDATIONS

- **District 69 Arena** (Parksville Curling Club):
 - » Curling is the most appropriate type of use for the facility at present time.
 - » The RDN should work collaboratively with the City, Town and curling stakeholders to determine future needs for curling facilities in the region.
 - * These discussions will be required as both curling facilities in the region are ageing and the City of Parksville's Community Park Master Plan suggests alternative uses for the site in the future.
- **Sport field** recommendations:
 - » Work with partners (City, Town, School District 69) to make better use of underutilized fields.
 - » Defer the development of a full scale outdoor multi-sport complex for at least five years.
 - » Monitor sport field utilization for 3 – 5 years, and if warranted consider retrofitting an existing grass field to artificial turf.
- **Fitness and Wellness Centre** recommendations:
 - » Identify opportunities to integrate a dedicated medium scale fitness and wellness space into an existing facility (e.g. Ravensong Centre expansion).
 - » Revisit a larger scale fitness and wellness space in ten years (as part of a new multi-purpose facility development of major expansion project).
- **Community program space** recommendations:
 - » Continue to place a priority on maximizing the use of current facilities and spaces and ensure geographic balance.
 - » Re-visit the need for a new indoor multi-purpose recreation facility in 5 years.
- Optimize use of the leisure ice space (Oceanside Pond) at Oceanside Place. Consider repurposing if utilization cannot be increased.
- Ensure that RDN Recreation Services are involved as a stakeholder in future parks, trails and open space planning.
- Develop a sponsorship and naming policy and strategy.
- Conduct a Recreation Facility Needs Assessment every 5 years and use this information to “refresh” the Master Plan.
- Develop and implement a Facility Project Development Framework (standard planning process) to help inform future decision and maximize transparency.

C

PROMOTIONAL POSTER

HELP US PLAN FOR THE FUTURE OF RECREATION

The Regional District of Nanaimo is developing a Recreation Services Master Plan for District 69 (Oceanside).



This November, **get involved** provide your feedback on the **Draft Recreation Services Master Plan for District 69 (Oceanside)**.

Mon, Nov 20, 5:30-7:30 pm, Nanoose Place
Tue, Nov 21, 1:00-3:00 pm, Qualicum Beach Civic Centre
Tue, Nov 21, 5:30-7:30 pm, Arrowsmith Hall
Wed, Nov 22, 5:30-7:30 pm, Oceanside Place Arena
Thu, Nov 23, 5:30-7:30 pm, Lighthouse Community Ctr

Children's activity corner available at each open house

Get involved RDN rdn.bc.ca/recreation or
call 250-248-3252 or 250-752-5014









ATTACHMENT 3

2018 - 2025 Financial Projections - Removal of the District 69 Arena

At the March 27th RDN Board Meeting direction was given to allocate in the 2019 - 2024 Financial Plan \$1,000,000 by 2024 for the possible removal of the District 69 Arena and remediation of the site. Table 1 shows the total tax requisition per \$100,000 of assessments (2018 assessments) for 2018 through 2025. As the Arena's requisition is based 50% on usage and 50% on assessments, the impact varies by participant. Raising \$200,000 results in an increase of between \$0.90 and \$1.70 per \$100,000 of assessment (2018 assessments) in 2019 through 2023 excluding other general increases for the service over those years. In 2024 tax requisitions will be reduced as the \$1,000,000 would then be accumulated. Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1 Removal of District 69 Arena Change in Tax Requisition per \$100,000 assessed value (using 2018 assessments) 2018 -2025

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	16.46	18.05	19.68	20.17	20.17	20.17	17.35	16.48
Town of Qualicum Beach	12.30	13.49	14.70	15.07	15.07	15.07	12.96	12.31
Electoral Area E	11.77	12.91	14.08	14.43	14.43	14.43	12.41	11.79
Electoral Area F	13.42	14.73	16.05	16.45	16.45	16.45	14.15	13.44
Electoral Area G	17.34	19.02	20.73	21.25	21.25	21.25	18.28	17.36
Electoral Area H	9.37	10.28	11.21	11.49	11.49	11.49	9.88	9.38

TABLE 2 Financial Plan Projections for Removal of District 69 Arena 2019 - 2025

Oceanside Place	2018	2019	2020	2021	2022	2023	2024	2025
		9.7%	9.0%	2.5%	0.0%	0.0%	(14.0%)	(5.0%)
Tax Requisition - Base	\$ (1,973,597)	\$ (2,052,541)	\$ (2,103,854)	\$ (2,156,451)	\$ (2,178,015)	\$ (2,221,576)	\$ (2,232,683)	\$ (2,243,847)
Tax Requisition - Incremental Change		(112,495)	(256,035)	(262,435)	(240,871)	(197,310)	152,441	267,617
Operating Revenue	(646,229)	(664,240)	(682,791)	(701,897)	(720,678)	(740,923)	(747,261)	(754,135)
Total Operating Revenues	(2,619,826)	(2,829,276)	(3,042,680)	(3,120,783)	(3,139,564)	(3,159,809)	(2,827,503)	(2,730,365)
Operating Expenses	1,879,670	1,910,819	1,942,612	1,978,461	2,015,002	2,052,927	2,091,561	2,130,952
Transfer to Reserves - Base	116,080	20,000	140,180	140,000	170,000	150,000	470,000	545,000
Transfer to Reserves - Incremental		200,000	200,000	200,000	200,000	200,000	-	-
Total Operating Expenditures	1,995,750	2,130,819	2,282,792	2,318,461	2,385,002	2,402,927	2,561,561	2,675,952
Operating (surplus) deficit	(624,076)	(698,457)	(759,888)	(802,322)	(754,562)	(756,882)	(265,942)	(54,413)
Capital Asset Expenditure								
Capital - D69 Arena Removal & Site Remediation	-	-	-	-	-	-	1,000,000	-
Capital - Other	203,131	474,200	161,590	176,500	410,125	374,661	309,200	32,840
Reserve Fund	(52,000)	(265,000)	-	-	(270,000)	-	(1,060,000)	-
Net Capital funded from Operations	151,131	209,200	161,590	176,500	140,125	374,661	249,200	32,840
Capital Financing Charges								
Debt Principal and Interest	585,584	585,584	585,584	585,584	585,584	429,318	-	-
Total Capital Financing Charges	585,584	585,584	585,584	585,584	585,584	429,318	-	-
Net (surplus)/deficit for the year	112,639	96,327	(12,714)	(40,238)	(28,853)	47,097	(16,742)	(21,573)
Add: Prior Year (surplus)/deficit	(262,126)	(149,487)	(53,160)	(65,874)	(106,112)	(134,966)	(87,869)	(104,611)
(Surplus) applied to future years	\$ (149,487)	\$ (53,160)	\$ (65,874)	\$ (106,112)	(134,966)	\$ (87,869)	\$ (104,611)	\$ (126,185)

ATTACHMENT 4

2018-2025 Financial Projections – Tax Requisitions for all Participating Areas, Ballenas Track and Construction and Operation of an Artificial Turf Field with Grant Funding (capital costs)

The lack of a suitable athletic track and artificial turf field were identified during site visits and in feedback from user groups. With the development of a large outdoor multi-sport complex (Recommendation #23) to be deferred and revisited in five years, short term options that can be sustained if and when a larger outdoor complex is completed are necessary and reflected in this current model. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented here anticipates:

- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$500,000 funded through grant or other contributions and \$500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would need to increase by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$750,000 funded through grant or other contributions and \$750,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would need to increase by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.

The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 below shows the implications per \$100,000 of assessed value for 2018 through 2025 (using 2018 assessments). The tax requisition stabilizes in 2021 and future years with only inflationary increments being projected. Table 2 shows Financial Plan Projections with incremental changes.

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used.

ATTACHMENT 4

TABLE 1 Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) with Grant

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Town of Qualicum Beach	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Electoral Area E	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Electoral Area F	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Electoral Area G	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90
Electoral Area H	9.07	9.23	10.16	11.78	11.84	11.90	11.90	11.90

TABLE 2 Financial Plan Projections for Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field 2018 – 2025 with Grant funding

Northern Community Recreation	2018	2019	2020	2021	2022	2023	2024	2025
		2.0%	10.0%	16.0%	0.5%	0.5%	0.0%	0.0%
Tax Requisition	\$ (1,290,730)	\$(1,313,965)	\$(1,338,244)	\$(1,365,009)	\$ (1,385,484)	\$ (1,413,194)	\$ (1,441,457)	\$ (1,470,287)
Tax Requisition-Incremental			(107,118)	(311,610)	(299,518)	(280,233)	(251,970)	(223,140)
Municipal Agreements	(309,317)	(318,597)	(330,968)	(331,588)	(338,220)	(344,984)	(351,884)	(358,921)
Operating Revenue	(452,563)	(414,525)	(420,391)	(426,348)	(432,748)	(438,889)	(445,219)	(451,269)
Total Operating Revenues	(2,052,610)	(2,047,087)	(2,196,721)	(2,434,555)	(2,455,970)	(2,477,300)	(2,490,530)	(2,503,617)
Operating Expenses - Base	2,003,652	1,994,151	2,032,399	2,061,470	2,095,011	2,129,216	2,164,433	2,200,350
Operating Expenses - Incremental			10,000	30,000	30,000	30,000	30,000	30,000
Transfer to Reserves	35,180	50,180	20,180	20,180	20,180	20,180	20,180	50,180
Transfer to Reserves - Incremental			21,250	81,250	81,250	81,250	81,250	81,250
Total Operating Expenditures	2,038,832	2,044,331	2,083,829	2,192,900	2,226,441	2,260,646	2,295,863	2,361,780
Operating (surplus) deficit	(13,778)	(2,756)	(112,892)	(241,655)	(229,529)	(216,654)	(194,667)	(141,837)
Capital Asset Expenditure								
Capital - Ballenas Track Resurfacing	-	1,000,000	-	-	-	-	-	-
Capital - Artificial Turf Field	-	-	1,500,000	-	-	-	-	-
Capital - Other	57,161	37,825	11,540	3,000	1,700	2,161	2,825	11,240
New Borrowing	-	(500,000)	(750,000)	-	-	-	-	-
Capital Grants		(500,000)	(750,000)					
Reserve Fund	(55,000)	(35,000)	-	-	-	-	-	-
Net Capital funded from Operations	2,161	2,825	11,540	3,000	1,700	2,161	2,825	11,240
Capital Financing Charges								
New Debt Principal and Interest	-	-	114,178	209,601	209,601	209,601	209,601	95,423
Total Capital Financing Charges	-	-	114,178	209,601	209,601	209,601	209,601	95,423
Net (surplus)/deficit for the year	(11,617)	69	12,827	(29,054)	(18,228)	(4,892)	17,759	(35,174)
Add: Prior Year (surplus)/deficit	(62,117)	(73,734)	(73,665)	(60,839)	(89,893)	(108,121)	(113,014)	(95,255)
(Surplus) applied to future years	\$ (73,734)	\$ (73,665)	\$ (60,839)	\$ (89,893)	(108,121)	\$ (113,014)	\$ (95,255)	\$ (130,430)

ATTACHMENT 5

2018-2025 Financial Projections – Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track and Construction and Operation of an Artificial Turf Field with No Grant Funding (capital costs)

The lack of a suitable athletic track and artificial turf field were identified during site visits and feedback from user groups. With the development of a large outdoor multi-sport complex (Recommendation #23) to be deferred and revisited in five years, short term options that can be sustained if and when a larger outdoor complex is completed are necessary and reflected in this current model. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$1,000,000 funded through borrowing if there were no grants or contributions;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would have to be increased by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$1,500,000 funded through borrowing if there were no grants or contributions;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would have to increase by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.

The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 below shows the implications per \$100,000 of assessed value for 2018 through 2025 (using 2018 assessments). The tax requisition stabilizes in 2021 and future years with only inflationary increments being projected. Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1 Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) No Grants

	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Town of Qualicum Beach	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Electoral Area E	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Electoral Area F	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Electoral Area G	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27
Electoral Area H	9.07	9.23	11.08	13.08	13.14	13.21	13.27	13.27

¹ Existing Sportsfields are allocated based on Usage Surveys – since these Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used.

ATTACHMENT 5

TABLE 2 Financial Plan Projections for Ballenas Track Upgrade and Construction and Operation of an Artificial Turf Field 2018 – 2025 No Grants

	2018	2019	2020	2021	2022	2023	2024	2025
		2.0%	20.0%	18.0%	0.5%	0.5%	0.5%	0.0%
Tax Requisition	\$ (1,290,730)	\$ (1,313,965)	\$ (1,338,244)	\$ (1,365,009)	\$ (1,385,484)	\$ (1,413,194)	\$ (1,441,457)	\$ (1,470,287)
Tax Requisition-Incremental			(238,514)	(495,565)	(484,393)	(466,033)	(447,166)	(418,336)
Municipal Agreements	(309,317)	(318,597)	(330,968)	(331,588)	(338,220)	(344,984)	(351,884)	(358,921)
Operating Revenue	(452,563)	(414,525)	(420,391)	(426,348)	(432,748)	(438,889)	(445,219)	(451,269)
Total Operating Revenues	(2,052,610)	(2,047,087)	(2,328,117)	(2,618,510)	(2,640,845)	(2,663,100)	(2,685,726)	(2,698,813)
Operating Expenses - Base	2,003,652	1,994,151	2,032,399	2,061,470	2,095,011	2,129,216	2,164,433	2,200,350
Operating Expenses - Incremental			10,000	30,000	30,000	30,000	30,000	30,000
Transfer to Reserves	35,180	50,180	20,180	20,180	20,180	20,180	20,180	50,180
Transfer to Reserves - Incremental			21,250	81,250	81,250	81,250	81,250	81,250
Total Operating Expenditures	2,038,832	2,044,331	2,083,829	2,192,900	2,226,441	2,260,646	2,295,863	2,361,780
Operating (surplus) deficit	(13,778)	(2,756)	(244,288)	(425,610)	(414,404)	(402,454)	(389,863)	(337,033)
Capital Asset Expenditure								
Capital - Ballenas Track Resurfacing	-	1,000,000	-	-	-	-	-	-
Capital - Artificial Turf Field	-	-	1,500,000	-	-	-	-	-
Capital - Other	57,161	37,825	11,540	3,000	1,700	2,161	2,825	11,240
New Borrowing	-	(1,000,000)	(1,500,000)	-	-	-	-	-
Capital Grants	-	-	-	-	-	-	-	-
Reserve Fund	(55,000)	(35,000)	-	-	-	-	-	-
Net Capital funded from Operations	2,161	2,825	11,540	3,000	1,700	2,161	2,825	11,240
Capital Financing Charges								
New Debt Principal and Interest	-	-	228,355	419,201	419,201	419,201	419,201	190,846
Total Capital Financing Charges	-	-	228,355	419,201	419,201	419,201	419,201	190,846
Net (surplus)/deficit for the year	(11,617)	69	(4,393)	(3,409)	6,497	18,908	32,163	(134,947)
Add: Prior Year (surplus)/deficit	(62,117)	(73,734)	(73,665)	(78,058)	(81,467)	(74,971)	(56,062)	(23,899)
(Surplus) applied to future years	\$ (73,734)	\$ (73,665)	\$ (78,058)	\$ (81,467)	\$ (74,971)	\$ (56,062)	\$ (23,899)	\$ (158,846)

ATTACHMENT 6

2018-2025 Financial Projections – Expansion to Ravensong Aquatic Centre with Grant Funding

Scenario 1 – Grant funding for \$3.7 Million of the Capital Cost of the Expansion of Ravensong Aquatic Centre

Findings within the Master Plan show that improved indoor aquatics is a high priority for both residents and user groups. Meeting this need is the largest capital project within the Master Plan. As previously mentioned grant funding for a significant portion of the capital cost would be the preferred option. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$3,700,000 funded through grant or other contributions; \$3,700,000 funded through borrowing and the remaining \$2,000,000 is to be funded from a reallocation of existing reserves planned for facility upgrades which would be incorporated into this expansion project;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 is included for community consultation and elector approval costs in 2021;
 - Recreation fees, Facility rentals and Other Revenue in this model have been adjusted upward in 2023 to reflect projected increases due to the expansion;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 for this model to reflect the expansion;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

As the Ravensong Aquatic Centre requisition is based 50% on usage and 50% on assessments, the financial impact varies by participant. Table 1 shows the tax requisition by contributing area per \$100,000 assessed value for 2018 through 2025 (using 2018 assessments). Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1
2022 Ravensong Aquatic Centre Expansion Tax Requisition per \$100,000 assessed value 2018 -2025 (using 2018 assessments) with Grant Funding

Year	Current	2019	2020	2021	2022	2023	2024	2025
City of Parksville	16.15	16.40	16.64	17.64	17.73	19.50	21.65	21.76
Town of Qualicum Beach	17.86	18.13	18.40	19.51	19.61	21.57	23.94	24.06
Electoral Area E	-	-	-	-	-	-	-	-
Electoral Area F	19.55	19.85	20.14	21.35	21.46	23.60	26.20	26.33
Electoral Area G	17.30	17.56	17.83	18.90	18.99	20.89	23.19	23.30
Electoral Area H	13.97	14.18	14.39	15.25	15.33	16.86	18.72	18.81

ATTACHMENT 6

TABLE 2 Financial Plan Projections for Ravensong Aquatic Centre \$9.4 million¹ Expansion 2018 – 2025 with Grant Funding

	2018	2019	2020	2021	2022	2023	2024	2025
Tax Requisition	\$ (1,990,032)	\$(2,019,882)	\$(2,050,180)	\$(2,080,933)	\$(2,112,147)	\$(2,143,830)	\$(2,175,987)	\$(2,208,627)
Tax Requisition-Incremental				(92,258)	(71,910)	(258,633)	(490,747)	(471,440)
Operating Revenue	(702,375)	(723,268)	(744,787)	(766,953)	(789,784)	(813,299)	(837,520)	(862,468)
						(265,000)	(265,000)	(265,000)
Total Operating Revenues	(2,692,407)	(2,743,150)	(2,794,967)	(2,940,144)	(2,973,841)	(3,480,762)	(3,769,254)	(3,807,535)
Operating Expenses	2,331,839	2,320,454	2,359,815	2,399,940	2,440,842	2,482,538	2,525,043	2,568,374
Operating Expenses-Incremental				120,000		631,015	638,686	646,509
Transfer to Reserves	450,180	450,180	450,180	350,180	350,180	350,180	350,180	350,180
Transfer to Reserves-Incremental						(200,000)	(200,000)	(200,000)
Total Operating Expenditures	2,782,019	2,770,634	2,809,995	2,870,120	2,791,022	3,263,733	3,313,909	3,365,063
Operating (surplus) deficit	89,612	27,484	15,028	(70,024)	(182,819)	(217,028)	(455,345)	(442,472)
Capital Asset Expenditure								
	-	-	-	-	-	-	-	-
Capital - Expansion	-	-	-	-	9,400,000	-	-	-
Capital - Other	693,360	42,700	17,040	302,500	31,050	103,660	119,200	412,040
New Borrowing					(3,700,000)			
Reserve Fund	(625,000)	-	(17,040)	(215,000)	(2,000,000)	(45,000)	-	(275,000)
Capital Grant	-	-	-	-	(3,700,000)	-	-	-
Net Capital funded from Operations	68,360	42,700	-	87,500	31,050	58,660	119,200	137,040
Capital Financing Charges								
New Debt Principal and Interest	-	-	-	-	-	322,698	322,698	322,698
Total Capital Financing Charges	-	-	-	-	-	322,698	322,698	322,698
Net (surplus)/deficit for the year	157,972	70,184	15,028	17,476	(151,769)	164,330	(13,447)	17,266
Add: Prior Year (surplus)/deficit	(342,166)	(184,194)	(114,010)	(98,982)	(81,506)	(233,275)	(68,946)	(82,393)
(Surplus) applied to future years	\$ (184,194)	\$ (114,010)	\$ (98,982)	\$ (81,506)	(233,275)	\$ (68,946)	\$ (82,393)	\$ (65,127)

¹\$9.4 million is the estimated inflated cost in 2022

ATTACHMENT 7

2018-2025 Financial Projections – Expansion to Ravensong Aquatic Centre with No Grant Funding

Findings within the Master Plan show that improved indoor aquatics is a high priority for both residents and user groups. Meeting this need is the largest capital project within the Master Plan. As previously mentioned grant funding for a significant portion of the capital cost would be the preferred option. Staff will continue to pursue alternative funding sources including DCCs (applicable to park acquisitions/improvements only), developer amenity contributions and grants. The financial analysis presented anticipates:

- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$7,400,000 funded through borrowing (assumes no grants or other contributions) and \$2,000,000 to be funded from a reallocation of existing reserves planned for facility upgrades which would be incorporated into this expansion project;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 is included for community consultation and elector approval costs in 2021;
 - Recreation fees, Facility rentals and Other Revenue in this model have been adjusted upward in 2023 to reflect projected increases due to the expansion;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve have been reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

As the Ravensong Aquatic Centre requisition is based 50% on usage and 50% on assessments, the financial impact varies by participant. Table 1 shows the tax requisition by contributing area per \$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows Financial Plan Projections with incremental changes.

TABLE 1
Tax Requisition per \$100,000 assessed value (using 2018 assessments) \$9.4 Million Expansion With No Grant Funding in 2022

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	16.15	16.40	16.64	17.64	17.73	22.16	24.38	24.38
Town of Qualicum Beach	17.86	18.13	18.40	19.51	19.61	24.51	26.96	26.96
Electoral Area E	-	-	-	-	-	-	-	-
Electoral Area F	19.55	19.85	20.14	21.35	21.46	26.82	29.51	29.51
Electoral Area G	17.30	17.56	17.83	18.90	18.99	23.74	26.11	26.11
Electoral Area H	13.97	14.18	14.39	15.25	15.33	19.16	21.08	21.08

ATTACHMENT 7

TABLE 2
RDN 2018 – 2025 Financial Analysis Ravensong Aquatic Centre \$9.4 Million¹ Expansion With No Grant Funding in 2022

	2018	2019	2020	2021	2022	2023	2024	2025
		1.5%	1.5%	6.0%	0.5%	25.0%	10.0%	0.0%
Tax Requisition	\$ (1,990,032)	\$ (2,019,882)	\$ (2,050,180)	\$ (2,080,933)	\$ (2,112,147)	\$ (2,143,830)	\$ (2,175,987)	\$ (2,208,627)
Tax Requisition-Incremental				(92,258)	(71,910)	(586,241)	(827,091)	(794,451)
Operating Revenue	(702,375)	(723,268)	(744,787)	(766,953)	(789,784)	(813,299)	(837,520)	(862,468)
Operating Revenue-Incremental						(265,000)	(265,000)	(265,000)
Total Operating Revenues	(2,692,407)	(2,743,150)	(2,794,967)	(2,940,144)	(2,973,841)	(3,808,370)	(4,105,598)	(4,130,546)
Operating Expenses	2,331,839	2,320,454	2,359,815	2,399,940	2,440,842	2,482,538	2,525,043	2,568,374
Operating Expenses-Incremental				120,000		631,015	638,686	646,509
Transfer to Reserves	450,180	450,180	450,180	350,180	350,180	350,180	350,180	350,180
Transfer to Reserves-Incremental						(200,000)	(200,000)	(200,000)
Total Operating Expenditures	2,782,019	2,770,634	2,809,995	2,870,120	2,791,022	3,263,733	3,313,909	3,365,063
Operating (surplus) deficit	89,612	27,484	15,028	(70,024)	(182,819)	(544,637)	(791,690)	(765,484)
Capital Asset Expenditure								
Capital - Expansion	-	-	-	-	9,400,000	-	-	-
Capital - Other	693,360	42,700	17,040	302,500	31,050	103,660	119,200	412,040
New Borrowing		-	-	-	(7,400,000)	-	-	-
Reserve Fund	(625,000)	-	(17,040)	(215,000)	(2,000,000)	(45,000)	-	(275,000)
Capital Grants	-	-	-	-	-	-	-	-
Net Capital funded from Operations	68,360	42,700	-	87,500	31,050	58,660	119,200	137,040
Capital Financing Charges								
New Debt Principal and Interest	-	-	-	-	-	645,396	645,396	645,396
Total Capital Financing Charges	-	-	-	-	-	645,396	645,396	645,396
Net (surplus)/deficit for the year	157,972	70,184	15,028	17,476	(151,769)	159,419	(27,094)	16,952
Add: Prior Year (surplus)/deficit	(342,166)	(184,194)	(114,010)	(98,982)	(81,506)	(233,275)	(73,856)	(100,950)
(Surplus) applied to future years	\$ (184,194)	\$ (114,010)	\$ (98,982)	\$ (81,506)	(233,275)	\$ (73,856)	\$ (100,950)	\$ (83,998)

¹\$9.4 million is the estimated inflated cost in 2022

ATTACHMENT 8

2018-2025 Financial Projections Overall Impacts to Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre with Grant Funding incorporated

The financial analysis presented anticipates:

- During 2019 through 2023, \$200,000 in funds will be set aside each year as contribution to reserves to allow for the removal of the District 69 Arena and remediation of the site in 2024 expected to cost \$1,000,000.
- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$500,000 funded through grant and \$500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would be increased by \$21,250 starting in 2020 to fund \$170,000 in major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$750,000 funded through grant and \$750,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would be increased by \$60,000 starting in 2021 to fund \$600,000 in major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.
- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$3,700,000 funded through borrowing, \$3,700,000 funded through grants and \$2,000,000 funded from reserves;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 would be included for community consultation costs and elector approval process in 2021;
 - Recreation fees, Facility rentals and Other Revenue have been adjusted upward in 2023 to reflect the increase due to the expansion for this model;
 - Building operations, Program costs, Operating costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

For all models, staff will continue to pursue other funding options such as DCCs, developer amenity contributions and grants where applicable. The Arena and Ravensong Aquatic Centre requisitions are based 50% on usage and 50% on assessments and the financial impact varies by participant. The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 shows the combined tax requisition by contributing area per

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used for the Ballenas track and the artificial turf field.

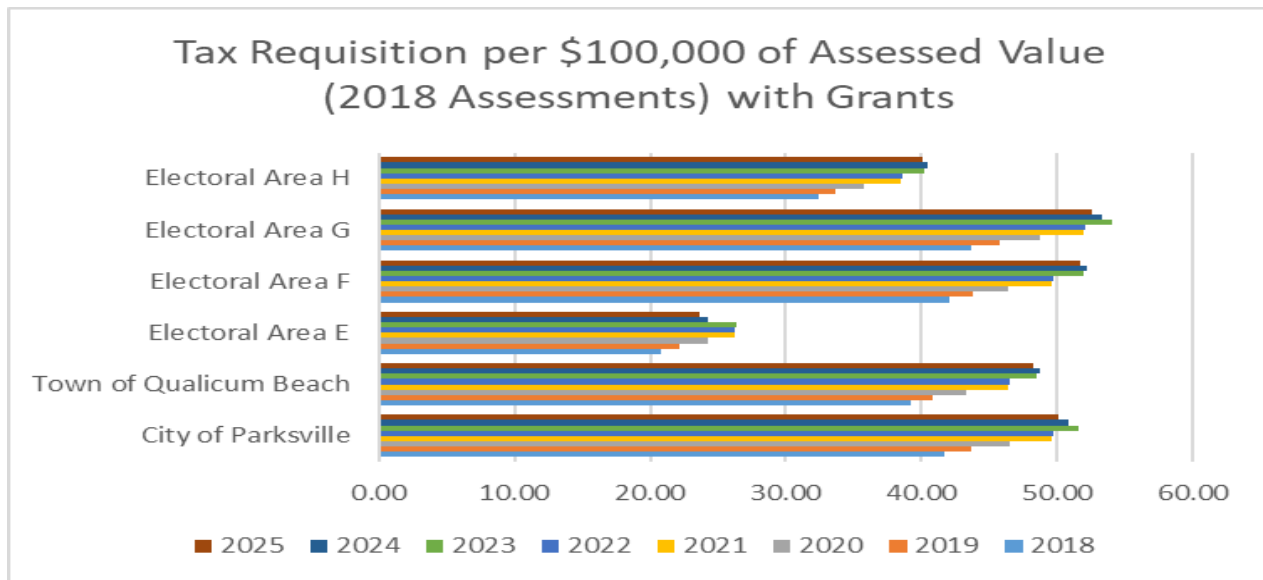
ATTACHMENT 8

\$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows the combined tax requisition per contributing area per \$100,000 assessed value in graphical form.

TABLE 1
D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) with Grant Funding

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	41.68	43.69	46.48	49.59	49.74	51.57	50.90	50.14
Town of Qualicum Beach	39.23	40.85	43.26	46.36	46.52	48.54	48.80	48.27
Electoral Area E	20.84	22.15	24.23	26.21	26.27	26.33	24.31	23.69
Electoral Area F	42.05	43.80	46.35	49.59	49.75	51.96	52.25	51.67
Electoral Area G	43.71	45.82	48.72	51.93	52.08	54.04	53.37	52.57
Electoral Area H	32.41	33.69	35.75	38.52	38.66	40.25	40.50	40.10

TABLE 2
D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) with Grant Funding in graphical form



ATTACHMENT 9

2018-2025 Financial Projections Overall Impacts to Tax Requisitions for all Participating Areas, Completion of Ballenas Training Track, Artificial Turf Field, Expansion to Ravensong Aquatic Centre with No Grants or Other Contributions

The financial analysis presented anticipates:

- During 2019 through 2023, \$200,000 in funds are being set aside each year as a contribution to reserves to allow for the removal of the District 69 Arena and remediation of the site in 2024. Combined the removal of the building and site remediation is expected to cost \$1,000,000.
- \$1,000,000 upgrade to Ballenas track in 2019:
 - \$1,000,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 5 years;
 - Contributions to reserves would be increased by \$21,250 starting in 2020 to fund \$170,000 for major maintenance in 2027;
 - Operating costs would increase by \$10,000 in 2020;
- \$1,500,000 capital expenditure for an artificial turf field in 2020:
 - \$1,500,000 funded through borrowing;
 - Interest rate for borrowing is projected at 4% and term of loan is 10 years;
 - Contributions to reserves would be increased by \$60,000 starting in 2021 to fund \$600,000 for major maintenance in 2030;
 - Operating costs would increase by \$20,000 in 2021;
 - It is assumed that the artificial turf field will be constructed on local government land or possibly land owned by Qualicum School District #69.
- \$9,400,000 expansion to Ravensong Aquatic Centre in 2022:
 - \$7,400,000 funded through borrowing and \$2,000,000 funded through reserves;
 - Interest rate for borrowing is projected at 5% and term of loan is 20 years;
 - \$120,000 for community consultation costs and elector approval process in 2021;
 - Recreation fees, Facility rentals and Other Revenue have been adjusted upward in 2023 to reflect the increase due to the expansion for this model;
 - Building Operations, Program Costs, Operating Costs and Wages and Benefits have been increased in 2023 to reflect the expansion for this model;
 - Contributions to reserve would be reduced in 2023 to reflect the decreased need for major maintenance after the expansion project.

For all models, staff will continue to pursue other funding options such as DCCs, developer amenity contributions and grants where applicable. The Arena and Ravensong Aquatic Centre requisitions are based 50% on usage and 50% on assessments and the financial impact varies by participant. The Northern Community Recreation tax requisition is based on assessments¹ so the financial contribution is identical for all participants. Table 1 shows the combined tax requisition by contributing area per

¹ Existing Sportsfields are allocated based on Usage Surveys – since these new Sportsfields are not yet contemplated in the Usage Surveys, tax requisitions based on assessments are being used for the Ballenas track and the artificial turf field.

ATTACHMENT 9

\$100,000 assessed value 2018 through 2025 (using 2018 assessments). Table 2 shows the combined tax requisition per contributing area per \$100,000 assessed value in graphical form.

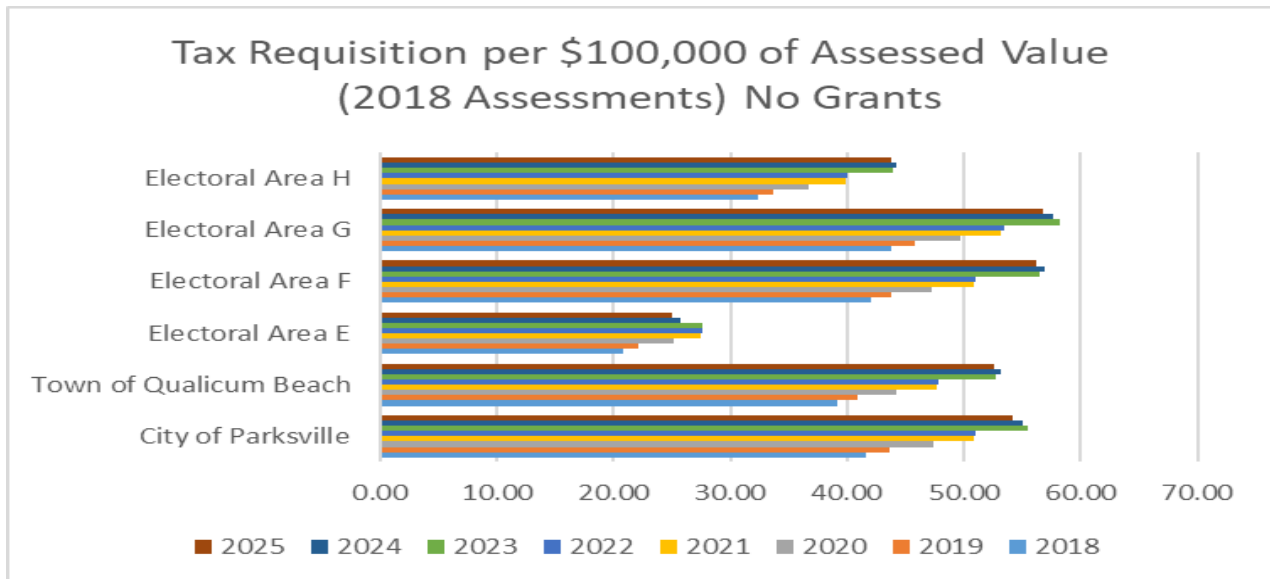
TABLE 1

D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) no Grants

Year	2018	2019	2020	2021	2022	2023	2024	2025
City of Parksville	41.68	43.69	47.40	50.89	51.04	55.54	55.00	54.13
Town of Qualicum Beach	39.23	40.85	44.19	47.65	47.82	52.78	53.19	52.54
Electoral Area E	20.84	22.15	25.16	27.50	27.57	27.63	25.68	25.06
Electoral Area F	42.05	43.80	47.27	50.88	51.05	56.48	56.93	56.22
Electoral Area G	43.71	45.82	49.64	53.22	53.38	58.20	57.66	56.75
Electoral Area H	32.41	33.69	36.68	39.82	39.96	43.86	44.23	43.74

TABLE 2

D69 Overall Masterplan Tax Requisition per \$100,000 assessed value (using 2018 assessments) no Grants in graph form



TO: Committee of the Whole **MEETING:** May 8, 2018
FROM: Manvir Manhas **FILE:** 1870-20
Manager, Capital Accounting & Financial Reporting
SUBJECT: 2017 Consolidated Financial Statements and Audit Findings Report

RECOMMENDATIONS

That the consolidated financial statements of the Regional District of Nanaimo for the year ended December 31, 2017 be approved as presented.

SUMMARY

The MNP LLP audit of the Regional District of Nanaimo (RDN) for the year ended December 31, 2017 is unqualified, assuring readers that based on the audit procedures conducted; the statements present fairly the financial position of the Regional District of Nanaimo as at December 31, 2017. MNP LLP has submitted their audit findings report to the Board to ensure the Board is informed of the audit results and the important issues and decisions that were made during the audit and financial statement preparation process.

The 2017 Consolidated Financial Statements have been prepared and audited within the framework of the accounting policies applicable to local governments in BC. The 2017 final operating results are as expected with no major variances. The RDN remains in sound financial health with a good balance of assets to liabilities and highly liquid cash reserves to meet annual costs.

BACKGROUND

Canadian auditing standards require that audit firms communicate the results of the audit process to the organization's board of directors for approval as well as to management staff. The audit findings report from MNP LLP (Attachment 1) summarizes key elements of the audit procedures, the roles and responsibilities of the auditors, and contains a discussion of their conclusions on the information included in the financial statements. There were no items requiring adjustment in 2017. As in prior years, the Independent Auditors' draft report (Attachment 2) is unqualified, assuring readers that, based on the audit procedures conducted, the statements present fairly the financial position of the RDN as at December 31, 2017. The report will be signed after final approval of the financial statements by the Board.

The consolidated financial statements (Attachment 3) present the financial position of the RDN as a whole incorporating the operating, reserve and capital funds based on Public Sector Accounting Board standards for governments as legislated under the *Local Government Act*. The consolidated financial statements allow the Board, the management team, and the public to assess the overall results of all of our activities for the fiscal year ending December 31, 2017.

The approved financial statements will be incorporated into the RDN’s Annual Report and Statement of Financial Information to be presented to the Board in June. Key items from the statements are discussed below.

Consolidated Statement of Financial Position (Page 3 of Attachment 3)

Total Financial Assets (cash, investments, accounts receivable) increased from \$168.1 million to \$188.5 million largely due to an increase in cash and investments. Cash and investments totaling \$118 million in 2017 represent the deferred revenue and reserve funds held for future infrastructure. Other jurisdictions debt receivable (debt incurred on behalf of the municipalities and the Vancouver Island Regional Library) decreased from \$64.9 million to \$60.6 million due to the ongoing debt principal repayments.

Total Financial Liabilities (trade payables, debt, deferred revenue and other liabilities) increased from \$130.8 million to \$153.1 million mostly due to change in the long term debt and deferred revenue. Long term debt increased by a net \$11.0 million and is comprised of new debt acquired for Southern Community Wastewater (Secondary Treatment upgrade project \$15.0 million), Nanoose Bay Bulk Water upgrades (Englishman River Joint Venture project \$1.64 million) and Westurne Heights Water Service upgrades (\$60,000). This is offset by \$4.2 million in principal payments by the RDN and member municipalities. The deferred revenue increased by \$7.8 million. The majority of the increase is due to developer contributions for wastewater, sewer and water services and grant funding received for the Bowser Sewer project being held pending the project start.

Total Non-Financial Assets (tangible capital assets, prepaid expenses and inventories) increased from \$199.6 million to \$213.0 million due to a \$12.9 million net investment in new capital assets.

Over the next few years, the RDN will see shifts in the asset and liability accounts as a result of the significant capital project work being undertaken. Debt is projected to increase by up to \$60 million and reserves of up to \$83 million will be used towards funding over \$180 million in capital. Grant funding will continue to be pursued to offset the capital demands; however, many of these projects are required to meet provincial and federal standards for water and wastewater which will make it more difficult for the RDN to develop other community services and amenities without new revenue sources.

Unfunded Liabilities (Page 3 and Pages 16-17 of Attachment 3)

Unfunded liabilities are calculated for certain post retirement employee benefits and future costs to close and monitor the regional landfill. Recording the value of these future liabilities is a means of showing that there are financial obligations which are not completely captured in the annual activities of the Regional District.

At December 31, 2017 the unfunded liability balances were:

	Estimated obligation	Reserves on hand
Employee retirement benefit	\$1,797,849	\$2,243,138
Employee other benefits	\$254,136	
Landfill closure costs	\$9,677,527	\$1,843,676
Landfill post closure maintenance costs	\$5,601,807	

Currently, the landfill closure and post closure costs are largely unfunded with a relatively small reserve. The 2018-2022 Financial Plan includes increased transfers to the landfill closure reserve. The funding for closure costs will be reviewed on an ongoing basis during future budget discussions for the Solid Waste service.

Accumulated Surplus (Page 3 and Pages 19-20 of Attachment 3)

The components making up the RDN's Accumulated Surplus as at December 31, 2017 are shown below.

	<u>2017</u>	<u>2016</u>
General Revenue Fund Unappropriated Surplus	\$ 12,297,424	\$ 12,328,194
General Revenue Fund Appropriated Surplus	3,906,208	
Unfunded Liabilities	(15,088,181)	(12,797,451)
Net investment in Tangible Capital Assets	180,755,404	178,253,350
General Revenue Fund Reserve Accounts (Landfill Closure reserve, vehicle replacement reserves)	3,115,924	3,952,612
Statutory Reserve Funds	63,435,550	55,223,954
Accumulated Surplus	\$ 248,422,329	\$ 236,960,659

The Accumulated Surplus position increased by \$11.5 million between 2016 and 2017. Items of note that contributed to this change are:

- The General Revenue Appropriated surplus of \$3.9 million includes \$2.7 million in carryforward projects and \$1.2 million for the BC Transit special reserve being carried to 2018.
- Statutory Reserve Fund balances increased \$8.2 million from \$55.2 million to \$63.4 million due to yearly reserve contributions for future projects. Reserve funds play a significant role in executing the capital plans of the RDN. \$83 million is projected to be spent from reserves for capital over the next five years.

Highlights of reserve fund activity over the last three years are shown in the table below:

	2017	2016	2015
Contributions to reserve funds from annual budgets	\$8,295,996	\$8,843,410	\$8,799,632
Interest earned	583,171	745,111	865,975
Funds applied to approved expenditures	1,016,981	5,949,424	3,942,699

Transfers from reserve were lower than anticipated in 2017 as a result of the timing for some capital projects, in particular for the Secondary Treatment Project at the Greater Nanaimo Pollution Control Centre.

Consolidated Statement of Operations (Page 4 of Attachment 3)

This Consolidated Statement of Operations shows the sources of revenue and expenses of the RDN as a whole based on Public Sector Accounting Board standards. Items of note from the Consolidated Statement of Operations are discussed below.

Revenues show increased taxation revenues of \$2.5 million, increased operating revenue of \$1.7 million and reduced grant revenue of \$6.4 million. Higher than expected revenues across several services such as building inspection and solid waste were the source of operating revenues exceeding both budget and 2016 levels by \$1.7 million. Overall revenues decreased by \$2.7 million from 2016 as a result of reduced grant revenues which are impacted by the timing of capital projects. Capital projects use a

drawdown accounting approach where grant revenues are recorded when project expenses are incurred.

Year over year consolidated expenses increased from \$69.0 million in 2016 to \$75.3 million in 2017. The majority of the difference is attributed to several items additional to general operating cost increases. These include the impact of the solid waste unfunded liability closure adjustments (\$2 million), the impact of the funding transfer for the supportive housing facility in Parksville (\$700,000), increased debt servicing and amortization expense in the Wastewater Services (\$600,000), increased operating costs in Fire Services (\$560,000), increased costs for the Transit Service expansion (\$300,000) and the transfer of Community Works Funds for the Snuneymuxw Sport Court (\$300,000).

Actual expenses of \$75.3 million also exceeded the budget estimate of \$69.6 million. This is because for year-end reporting purposes, costs for non-cash items such as amortization and unfunded liabilities are included in accordance with public sector accounting standards that are not included in budget figures.

ALTERNATIVES

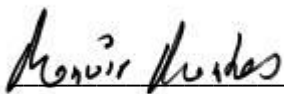
1. That the 2017 consolidated financial statements of the Regional District of Nanaimo be approved.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The annual audit fee of \$26,775 is included in the Finance Department's 2017 budget. The post-employment benefit calculation was performed by an independent actuary which cost \$2,000 for 2017. There are no additional costs at this time.

STRATEGIC PLAN IMPLICATIONS

The Public Sector Accounting Board Standards for financial reporting and auditing require Board approval of final consolidated financial statements prior to the signing of the audit report. Compliance with this requirement directly supports the Board governing principle to *Be Transparent and Accountable*, which demands transparency in financial reporting and that Directors are accountable to the public. Based on feedback from MNP LLP, who have formally acknowledged the excellent cooperation of staff through the audit process, it is evident that this Board value has trickled through the organization, influencing how staff conduct themselves in their work. In addition, the auditors conclude that the financial sustainability of the RDN is healthy and trending in a positive direction.



Manvir Manhas mmanhas@rdn.bc.ca

April 19, 2018

Reviewed by:

- W. Idema, Director of Finance
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments:

1. 2017 RDN Audit Findings Report
2. 2017 RDN Independent Auditors' Draft Report
3. 2017 RDN Consolidated Financial Statements

**Regional District Of Nanaimo
Report to the Board of Directors**

For the Year Ending December 31, 2017

For presentation at the Board of Directors meeting May 8, 2018

May 8, 2018

Members of the Board of Directors of Regional District Of Nanaimo

Dear Members of the Board of Directors:

We are pleased to submit to you this report for discussion of our audit of the consolidated financial statements of Regional District Of Nanaimo (the "Regional District") as at December 31, 2017 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Board of Directors.

We have completed our audit of the consolidated financial statements of the Regional District which has been carried out in accordance with Canadian generally accepted auditing standards.

Our Independent Audit Report will provide an unqualified opinion to the Board of Directors of the Regional District. A draft copy of our proposed Independent Auditors' Report is attached at the end of this report.

This report is intended solely for the information and use of the Board of Directors and management and should not be distributed to or used by any other parties than these specified parties.

The matters raised in this and other reports that will flow from the audit are only those which have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising, and in particular we cannot be held responsible for reporting all risks in your business or all control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

We would like to express our appreciation for the excellent cooperation we have received from management and employees with whom we worked.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and slanted to the right.

MNP LLP

Chartered Professional Accountants

CAV/vt

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INTRODUCTION

As auditors, we report to the Board of Directors on the results of our examination of the consolidated financial statements of Regional District Of Nanaimo (the "Regional District") as at and for the year ended December 31, 2017. The purpose of this Audit Findings Report is to assist you, as members of the Board of Directors, in your review of the results of our audit. To facilitate in your understanding of our findings, Appendix A to this report summarizes our audit process.

Our report will discuss the status of our engagement, as well as communicate to you significant audit, accounting and reporting matters arising from our procedures. We hope that this report is of assistance to you, and we look forward to discussing our findings and answering your questions.

ENGAGEMENT STATUS

We have completed our audit of the consolidated financial statements of the Regional District and are prepared to sign our Independent Auditors' Report subsequent to completion of the following procedure:

- The Board of Directors' review and approval of the consolidated financial statements.

We expect to have the above procedure completed and to release our Audit Report on May 9, 2018. Our draft report, which will provide an unqualified opinion, is attached at the end of this report.

SIGNIFICANT AUDIT, ACCOUNTING AND REPORTING MATTERS

CHANGES FROM AUDIT SERVICE PLAN

There were no deviations from the Audit Service Plan previously presented to you.

AREAS OF AUDIT EMPHASIS

The following lists the key areas of our audit emphasis for your Regional District:

- The reasonableness of the estimate of the liability for landfill closure and post-closure maintenance costs.

Detailed information on Areas of Audit Emphasis is included as Appendix B to this report.

FINAL MATERIALITY

Materiality is a concept used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. The scope of our audit work is tailored to reflect the relative size of operations of the Regional District, and is affected by our assessment of materiality and audit risk.

Final materiality used for our audit was \$2,000,000 for December 31, 2017. This amount is calculated as 2.3% of total annual revenue.

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

Our audit process focuses on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks. This risk assessment allows us to concentrate our audit procedures on high risk areas and, where possible, place reliance on controls within the financial reporting system to reduce the extent of our testing.

It is important to note that our assessment was not, nor was it intended to be, sufficient to comment or conclude on the sufficiency of internal controls.

We are required under Canadian generally accepted auditing standards to communicate all significant deficiencies identified during an audit to the Board of Directors on a timely basis. However, we may not be aware of all significant deficiencies that do, in fact, exist.

While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention.

DIFFICULTIES ENCOUNTERED

No significant limitations were placed on the scope or timing of our audit.

IDENTIFIED OR SUSPECTED FRAUD

Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud.

While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.

IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS

Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the consolidated financial statements.

MATTERS ARISING IN CONNECTION WITH RELATED PARTIES

No significant matters arose during the course of our audit in connection with related parties of the Regional District.

GOING CONCERN

We have not identified any material uncertainties related to events or conditions that may cast significant doubt on the Regional District's ability to continue as a going concern.

We are of the opinion that the going concern assumption is appropriate in preparation of the consolidated financial statements.

AUDITORS' VIEWS OF SIGNIFICANT ACCOUNTING PRACTICES

The application of Canadian public sector accounting standards allows and requires the Regional District to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.

As auditors, we are uniquely positioned to provide open and objective feedback regarding your Regional District's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.

Accounting Policies

- The accounting policies used by the Regional District are appropriate and have been consistently applied.

Accounting Estimates

Landfill liability

- The unfunded liabilities for landfill closure costs and post-closure monitoring costs represent a significant liability in the Regional District's financial statements. For 2017 the estimate for landfill closure costs was \$9,677,527 (2016 - \$8,721,122), and for post closure maintenance costs was \$5,601,807 (2016 - \$4,470,400) for a total landfill liability of \$15,279,334 (2016 - \$13,191,522). These costs are an estimate, based on factors such as landfill capacity, remaining unused capacity, projected future costs to close and to monitor the site, and an appropriate discount rate used to determine a present value of these future costs. It is important to note that the landfill remaining unused capacity amount used in the calculation is based on the impact of board-approved capital projects as at the reporting date. Projects not yet approved that may further increase capacity and useful life are not factored into the calculation.

Changes to the underlying assumptions and estimates or legislative changes in the new term could have a material impact on the provision recognized. We have concluded that the accounting related to the Landfill Closure and Post-Closure Liabilities was appropriate.

Employee future benefits

- Employee retirement benefits include payouts of accumulated, unused sick leave upon an employee's retirement. As at December 31, 2017, the estimated sick leave liability was \$1,797,849 (2016 - \$1,777,474). An expense and corresponding liability is recorded now for the estimate of the future costs of these payouts, related to current service by current employees. This liability is an estimate, based on factors such as number of current employees in various age groups, number of recent employees over age 40 who have been employed with the Regional District until retirement, and an appropriate discount rate used to determine a present value of these future costs. Changes to the underlying assumptions and estimates or union contract changes in the new term could have a material impact on the reserve recorded. The estimate also includes assumptions regarding retirement dates, hours worked and sick time. We have concluded that the accounting related to Employee Retirement Benefits was appropriate. This estimate is calculated by an actuary hired by the Regional District.

Parkland and other assets contributed to the Regional District

- Fair value measurement of in-kind additions to tangible capital assets – fair value estimated using BCAA assessed values for land and independent appraisals where available. Total for 2017 was \$2,266,000 (2016 - \$1,867,000).

Financial Statement Disclosures

The disclosures made in the notes to the consolidated financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the consolidated financial statements.

MATTERS ARISING FROM DISCUSSIONS WITH MANAGEMENT

We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the Regional District.

There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.

SIGNIFICANT DIFFERENCES

No significant differences were proposed to management with respect to the December 31, 2017 consolidated financial statements.

MODIFICATIONS TO THE INDEPENDENT AUDITORS' REPORT

As discussed earlier, our independent auditors' report will provide an unqualified opinion to the Board of Directors.

MANAGEMENT REPRESENTATIONS

We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit.

AUDITOR INDEPENDENCE

We are aware of the following relationships between the Regional District and MNP that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from January 1, 2017 to May 8, 2018.

During the year, MNP was engaged to assist the Regional District with a financial analysis of the Nanaimo Recycle Exchange's funding request. No information from that project would impact the Regional District's current consolidated financial statement results. As a result, there is no independence threat.

MNP's valuations team was also engaged during the year to assist the Regional District with financial due diligence on its organic waste processing contract. To safeguard our independence, the work was performed by MNP's valuation team based in Vancouver, with no involvement on the audit team.

In addition, final quality control review on the audit was performed by an MNP partner in our Abbotsford office.

We confirm to the Board of Directors that we are independent of the Regional District. Our letter to the Board of Directors discussing our independence is included as part of the additional materials attached to this report.

APPENDIX A – MNP Audit Process

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the consolidated financial statements considered separately.

Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks. This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise. Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.

During the course of our audit, we have:

- Examined, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessed the accounting principles used and significant estimates made by management;
- Obtained an understanding of the Regional District and its environment, including management's internal controls (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the consolidated financial statements and to design and perform audit procedures;
- Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
- Evaluated the overall consolidated financial statement presentation;
- Performed a subsequent events review with management;
- Reviewed and assessed the status of contingencies, commitments and guarantees;
- Reviewed and assessed exposure to environmental liabilities.

We have obtained written representations from management, included as additional materials following this report, in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:

- Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements;
- Not directly related to items that are material to the consolidated financial statements, but are significant, either individually or in the aggregate, to the engagement; and
- Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

APPENDIX B – Areas of Audit Emphasis

The reasonableness of the estimate of the liability for landfill closure and post-closure maintenance costs:

We reviewed the data and assumptions for the calculation with management in the finance and solid waste departments. We noted that the liability is based on consultants' current data and management's best estimate of future costs. We did not note any errors in the calculation of this liability.

Independence Communication

May 8, 2018

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

Dear Members of the Board of Directors:

We have been engaged to audit the consolidated financial statements of Regional District Of Nanaimo ("the Regional District") as at December 31, 2017 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the Regional District and its related entities or persons in financial reporting oversight roles at the Regional District and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client or a related entity;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client or a related entity;
- (d) Economic dependence on a client; and
- (e) Provision of non-assurance services in addition to the audit engagement.

We are aware of the following relationships between the Regional District and MNP that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from January 1, 2017 to May 8, 2018.

During the year, MNP was engaged to assist the Regional District with a financial analysis of the Nanaimo Recycle Exchange's funding request. No information from that project would impact the Regional District's current consolidated financial statement results. As a result, there is no independence threat.

MNP's valuations team was also engaged during the year to assist the Regional District with financial due diligence on its organic waste processing contract. To safeguard our independence, the work was performed by MNP's valuation team based in Vancouver, with no involvement on the audit team.

In addition, final quality control review on the audit was performed by an MNP partner in our Abbotsford office.

This report is intended solely for the use of the Board of Directors, management and others within the Regional District and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Sincerely,



MNP LLP
Chartered Professional Accountants

Independent Auditors' Report

To the Members of the Board of the Regional District of Nanaimo:

We have audited the accompanying consolidated financial statements of the Regional District of Nanaimo, which comprise the consolidated statement of financial position as at December 31, 2017 and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows and related schedules on pages 26 and 28 to 35 for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Regional District of Nanaimo as at December 31, 2017 and the results of its operations, change in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

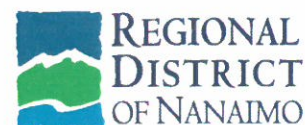
Other Matter

The supplementary information on 27 and 36 to 51 have been presented for purposes of additional analysis and are unaudited. We do not express an opinion on these schedules because our examination did not extend to the detailed information therein.

Nanaimo, British Columbia

May 8, 2018

Chartered Professional Accountants



Management's Responsibility

To the Members of the Board of the Regional District of Nanaimo:

This statement is provided to clarify and outline the roles and responsibilities of the management team, the elected Board of Directors and the independent auditors in relation to the preparation and review of the Regional District of Nanaimo's annual financial results.

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Regional Board of Directors is composed entirely of Directors who are neither management nor employees of the Regional District. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for delegating the authority for approval of the consolidated financial statements. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management. The Board is also responsible for recommending the appointment of the Regional District's external auditors. The external auditors have full and free access to, the Board and management to discuss their audit findings.

MNP LLP, an independent firm of Chartered Professional Accountants, has been appointed by the Regional Board of Directors to audit the consolidated financial statements and report to them; their report follows.

April 19, 2018

A handwritten signature in black ink, appearing to read "S. D. ...", is written over a horizontal line.

Director of Finance

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2017

		<u>2017</u>	<u>2016</u>
Financial Assets			
Cash and short-term deposits	(Note 2)	\$ 84,180,386	\$ 65,426,660
Accounts receivable	(Note 3)	8,925,705	6,145,802
Investments	(Note 4)	34,193,566	31,559,740
Other jurisdictions debt receivable	(Note 12)	60,630,952	64,943,861
Other assets	(Note 5)	579,903	94,229
		<u>188,510,512</u>	<u>168,170,292</u>
Financial Liabilities			
Short-term loans	(Note 6)	277,473	371,107
Accounts payable	(Note 7)	7,534,004	6,294,470
Other liabilities	(Note 8)	4,433,281	4,529,854
Unfunded liabilities	(Note 9)	15,088,181	12,797,451
Deferred revenue	(Note 10)	30,321,851	22,453,326
Long-term debt	(Note 11)	95,489,278	84,448,850
		<u>153,144,068</u>	<u>130,895,058</u>
Net Financial Assets		<u>\$ 35,366,444</u>	<u>\$ 37,275,234</u>
Non-financial Assets			
Tangible capital assets	(Note 13)	211,111,824	198,227,258
Prepaid expenses		1,896,230	1,414,768
Inventories		47,831	43,399
		<u>213,055,885</u>	<u>199,685,425</u>
Accumulated Surplus	(Note 14)	<u>\$ 248,422,329</u>	<u>\$ 236,960,659</u>

Contingent Liabilities (Note 21)

APPROVED:



W. Idema, CPA, CGA
Director of Finance

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2017

	<u>Budget</u> (Note 17)	<u>2017</u>	<u>2016</u>
Revenue			
Property taxes	\$ 48,026,015	\$ 48,026,015	\$ 45,498,181
Operating revenues	22,075,578	24,712,090	22,975,645
Grant revenues	12,491,811	9,287,684	15,735,117
Developer contributions	4,718,595	2,535,951	3,162,137
Other	2,127,254	1,186,434	918,080
Interest on investments	150,000	877,722	924,812
Grants in lieu of taxes	149,290	197,398	319,413
MFA debt surplus refunds	-	-	5,118
	<u>89,738,543</u>	<u>86,823,294</u>	<u>89,538,503</u>
Expenses			
General Government	3,216,261	3,761,080	2,734,694
Strategic & Community Development	4,118,439	3,304,814	3,481,604
Wastewater & Solid Waste Management	21,239,544	26,217,493	22,796,558
Water, Sewer & Street lighting	4,780,476	5,566,153	5,484,414
Public Transportation	20,729,762	19,601,485	19,218,611
Protective Services	4,855,364	5,471,779	4,708,898
Parks, Recreation & Culture	10,639,435	11,438,820	10,639,364
	<u>69,579,281</u>	<u>75,361,624</u>	<u>69,064,143</u>
Surplus for the year	\$ 20,159,262	\$ 11,461,670	\$ 20,474,360
Accumulated surplus, Beginning of the year	236,960,659	236,960,659	216,486,299
Accumulated surplus, End of the year (Note 14)	\$ 257,119,921	\$ 248,422,329	\$ 236,960,659

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Budget</u> (Note 17)	<u>2017</u>	<u>2016</u>
Surplus for the year	\$ 20,159,262	\$ 11,461,670	\$ 20,474,360
Acquisition of tangible capital assets	(65,901,871)	(20,700,693)	(27,275,629)
Amortization of tangible capital assets	-	7,216,168	6,846,859
Proceeds on disposal of tangible capital assets	-	444,701	413,977
Loss (Gain) on disposal of tangible capital assets	-	155,258	(43,204)
Change in prepaid expenses	-	(481,462)	(553,338)
Change in inventories	-	(4,432)	(2,632)
Increase (decrease) in Net Financial Assets	(45,742,609)	(1,908,790)	(139,607)
Net Financial Assets, Beginning of the year	37,275,234	37,275,234	37,414,841
Net Financial Assets, End of the year (Pg. 3)	<u>\$ (8,467,375)</u>	<u>\$ 35,366,444</u>	<u>\$ 37,275,234</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
Operating Transactions		
Surplus for the year	\$ 11,461,670	\$ 20,474,360
Non-cash items included in surplus		
Amortization of tangible capital assets	7,216,168	6,846,859
Contributed tangible capital assets	(2,266,000)	(1,867,000)
Loss (Gain) on disposal of tangible capital assets	155,258	(43,204)
Debt actuarial adjustments	(347,372)	(310,997)
Change in non-cash working capital balances related to operations		
Increase in accounts receivable	(2,779,902)	(1,090,735)
Increase in other assets	(485,674)	(71,090)
Increase in accounts payable	1,239,534	264,462
Increase in deferred revenues	7,868,525	2,076,935
(Decrease) Increase in other liabilities	(96,573)	107,535
Increase in prepaid expenses	(481,462)	(553,338)
Increase in inventory	(4,432)	(2,632)
Increase in unfunded liabilities	2,290,730	230,538
Cash provided by operating transactions	<u>23,770,470</u>	26,061,693
Capital Transactions		
Acquisition of tangible capital assets	(18,434,693)	(25,408,629)
Proceeds on disposal of tangible capital assets	444,701	413,977
Cash used in capital transactions	<u>(17,989,992)</u>	(24,994,652)
Investment Transactions		
Cash provided by (used in) investment transactions	<u>(2,633,826)</u>	(5,426,474)
Financing Transactions		
Short and long term debt issued	16,779,875	6,309,389
Decrease in capital lease obligation	-	(211,229)
Repayment of short and long-term debt	(1,172,801)	(899,990)
Cash provided by financing transactions	<u>15,607,074</u>	5,198,170
Net change in cash and short-term deposits	18,753,726	838,737
Cash and short-term deposits, Beginning of the year	<u>65,426,660</u>	<u>64,587,923</u>
Cash and short-term deposits, End of the year (Pg. 3)	(Note 2) <u>\$ 84,180,386</u>	<u>\$ 65,426,660</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

The Regional District was incorporated in 1967 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district wide local government services to the residents of seven electoral areas and four municipalities within its boundaries. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency response planning, public transportation, parks and recreation, water supply and sewage collection, wastewater disposal, solid waste collection and disposal, and street lighting.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Principles of Consolidation

The Regional District follows Canadian public sector accounting standards issued by the Public Sector Accounting Board (PSAB) of CPA Canada.

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the activities related to all funds belonging to the one economic entity of the Regional District. In accordance with those standards, inter-departmental and inter-fund transactions have been removed to ensure financial activities are recorded on a gross basis. The consolidated financial statements have been prepared on a going concern basis.

The consolidated financial statements include the Regional District of Nanaimo's proportionate share of the Arrowsmith Water Service (a joint venture agreement with the City of Parksville and Town of Qualicum Beach) and the Englishman River Water Service (a joint venture agreement with the City of Parksville). The Regional District's share of the joint ventures is accounted for on a proportionate basis as follows:

Arrowsmith Water Service	22.4%
Englishman River Water Service	26.0%

Any inter-entity transactions are eliminated on consolidation.

(b) Short-term deposits

Short-term deposits are carried at the lower of cost and market value.

(c) Long-term investments

Long-term investments are carried at cost less any amortized premium. It is the intention of the Regional District to hold these instruments to maturity. Any premium has been amortized on a straight-line basis using the earlier of the date of maturity or call date.

(d) Non-Financial Assets

i. Tangible capital assets

Tangible capital assets are physical assets that are to be used on a continuing basis, are not for sale in the ordinary course of operations and have useful economic lives extending beyond a single year. Section 3150 of Public Sector Accounting Handbook requires governments to record and amortize the assets over their estimated useful lives. Tangible capital assets are reported at historical cost and include assets financed through operating budgets, short-term and long-term debt, and leases. Tangible capital assets, when acquired, are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Tangible capital asset cost less any estimated residual value is amortized on a straight-line basis over estimated useful lives as follows:

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Asset Category	Useful Life Range (years)
Land	n/a
Land Improvements	15 - 50
Building	20 - 50
Equipment, Furniture & Vehicles	5 - 20
Engineering Structures	
Water	25 - 75
Sewer	45 - 75
Wastewater	30 - 75
Solid Waste	20 - 50
Transportation	20 - 50

In the year of acquisition and in the year of disposal, amortization is recorded as half of the annual expense for that year. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions (examples are parklands as a result of subdivision, donated land and infrastructure built by property developers which is transferred to the Regional District) are recorded as assets and revenues at their fair value at the date of receipt.

iii. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(e) Debt servicing cost

Interest is recorded on an accrual basis.

(f) Financial Instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, other jurisdictions debt receivable, short-term loans, accounts payable, other liabilities and long-term debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments.

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(g) Revenue recognition

Revenues are recorded on an accrual basis and are recognized in the period in which they are earned.

Property tax revenues and grants in lieu are recognized as revenue when levied. Operating revenues such as user fees, tipping fees, garbage, and recycling collection fees are recognized when charged to the customer, when amounts are measurable and when collectability is reasonably assured. Interest on investments is recorded when earned on an accrual basis. Developer contributions are recorded as deferred revenues when received and recognized as revenue in the year in which the associated expenses are incurred. Donations of tangible assets are recognized as revenue on the date of receipt. Other revenues are recognized as revenue when amounts can be reasonably estimated and collectability is reasonably assured.

The Regional District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Regional District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

(h) Expense recognition

Operating expenses are recorded on an accrual basis.

Estimates of employee future benefits are recorded as expenses in the year they are earned. Landfill closure and post closure costs are recognized as costs as landfill capacity is used.

(i) Contingent liabilities

Contingent liabilities are recognized in accordance with PS 3300, which requires that an estimate be recorded when it is likely that a future event will confirm that a liability has been incurred by the financial statement date and that the amount can be reasonably estimated.

(j) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the determination of employee retirement benefits, landfill closure and post closure liabilities, likelihood of collection of accounts receivable, useful lives of tangible capital assets and provisions for contingencies. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Regional District is responsible for. Actual results may vary from those estimates and adjustments will be reported in operations as they become known. Changes to the underlying assumptions and estimates or legislative changes in the near term could have a material impact on the provisions recognized.

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(k) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Regional District is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2017.

At each financial reporting date, the Regional District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Regional District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

(l) Recent accounting pronouncements

PS 2200 Related Party Disclosures

In March 2015, as part of the CPA Canada Public Sector Accounting Handbook Revisions Release No. 42, the Public Sector Accounting Board (PSAB) issued a new standard, PS 2200 Related Party Disclosures.

This new Section defines related party and established disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

This section is effective for fiscal years beginning on or after April 1, 2017. Early adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3210 Assets

In June 2015, new PS 3210 Assets was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section provides guidance for applying the definition of assets set out in PS 1000 Financial Statement Concepts. The main features of this standard are as follows:

Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.

The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.

An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3320 Contingent Assets

In June 2015, new PS 3320 Contingent Assets was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.

Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.

Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the basis for any estimates of extent made.

When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3380 Contractual Rights

In June 2015, new PS 3380 Contractual Rights was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). This new Section establishes disclosure standards on contractual rights and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Standard are as follows:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.

Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

Disclosures should include descriptions about nature, extent, and timing.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3430 Restructuring Transactions

In June 2015, new PS 3430 Restructuring Transactions was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on restructuring transactions. The main features of this Standard are as follows:

A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.

A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.

Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.

The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.

Restructuring-related costs are recognized as expenses when incurred.

Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.

The financial position and results of operations prior to the restructuring date are not restated.

Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

The Section is effective for new restructuring transactions that occur in fiscal periods beginning on or after April 1, 2018. Earlier application is encouraged.

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

PS 3420 Inter-entity Transactions

In March 2015, the Public Sector Accounting Board (PSAB) issued new PS 3420 *Inter-entity Transactions*.

The new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

The main features of the new Section are:

- i. Under a policy of cost allocation, revenues and expenses are recognized on a gross basis.
- ii. Transactions are measured at the carrying amount, except in specific circumstances.
- iii. A recipient may choose to recognize unallocated costs for the provision of goods and services and measure them at the carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice.
- iv. The transfer of an asset or liability for nominal or no consideration is measured by the provider at the carrying amount and by the recipient at the carrying amount or fair value.
- v. Inter-entity transactions are considered in conjunction with PS 2200 *Related Party Disclosures*.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

2. CASH AND SHORT-TERM DEPOSITS

In 2017, all cash and short-term deposits were held by the General Revenue Fund including \$37,468,755 held by the Municipal Finance Authority. Interest income has been allocated to restricted receipt accounts (development cost charges), reserve accounts/funds and unexpended loan proceeds for capital projects based on the relative equity.

3. ACCOUNTS RECEIVABLE

	<u>2017</u>	<u>2016</u>
Province of British Columbia	\$ 122,750	\$ 10,917
Government of Canada	680,614	480,916
Regional and local governments	654,769	299,688
Gas Tax Revenue Transfer program	-	1,966,894
Clean Water/ Wastewater Revenue Transfer Program	482,502	-
BC Transit Annual Operating Agreement	1,001,008	1,049,568
Accrued investment interest	240,029	92,658
Solid Waste commercial accounts	897,589	559,942
Utility services customers	409,862	431,533
Developer DCC instalments	199,804	183,967
Developer DCC contributions - Bowser Sewer Project	2,634,912	-
Other trade receivables	1,601,866	1,069,719
	<u>\$ 8,925,705</u>	<u>\$ 6,145,802</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

4. INVESTMENTS

	<u>2017</u>	<u>2016</u>
Investments at cost less amortized premium	\$ <u>34,193,566</u>	\$ <u>31,559,740</u>

As at December 31, 2017, the following investments were held by the Regional District:

Investment	Amortized Purchase Price	Accrued Interest	Total Book Value	Market Value at December 31, 2017
BNS 2.05% deposit note	\$ 5,076,500	\$ 7,128	\$ 5,083,628	\$ 5,076,500
TD 1.78% deposit note	5,000,000	38,282	5,038,282	5,038,282
CCCU 2.05% deposit note	3,105,295	7,606	3,112,901	3,105,295
BMO 3.30% coupon note	3,000,000	13,678	3,013,678	2,982,928
CCAP 1.50% deposit note	2,966,649	44,546	3,011,195	2,966,649
BMO 1.50% extendible note	2,802,000	8,107	2,810,107	2,810,107
BMO 1.60% extendible note	2,050,000	6,380	2,056,380	2,000,749
BMO 2.00% extendible note	2,000,000	1,767	2,001,767	1,937,241
TD 2.00% extendible note	2,000,000	15,233	2,015,233	2,016,019
BMO 2.10% extendible note	1,515,000	6,724	1,521,724	1,513,566
TD 2.00% extendible note	1,500,000	7,069	1,507,069	1,509,543
CCAP 2.20% deposit note	995,000	6,057	1,001,057	995,000
CCAP 2.20% deposit note	995,000	5,817	1,000,817	995,000
CCAP 2.20% deposit note	995,000	5,577	1,000,577	995,000
TD 1.00% deposit note	193,122	-	193,122	193,122
	<u>\$ 34,193,566</u>	<u>\$ 173,971</u>	<u>\$ 34,367,537</u>	<u>\$ 34,135,002</u>

5. OTHER ASSETS

	<u>2017</u>	<u>2016</u>
Security deposits for building or development permit applications	\$ <u>579,903</u>	\$ <u>94,229</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

6. SHORT-TERM LOANS

During 2017, the Regional District entered into one additional short-term loan agreement totalling \$75,000 with the Municipal Finance Authority. In 2017, principal payments of \$168,634 were made. The maturity dates of the loans range between 1 to 5 years. The interest rates for these loans are variable, which at December 31 was 1.94%.

	<u>2017</u>	<u>2016</u>
Compactor	\$ 43,121	\$ 168,917
Land - Community Parks EA B	150,400	188,000
Trailer and Kubota	8,952	14,190
Land - Community Parks EA F	75,000	-
	<u>\$ 277,473</u>	<u>\$ 371,107</u>

Short-term loan payments for the next five years are:

<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>TOTAL</u>
\$101,006	\$56,267	\$52,600	52,600	\$15,000	<u>\$277,473</u>

7. ACCOUNTS PAYABLE

	<u>2017</u>	<u>2016</u>
Payable to Federal Government	\$ 198,935	\$ 184,852
Payable to Provincial Government	785,638	649,643
Payable to other local governments	1,119,919	344,667
Trade and other payables	5,429,512	5,115,308
	<u>\$ 7,534,004</u>	<u>\$ 6,294,470</u>

8. OTHER LIABILITIES

	<u>2017</u>	<u>2016</u>
Wages and benefits payable	\$ 1,711,006	\$ 1,415,977
Retirement benefits payable - see note 9(a) i	2,243,138	2,429,167
Other benefits payable	-	281,437
Permit deposits	479,137	403,273
	<u>\$ 4,433,281</u>	<u>\$ 4,529,854</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

9. UNFUNDED LIABILITIES

Unfunded liabilities represent the estimated amount of cumulative future expenses required to meet obligations which result from current operations. These liabilities are related to contractual employment obligations and landfill operations which are governed by Provincial statute. Special reserves which have been set aside to meet those obligations are described below.

(a) Employee Benefits

- i. Retirement Benefits - The Regional District provides vested sick leave benefits to its employees who retire where they can qualify for a one time payout of up to 60 days of their accumulated unused sick leave. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on service. The actuarial valuation was calculated at December 31, 2017.

The accrued post-employment benefits are as follows:

	<u>2017</u>	<u>2016</u>
Balance, beginning of year	\$ 1,777,474	\$ 1,789,202
Current service costs	149,400	146,529
Benefits paid	(156,899)	(181,278)
Interest cost	54,096	50,889
Amortization of Net Actuarial Loss/ (Gain)	(26,222)	(27,868)
Balance, end of year	<u>\$ 1,797,849</u>	<u>\$ 1,777,474</u>

The significant actuarial assumptions adopted in measuring the Regional District's post-employment benefits are as follows:

	<u>2017</u>	<u>2016</u>
Discount Rate	2.90%	3.30%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

	<u>2017</u>	<u>2016</u>
Retirement benefits payable - balance reported in Note 8	\$ 2,243,138	\$ 2,429,167
Consolidation adjustment for actuarial valuation	(445,289)	(651,693)
Accrued benefit balance, end of year	<u>\$ 1,797,849</u>	<u>\$ 1,777,474</u>

- ii. Other – Includes vacation pay adjustments and statutory and other benefits provided for in the collective agreement and which are paid in the normal course of business in the following year. The vacation pay liability at December 31, 2017 is \$109,294 (2016, \$112,303). The statutory benefits liability at December 31, 2017 is \$144,842 (2016, \$145,318).

(b) Landfill Closure and Post Closure Maintenance Costs

In accordance with PS 3270, liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill Closure costs include placing a permanent cover over the face of the landfill. Post Closure Maintenance costs include landfill gas monitoring, leachate collection system operation and general site maintenance for a period of 200 years after the landfill is permanently closed.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

9. UNFUNDED LIABILITIES (CONTINUED)

i. Landfill Closure costs - are estimated based on the open area of the remaining unused capacity of the landfill site. In 2009, a revised design and operations plan was approved for the landfill which provides additional airspace for future needs. This plan extended the estimated life of the landfill to 2030 which has since been updated to 2036 based on most recent usage data. The plan includes remediation and reuse of previously filled areas as well as extending perimeter berms for the development of new airspace.

At December 31, 2017, there were approximately 1,617,463 cubic meters of airspace available for waste and daily cover. Landfill Closure costs are estimated at \$9,677,527 (2016, \$8,721,122). As at December 31, 2017, \$1,843,650 (2016, \$1,775,783) has been set aside in reserves for this purpose. The balance of Landfill Closure costs are expected to be funded by a combination of future reserve account contributions, operating budgets and/or borrowing.

ii. Post Closure Maintenance costs – are costs estimated to manage the closed landfill for a statutory period of 200 years (increased from 25 years in 2015). Post Closure Maintenance costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual maintenance costs and a present value discount rate which is the difference between the long-term MFA borrowing rate and the 5 year average Consumer Price Index. The current estimate for annual Post Closure Maintenance costs are \$575,000 for year 1-5; \$475,000 for year 6-10; \$275,000 for year 11-25; and \$100,000 for year 26-200. Total Post Closure Maintenance costs are estimated to be \$5,601,807 (2016, \$4,470,400) based on 66% of the total landfill capacity being filled at this date, a 19 year lifespan to 2036, final closure in 2037, and a discount rate of 1.67%. Post Closure Maintenance costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

<u>Unfunded Liability Balances</u>	<u>2017</u>	<u>2016</u>
Employee Retirement Benefits	\$ (445,289)	\$ (651,693)
Employee Other Benefits	\$254,136	\$257,622
Landfill Closure Costs	9,677,527	8,721,122
Post Closure Maintenance Costs	5,601,807	4,470,400
Unfunded Liability	<u>\$ 15,088,181</u>	<u>\$ 12,797,451</u>
Reserves On Hand	<u>\$ 1,843,676</u>	<u>\$ 1,494,261</u>

10. DEFERRED REVENUE

	<u>2017</u>	<u>2016</u>
Parkland Cash-in-Lieu receipts	\$ 1,658,185	\$ 1,716,243
Development Cost Charges	17,424,967	12,070,854
Subtotal (Pg. 35)	<u>19,083,152</u>	<u>13,787,097</u>
Gas Tax Revenue Transfer program – Community Works Fund	8,310,258	8,097,324
Clean Water/ Wastewater Revenue Transfer program	2,414,272	-
General Revenue Fund	514,169	568,905
	<u>\$ 30,321,851</u>	<u>\$ 22,453,326</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

10. DEFERRED REVENUE (CONTINUED)

Parkland Cash-in-Lieu - are amounts collected from developers under the authority of Section 941 of the Local Government Act, where the Board has determined that cash rather than land for parkland purposes may be accepted as a condition of subdivision. These funds are held for the purpose of purchasing parkland.

Development Cost Charges - are amounts collected or payable as a result of new subdivision or building developments under the authority of Section 933 of the *Local Government Act*. The purpose of Section 933 is to collect funds for infrastructure which will be built as a result of population growth. Development Cost Charge bylaws have been enacted for the future expansion of wastewater treatment facilities, sewer, water and a bulk water system.

Community Works Fund - is a component of the federal government's "Investing in Canada Program" which was established to transfer a portion of gas tax revenues to local governments to address infrastructure deficits. Additional information on the Regional District of Nanaimo's use of the Community Works Fund grants is included in the schedule on Pg. 36.

11. LONG-TERM DEBT

Debt is recorded and payable in Canadian dollars. It is the current policy of the Municipal Finance Authority to secure debt repayable only in Canadian dollars.

Details of long-term debt, including debt issue numbers, maturity dates, interest rates and outstanding amounts, are summarized in the Schedule of Long-Term Debt on pages 29 to 32.

	<u>2017</u>	<u>2016</u>
Long-Term debt - Regional District services	\$ 34,858,326	\$ 19,504,989
Vancouver Island Regional Library	14,785,940	15,192,042
Member municipalities	45,845,012	49,751,819
Total Long-Term Debt	<u>\$ 95,489,278</u>	<u>\$ 84,448,850</u>

Payments of principal on issued debt of the Regional District, not including member municipalities, for the next five years are:

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>TOTAL</u>
	\$1,975,339	\$1,932,887	\$1,928,850	\$1,928,963	\$1,860,693	<u>\$9,626,732</u>

12. OTHER JURISDICTIONS DEBT RECEIVABLE

Pursuant to the *Local Government Act*, the Regional District acts as the agency through which its member municipalities and other jurisdictions borrow funds from the Municipal Finance Authority. The annual cost of servicing this debt is recovered entirely from the borrowing jurisdiction. However, the Regional District is joint and severally liable for this debt in the event of default.

	<u>2017</u>	<u>2016</u>
Town of Qualicum Beach	\$ 3,703,491	\$ 4,166,428
City of Parksville	1,258,210	1,660,091
City of Nanaimo	40,883,311	43,925,300
Vancouver Island Regional Library	14,785,940	15,192,042
	<u>\$ 60,630,952</u>	<u>\$ 64,943,861</u>

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

13. TANGIBLE CAPITAL ASSETS

Net Book Value	<u>2017</u>	<u>2016</u>
Land	\$ 42,610,826	\$ 40,194,826
Land improvements	11,191,795	5,625,050
Buildings	31,821,555	32,623,629
Engineered structures	97,312,780	99,823,719
Equipment, furniture and vehicles	8,415,197	8,775,919
Assets under construction	19,759,671	11,184,115
	<u>\$ 211,111,824</u>	<u>\$ 198,227,258</u>

In 2017, parkland dedications valued at \$2,266,000 were accepted and recorded as contributed assets. During 2016, parkland dedications and a wharf on Gabriola Island valued at \$1,867,000 were accepted and recorded as contributed assets.

The Consolidated Schedule of Tangible Capital Assets (Pg. 28) provides details of acquisitions, disposals and amortization for the year.

14. ACCUMULATED SURPLUS

The financial operations of the Regional District are divided into three funds: capital fund, general revenue fund and reserve fund. For accounting purposes, each fund is treated as a separate entity.

General Revenue Fund – represents the accumulated operating surplus of the Regional District which has not otherwise been allocated by the Board as reserves for special purposes.

Capital Fund – represents amounts which have been expended by or returned to the General Revenue Fund or a Reserve Fund for the acquisition of tangible capital assets and includes related debt and refunds of debenture debt sinking fund surpluses.

Reserves - represents that portion of the accumulated operating surplus that has been set aside to fund future expenses. It includes both statutory reserves created by bylaw under the authority of the *Local Government Act* and reserve accounts, which may be used by the Board without legislative restrictions.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

14. ACCUMULATED SURPLUS (CONTINUED)

The Accumulated Surplus consists of individual fund surpluses (deficits) and reserves as follows:

	<u>2017</u>	<u>2016</u>
Surplus		
General Revenue Fund - Unappropriated Surplus	\$ 12,297,424	\$ 12,328,194
General Revenue Fund - Appropriated Surplus	3,906,208	-
General Revenue Fund - Total Operating Surplus (Note 15)	<u>16,203,632</u>	<u>12,328,194</u>
Net investment in Tangible capital assets (Note 16)	175,976,025	178,351,162
Capital Fund advances	4,779,379	(97,812)
Unfunded liabilities	<u>(15,088,181)</u>	<u>(12,797,451)</u>
	<u>181,870,855</u>	<u>177,784,093</u>
General Revenue Fund - Reserves Accounts		
Landfill closure	1,843,650	1,775,783
Property insurance deductible-fire departments	31,010	31,240
Liability insurance deductible	153,187	151,675
Regional Sustainability Initiatives	12,467	22,275
Island Corridor Foundation	-	799,000
Dashwood Fire	453	7,516
San Pareil Boundary Amendment	10,097	10,000
Regional parks and trails donations	57,921	57,174
Vehicle fleet replacement (various departments)	<u>1,007,139</u>	<u>1,097,949</u>
	<u>3,115,924</u>	<u>3,952,612</u>
Restricted Reserve Funds (Pg. 34)	63,435,550	55,223,954
Total Reserves	<u>66,551,474</u>	<u>59,176,566</u>
Accumulated Surplus (Pg. 3)	<u>\$ 248,422,329</u>	<u>\$ 236,960,659</u>

15. CONSOLIDATION ADJUSTMENTS

The figures reported in the consolidated financial statements differ from the supporting schedules due to differences in grouping and presentation as well as the elimination of inter-fund and inter-departmental transactions. The Net Operating Surplus in the General Revenue Fund Schedule of Revenue and Expenses has been adjusted as follows to conform to PSAB requirements:

	<u>2017</u>	<u>2016</u>
Net Operating Surplus (Pg. 37)	\$ 16,053,022	\$ 12,163,068
Add: Water User Fee Revenue year end accrual (billed May 2017)	150,610	165,126
Net Operating Surplus adjusted for statement presentation (Note 14)	<u>\$ 16,203,632</u>	<u>\$ 12,328,194</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

16. NET INVESTMENT IN TANGIBLE CAPITAL ASSETS

Net investment in Tangible capital assets represents the historic cost of capital expenses less debt obligations incurred to purchase and develop the infrastructure.

	<u>2017</u>	<u>2016</u>
Tangible capital assets (Pg. 3)	\$ 211,111,824	\$ 198,227,258
Short-term loans (Pg. 3)	(277,473)	(371,107)
Long-term debt - Regional District only (Note 11)	(34,858,326)	(19,504,989)
Net investment in Tangible capital assets (Note 14)	<u>\$ 175,976,025</u>	<u>\$ 178,351,162</u>

17. BUDGET FIGURES

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 28, 2017. The financial plan includes capital expenses but does not include amortization expense. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The following reconciliation of the budgeted "Surplus for the year" shown on Pg. 4 is provided to show which items must be added or removed to reflect to the budgeted financial plan values which are shown compared to actual expenses on Pg. 36 (General Revenue Fund Schedule of Revenue and Expenses).

	<u>2017 Budget</u>
Budgeted Surplus for the year (Pg. 4)	\$ 20,159,262
Add:	
Transfers from reserves	31,936,392
Proceeds of borrowing	19,144,870
Prior year operating surplus	12,163,067
Less:	
Capital expenses	(65,901,871)
Prior Year consolidation adjustments	
Debt principal repayments/actuarial adjustments	
Budgeted principal payments	\$ 4,371,769
Add: Actuarial Adjustments	347,372
Less: Principal payments for member municipalities	<u>(3,187,018)</u>
Transfer to reserves	<u>(8,369,629)</u>
Consolidated Budgeted Surplus, per Regional District of Nanaimo Financial Plan Bylaw No.1755 (Pg. 37)	<u>\$ 7,599,968</u>

18. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS

The Regional District secures its long-term borrowing through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2017, the Regional District had debt reserve funds of \$535,176 (2016, \$360,247).

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

19. NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency call answering service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni Clayoquot	3 shares
Comox Valley	6 shares
Strathcona	4 shares
Mount Waddington	1 share
Nanaimo	5 shares
Powell River	2 shares

The Regional District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS 3060.06). The Regional District's share of the corporation is equal to 23.8% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

20. PENSION LIABILITY

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer contributory pension plan. Basic pension benefits are based on a formula. As at December 31, 2016, the plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 contributors from the local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan was at December 31, 2015, indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Regional District of Nanaimo paid \$2,036,380 (2016, \$1,947,226) for employer contributions to the Plan in fiscal 2017.

	<u>2017</u>	<u>2016</u>
Employer Portion	\$ 2,036,380	\$ 1,947,226
Employee Portion	<u>1,782,863</u>	<u>1,701,930</u>
	<u>\$ 3,819,243</u>	<u>\$ 3,649,156</u>

21. CONTINGENT LIABILITIES

Contingent liabilities are recognized by the Regional District in accordance with PS 3300.15. As at December 31, 2017, there were outstanding claims against the Regional District, however, no liability has been accrued because amounts are undeterminable and the likelihood of the Regional District having to make payment is uncertain.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017

22. ENVIRONMENTAL REGULATIONS

The Regional District is subject to environmental regulations which apply to a number of its operations. These regulations may require future expenses to meet applicable standards and subject the Regional District to possible penalties for violations. Amounts required to meet these obligations will be charged to operations when incurred and/or when they can be reasonably estimated.

23. EXPENSES BY OBJECT

	<u>Budget</u>	<u>2017</u>	<u>2016</u>
Operating goods and services	\$ 35,659,503	\$ 34,896,300	\$ 31,956,377
Wages and benefits	32,666,102	29,704,749	29,012,116
Debt interest	1,253,676	1,253,676	1,018,253
Amortization expense	-	7,216,168	6,846,859
Unfunded expenditures (Note 9)	-	2,290,731	230,538
Total Expenditures by Object	<u>\$ 69,579,281</u>	<u>\$ 75,361,624</u>	<u>\$ 69,064,143</u>

24. ARROWSMITH WATER SERVICE AND ENGLISHMAN RIVER WATER SERVICE JOINT VENTURES

The Arrowsmith Water Service (AWS) was formed in 1996 as a joint venture between the Regional District of Nanaimo, the City of Parksville and the Town of Qualicum Beach. The AWS was established to develop a bulk water supply available to the participants in the service and to construct the Arrowsmith Dam as a first step in that development as well as to provide for protection of the fisheries habitat of the Englishman River.

The Englishman River Water Service (ERWS) is a joint venture between the City of Parksville and the Regional District of Nanaimo, formed to secure a bulk water supply from the Englishman River. This regional partnership supplements existing well supply sources owned and operated by the City of Parksville and Nanoose Bay Peninsula Water Service Area. The ERWS development plan includes a new river water supply intake, new water treatment plant and distribution system.

Financial results and budget for the joint ventures are consolidated in the Regional District of Nanaimo's financial statements proportionately based on the joint venture agreements: 22.4% of the Arrowsmith Water Service and 26% of the Englishman River Water Service.

The following table summarizes the financial statements of the two joint ventures.

	Arrowsmith Water Service 2017	Englishman River Water Service 2017
Financial assets	\$ 339,630	\$ 5,449,669
Non-financial assets	6,457,416	20,716,122
Accumulated surplus	<u>6,797,046</u>	<u>26,165,791</u>
Revenues		
Joint venturer contributions	\$ 134,767	\$ 13,624,920
Capital grant	-	6,464,168
	<u>134,767</u>	<u>20,089,088</u>
Expenses		
Operating	104,767	6,470
Annual surplus (deficit)	<u>\$ 30,000</u>	<u>\$ 20,082,618</u>

**REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2017**

25. CONTAMINATED SITES

At the reporting date, only one site was identified as potentially contaminated due to past industrial use at this site and on the neighbouring property; these findings remain unchanged from the December 31, 2015 year end. For this site there is insufficient information to determine whether contamination exceeding the relevant environmental standard is likely to exist, or whether remediation is required. The future cost and responsibility for remediation of this site is not currently determinable.

26. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform to the presentation adopted in the current year.

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED SCHEDULE OF REVENUE AND EXPENSES BY SEGMENT
as at December 31, 2017

PS2700 requires that governments define and disclose additional information related to its activities, by segment. Regional Districts are required by the Local Government Act to charge or allocate all expenses directly or reasonably attributable to a service, to that service. The information in these financial statements conforms in all respects to the requirements of the Local Government Act.

For the purposes of PS2700 the segmented information above corresponds to the classification of expenses shown on the Consolidated Statement of Operations. The expense classifications on the Consolidated Statement of Operations represent the major activities provided by the Regional District of Nanaimo.

The following activities are included in the segments shown on Pg. 26:

General Government includes overall administration, legislative services including elections and feasibility studies. These services are paid for by multiple member jurisdictions of the Regional District and affect most taxpayers residing in the Regional District of Nanaimo. Schedule A on Pg. 39 of this report provides additional details with respect to revenues and expenditures for services falling under General Government.

Planning & Development includes community and regional land use planning, house numbering and building inspection. Planning & Development services are largely paid for by Electoral Areas of the Regional District of Nanaimo. Schedules B and B-1 on Pgs. 40-41 of this report provide additional details with respect to revenues and expenditures for each of these services.

Wastewater & Solid Waste includes sewage treatment plants and solid waste disposal activities, including programs for garbage collection and recycling. The Regional District operates two treatment plants in both the northern and southern portions of the Regional District. A solid waste landfill and transfer station are funded at a regional level, with garbage collection & recycling services provided in areas outside of the City of Nanaimo. Detailed revenue and expenditure information on wastewater treatment plants is found on Schedule C-1, Pg. 43 of this report. Detailed revenue and expenditure information on solid waste management is found on Schedule C, Pg. 42.

Water, Sewer & Street lighting includes neighbourhood water supply, sewage collection systems and street lights. Only taxpayers within these areas pay for the service. Detailed revenue and expenditure information on these services can be found on Schedules C-2, C-3 and C-4 (Pgs. 44-46) of this report.

Public Transportation includes conventional and HandyDart bus service. Public transit services are available to the City of Nanaimo, City of Parksville, Town of Qualicum Beach, Electoral Area G and portions of Electoral Areas A, E and C. Detailed revenue and expenditure information on transportation services is found on Schedule E, Pg. 49 of this report.

Protective Services includes volunteer and contract fire protection services, emergency planning, bylaw enforcement and the Regional District's participation in E911 services. Detailed revenue and expenditure information on protective services is found on Schedules E-1 and E-2, Pgs. 50-51 of this report.

Parks, Recreation & Culture includes operations and development of community and regional parks, provision of recreation programming, operation of a multiplex arena and aquatic centre and includes some services provided by agreement with municipalities within the Regional District of Nanaimo. Detailed revenue and expenditure information on parks, recreation & culture services is found on Schedules D and D-1, Pgs. 47-48 of this report.

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED SCHEDULE OF REVENUE AND EXPENSES BY SEGMENT
as at December 31, 2017

	General Government	Planning & Development	Wastewater & Solid Waste	Water, Sewer & Street lighting	Public Transportation	Protective Services	Parks, Recreation & Culture	2017 Total	2016 Total
Revenues									
Property taxes	\$ 1,848,448	\$ 2,279,592	\$ 13,257,879	\$ 4,721,047	\$ 10,059,399	\$ 5,389,851	\$ 10,469,799	\$ 48,026,015	\$ 45,498,181
Operating revenues	-	1,658,064	14,832,546	1,533,423	4,613,062	320,412	1,754,583	24,712,090	22,975,645
Grant revenues	490,057	109,992	732,834	1,317,404	5,647,224	-	990,173	9,287,684	15,735,117
Developer contributions	130,718	-	96,142	33,891	-	-	2,275,200	2,535,951	3,162,137
Other	199,659	11,865	345,991	191,922	17,003	256,459	163,535	1,186,434	923,198
Interest on investments	301,018	8,561	378,402	49,206	39,026	38,410	63,099	877,722	924,812
Grants in lieu	77,470	5,876	51,372	66	43,306	12,375	6,933	197,398	319,413
	<u>3,047,370</u>	<u>4,073,950</u>	<u>29,695,166</u>	<u>7,846,959</u>	<u>20,419,020</u>	<u>6,017,507</u>	<u>15,723,322</u>	<u>86,823,294</u>	<u>89,538,503</u>
Expenses									
Operating goods & services	(992,070)	1,101,648	13,676,468	2,843,012	8,611,633	4,107,260	5,548,349	34,896,300	31,956,377
Wages and benefits	4,197,736	2,184,435	5,979,112	1,531,255	10,645,741	688,353	4,478,117	29,704,749	29,012,116
Debt interest	-	-	368,630	310,292	-	168,065	406,689	1,253,676	1,018,253
Amortization expense	352,495	18,731	4,105,471	881,594	344,111	508,101	1,005,665	7,216,168	6,846,859
Unfunded expenses	202,919	-	2,087,812	-	-	-	-	2,290,731	230,538
	<u>3,761,080</u>	<u>3,304,814</u>	<u>26,217,493</u>	<u>5,566,153</u>	<u>19,601,485</u>	<u>5,471,779</u>	<u>11,438,820</u>	<u>75,361,624</u>	<u>69,064,143</u>
Surplus for the year	<u>\$ (713,710)</u>	<u>\$ 769,136</u>	<u>\$ 3,477,673</u>	<u>\$ 2,280,806</u>	<u>\$ 817,535</u>	<u>\$ 545,728</u>	<u>\$ 4,284,502</u>	<u>\$ 11,461,670</u>	<u>\$ 20,474,360</u>

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED SCHEDULE OF REVENUE AND EXPENSES BY SEGMENT
as at December 31, 2016

	General Government	Planning & Development	Wastewater & Solid Waste	Water, Sewer & Street lighting	Public Transportation	Protective Services	Parks, Recreation & Culture	2016 Total	2015 Total
Revenues									
Property taxes	\$ 1,631,088	\$ 2,177,613	\$ 11,946,073	\$ 4,429,388	\$ 9,693,968	\$ 4,918,301	\$ 10,701,750	\$ 45,498,181	\$ 43,103,564
Operating revenues	-	1,371,068	13,841,601	1,496,210	4,519,347	54,095	1,693,324	22,975,645	21,339,433
Grant revenues	536,459	191,645	6,306,355	249,634	5,619,280	(635)	2,832,379	15,735,117	6,740,947
Developer contributions	-	-	1,242,235	52,902	100,000	-	1,767,000	3,162,137	2,330,833
Other	247,985	3,273	41,615	169,963	265,190	43,875	151,297	923,198	1,280,487
Interest on investments	236,733	10,758	462,664	57,972	44,687	47,520	64,478	924,812	1,140,991
Grants in lieu	69,394	7,903	95,351	73	111,541	12,912	22,239	319,413	309,109
	<u>2,721,659</u>	<u>3,762,260</u>	<u>33,935,894</u>	<u>6,456,142</u>	<u>20,354,013</u>	<u>5,076,068</u>	<u>17,232,467</u>	<u>89,538,503</u>	<u>76,245,364</u>
Expenses									
Operating goods & services	(1,888,767)	1,502,697	13,214,035	2,774,725	7,844,005	3,670,127	4,839,555	31,956,377	30,566,062
Wages and benefits	4,059,482	1,957,213	5,647,054	1,530,178	11,036,728	385,624	4,395,837	29,012,116	28,219,036
Debt interest	-	-	91,396	300,843	-	167,777	458,237	1,018,253	1,155,957
Amortization expense	354,588	21,694	3,822,926	878,668	337,878	485,370	945,735	6,846,859	6,745,606
Unfunded expenses	209,391	-	21,147	-	-	-	-	230,538	568,647
	<u>2,734,694</u>	<u>3,481,604</u>	<u>22,796,558</u>	<u>5,484,414</u>	<u>19,218,611</u>	<u>4,708,898</u>	<u>10,639,364</u>	<u>69,064,143</u>	<u>67,255,308</u>
Surplus for the year	<u>\$ (13,035)</u>	<u>\$ 280,656</u>	<u>\$ 11,139,336</u>	<u>\$ 971,728</u>	<u>\$ 1,135,402</u>	<u>\$ 367,170</u>	<u>\$ 6,593,103</u>	<u>\$ 20,474,360</u>	<u>\$ 8,990,056</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
AS AT DECEMBER 31, 2017**

	Land	Land Improvements	Buildings	Engineered Structures	Equipment, Furniture & Vehicles	Assets Under Construction	Total 2017	Total 2016
COST								
Balance, beginning of year	\$ 40,194,826	\$ 7,756,258	\$ 51,221,341	\$ 159,050,600	\$ 23,692,682	\$ 11,184,115	\$ 293,099,822	\$ 266,501,557
Add:								
Additions	2,416,000	5,923,198	812,211	1,270,068	1,703,660	8,575,556	20,700,693	27,275,629
Less:								
Disposals	-	-	-	-	821,780	-	821,780	677,364
Balance, end of year	42,610,826	13,679,456	52,033,552	160,320,668	24,574,562	19,759,671	312,978,735	293,099,822
ACCUMULATED AMORTIZATION								
Balance, beginning of year	\$ -	\$ 2,131,208	\$ 18,622,462	\$ 59,226,881	\$ 14,892,011	\$ -	\$ 94,872,562	\$ 88,332,298
Add:								
Amortization	-	356,453	1,589,535	3,781,007	1,489,173	-	7,216,168	6,846,859
Less:								
Accumulated amortization on disposals	-	-	-	-	221,819	-	221,819	306,593
Balance, end of year	-	2,487,661	20,211,997	63,007,888	16,159,365	-	101,866,911	94,872,564
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 42,610,826	\$ 11,191,795	\$ 31,821,555	\$ 97,312,780	\$ 8,415,197	\$ 19,759,671	\$ 211,111,824	\$ 198,227,258

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
LONG-TERM DEBT SUMMARY BY FUNCTION
DECEMBER 31, 2017**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
REGIONAL DISTRICT					
RAVENSONG AQUATIC CENTRE	611,532	313,224	-	-	\$ -
OCEANSIDE PLACE ARENA	4,314,003	3,954,686	3,580,996	3,192,358	2,788,175
REGIONAL PARKS	2,053,653	1,984,688	1,912,964	1,838,371	1,760,795
COMMUNITY PARKS	333,617	310,004	285,373	259,679	232,873
WASTEWATER MANAGEMENT				5,000,000	19,813,921
FIRE PROTECTION	1,656,878	4,352,441	4,160,535	4,189,644	3,994,473
SEWER SERVICES	1,915,450	1,822,604	1,956,994	1,848,406	1,735,515
WATER SUPPLY SERVICES	2,030,455	2,891,369	2,587,690	3,176,528	4,532,574
VANCOUVER ISLAND REGIONAL LIBRARY	<u>16,319,013</u>	<u>15,957,989</u>	<u>15,582,525</u>	<u>15,192,042</u>	<u>14,785,940</u>
TOTAL REGIONAL DISTRICT	29,234,601	31,587,005	30,067,078	34,697,031	49,644,266
MEMBER MUNICIPALITIES	<u>45,903,812</u>	<u>52,213,097</u>	<u>53,520,830</u>	<u>49,751,819</u>	<u>45,845,012</u>
TOTAL LONG-TERM DEBT (Pg. 3)	<u><u>75,138,413</u></u>	<u><u>83,800,102</u></u>	<u><u>83,587,908</u></u>	<u><u>84,448,850</u></u>	<u><u>\$ 95,489,278</u></u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2017**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2017 DEBT O/S	2016 DEBT O/S
OCEANSIDE PLACE ARENA								
	MFA 97	CDN	1365	Apr 19,2023	4.830	6,470,646	2,788,175	3,192,358
TOTAL OCEANSIDE PLACE ARENA						<u>6,470,646</u>	<u>2,788,175</u>	<u>3,192,358</u>
REGIONAL PARKS								
	MFA 126	CDN	1629	Sep 26,2033	3.850	2,053,653	1,760,795	1,838,371
TOTAL REGIONAL PARKS						<u>2,053,653</u>	<u>1,760,795</u>	<u>1,838,371</u>
COMMUNITY PARKS ELECTORAL AREA B								
	MFA 78	CDN	1299	Dec 03, 2022	2.250	100,000	34,741	40,729
	MFA 79	CDN	1303	Jun 03, 2023	5.250	80,000	32,583	37,145
	MFA 81	CDN	1304	Apr 22, 2024	4.900	80,000	37,145	41,490
	MFA 93	CDN	1305	Apr 06, 2025	5.100	80,000	36,891	41,001
	MFA 97	CDN	1306	Apr 19, 2026	4.660	80,000	43,768	47,745
	MFA 101	CDN	1307	Apr 11, 2027	2.250	80,000	47,745	51,569
TOTAL COMMUNITY PARKS						<u>500,000</u>	<u>232,873</u>	<u>259,679</u>
FIRE PROTECTION SERVICES								
MEADOWOOD FIRE								
	MFA 110	CDN	1587	Apr 08, 2030	4.500	1,773,410	1,303,033	1,378,388
NANAIMO RIVER FIRE								
	MFA 99	CDN	1488	Apr 19,2027	4.430	20,761	11,358	12,390
NANOOSE BAY FIRE								
	MFA 130	CDN	1617	Oct 14, 2034	3.000	2,790,000	2,497,528	2,598,866
COOMBS-HILLIERS FIRE								
	MFA 139	CDN	1538	Oct 5, 2026	2.100	200,000	182,554	200,000
TOTAL FIRE PROTECTION SERVICES						<u>4,784,171</u>	<u>3,994,473</u>	<u>4,189,644</u>
SEWER SERVICES								
BARCLAY CRESCENT SEWER								
	MFA 102	CDN	1486	Dec 01, 2027	4.820	895,781	534,615	577,431
CEDAR SEWER								
	MFA 106	CDN	1571	Oct 13, 2029	4.130	926,180	639,592	680,521
	MFA 106	CDN	1572	Oct 13, 2029	4.130	27,200	18,784	19,986
	MFA 106	CDN	1573	Oct 13, 2029	4.130	108,800	75,134	79,942
	MFA 106	CDN	1574	Oct 13, 2029	4.130	61,200	42,263	44,967
	MFA 110	CDN	1584	Apr 08, 2030	4.500	232,286	170,675	180,545
	MFA 117	CDN	1626	Oct 12, 2031	3.250	51,620	40,122	42,231
						<u>1,407,286</u>	<u>986,570</u>	<u>1,048,192</u>
HAWTHORNE RISE SEWER								
	MFA 131	CDN	1696	Apr 8, 2035	2.200	173,300	160,829	167,172
REID ROAD SEWER								
	MFA 133	CDN	1709	Oct 2, 2035	2.750	57,650	53,501	55,611
TOTAL SEWER SERVICES						<u>\$ 2,534,017</u>	<u>\$ 1,735,515</u>	<u>\$ 1,848,406</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2017

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2017 DEBT O/S	2016 DEBT O/S	
WATER - SAN PAREIL									
	MFA 81	CDN	1367	Apr 22, 2019	4.900	89,476	16,029	23,475	
	MFA 97	CDN	1395	Apr 19, 2021	4.660	40,000	13,059	16,016	
	MFA 106	CDN	1395	Oct 13, 2024	4.130	94,439	50,981	57,188	
	MFA 117	CDN	1395	Oct 12, 2026	3.250	49,056	32,806	35,786	
						<u>272,971</u>	<u>112,875</u>	<u>132,465</u>	
WATER - SAN PAREIL FIRE IMPROVEMENTS									
	MFA 127	CDN	1689	Apr 07, 2034	3.300	1,114,600	997,758	1,038,242	
						<u>1,114,600</u>	<u>997,758</u>	<u>1,038,242</u>	
WATER - DRIFTWOOD									
	MFA 80	CDN	1301	Oct 03, 2023	4.900	100,614	40,979	46,716	
						<u>100,614</u>	<u>40,979</u>	<u>46,716</u>	
WATER - MELROSE TERRACE									
	MFA 103	CDN	1539	Apr 23, 2018	4.650	14,349	1,701	3,337	
						<u>14,349</u>	<u>1,701</u>	<u>3,337</u>	
BULK WATER - FRENCH CREEK									
	MFA 69	CDN	1127	Sep 24, 2018	4.650	503,655	38,490	75,147	
						<u>503,655</u>	<u>38,490</u>	<u>75,147</u>	
BULK WATER - NANOOSE									
	MFA 69	CDN	1128	Sep 24, 2018	4.650	864,095	66,035	128,926	
	MFA 74	CDN	1226	Jun 01, 2021	5.900	2,195,223	624,621	762,639	
	MFA 80	CDN	1239	Oct 03, 2023	4.900	176,295	71,802	81,856	
	MFA 142	CDN	1242	Oct 04, 2037	3.150	168,875	168,875	-	
	MFA 142	CDN	1244	Oct 04, 2037	3.150	1,476,000	1,476,000	-	
						<u>4,880,488</u>	<u>2,407,333</u>	<u>973,421</u>	
NANOOSE BAY PENINSULA WATER									
	MFA 139	CDN	1723	Oct 05, 2036	2.100	350,000	336,975	350,000	
	MFA 139	CDN	1750	Oct 05, 2036	2.100	557,200	536,463	557,200	
						<u>907,200</u>	<u>873,438</u>	<u>907,200</u>	
WESTURNE HEIGHTS									
	MFA 142	CDN	1720	Oct 04, 2037	3.150	60,000	60,000	-	
						<u>60,000</u>	<u>60,000</u>		
	TOTAL WATER SUPPLY MANAGEMENT						<u>7,853,877</u>	<u>4,532,574</u>	<u>3,176,528</u>
WASTEWATER SERVICES									
SOUTHERN COMMUNITY WASTEWATER									
	MFA 139	CDN	1742	Oct 05, 2036	2.100	5,000,000	4,813,921	5,000,000	
	MFA 142	CDN	1762	Oct 04, 2037	3.150	15,000,000	15,000,000	-	
	TOTAL WASTEWATER MANAGEMENT						<u>20,000,000</u>	<u>19,813,921</u>	<u>5,000,000</u>
DEBT HELD FOR OTHER JURISDICTIONS									
VANCOUVER ISLAND REGIONAL LIBRARY									
	MFA 117	CDN	1634	Oct 12, 2041	3.250	8,000,000	7,053,867	7,227,411	
	MFA 126	CDN	1674	Sep 26, 2038	3.850	8,610,000	7,732,073	7,964,631	
	TOTAL - VANCOUVER ISLAND REGIONAL LIBRARY						<u>\$ 16,610,000</u>	<u>\$ 14,785,940</u>	<u>\$ 15,192,042</u>
TOTAL LONG-TERM DEBT - REGIONAL DISTRICT						<u>\$ 60,806,364</u>	<u>\$ 49,644,266</u>	<u>\$ 34,697,028</u>	

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2017**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2017 DEBT O/S	2016 DEBT O/S
CITY OF PARKSVILLE								
	MFA68	CDN	1109	Mar 24, 2018	4.650	1,200,000	91,706	179,045
	MFA69	CDN	1129	Sep 24, 2018	4.650	1,970,000	150,550	293,932
	MFA74	CDN	1227	Jun 01, 2021	5.900	290,000	82,516	100,748
	MFA75	CDN	1238	Dec 01, 2021	5.690	1,050,000	298,763	364,779
	MFA78	CDN	1283	Dec 03, 2022	2.250	765,000	265,767	311,574
	MFA93	CDN	1420	Apr 06, 2025	5.100	800,000	368,908	410,013
	TOTAL CITY OF PARKSVILLE					6,075,000	1,258,210	1,660,091
TOWN OF QUALICUM BEACH								
	MFA136	CDN	1729	Nov 30, 2025	2.750	4,629,364	3,703,491	4,166,428
	TOTAL TOWN OF QUALICUM BEACH					4,629,364	3,703,491	4,166,428
CITY OF NANAIMO								
	MFA72	CDN	1197	Jun 01, 2020	6.450	4,500,000	966,732	1,261,630
	MFA73	CDN	1219	Dec 01, 2020	6.360	4,100,000	880,801	1,149,486
	MFA99	CDN	1489	Oct 19, 2026	4.430	15,000,000	8,206,571	8,952,209
	MFA101	CDN	1489	Apr 11, 2027	2.250	15,000,000	8,952,209	9,669,168
	MFA 102	CDN	1530	Dec 01, 2027	2.250	3,750,000	2,238,052	2,417,292
	MFA 126	CDN	1688	Sep26, 2033	3.850	13,300,000	11,403,371	11,905,777
	MFA 127	CDN	1694	Apr 07, 2034	3.300	9,200,000	8,235,575	8,569,738
	TOTAL CITY OF NANAIMO					64,850,000	40,883,311	43,925,300
TOTAL LONG-TERM DEBT - MEMBER MUNICIPALITIES						\$ 75,554,364	\$ 45,845,012	\$ 49,751,819
TOTAL LONG-TERM DEBT						\$ 136,360,728	\$ 95,489,278	\$ 84,448,847

See notes to consolidated financial statements

RESERVE ACCOUNT ACTIVITY - 2017
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2017

	Balance January 1, 2017	Interest Income	Contributions by Developers & Others	MFA surplus and refunds	Contributions from/(to) Operating Fund	Transfers to Capital Funds	Feasibility, legal & other costs or transfers	Balance December 31, 2017
2017 ACTIVITY								
Feasibility Studies	\$ 10,808	-	136,066	-	26,555	-	-	\$ 173,429
Administration Information Systems/Building	\$ 2,125,787	21,934	-	-	182,945	(43,160)	-	\$ 2,287,506
Local Government Elections	\$ 54,066	545	-	-	-	-	-	\$ 54,611
Regional Growth Strategy	\$ 123,578	1,395	-	-	35,000	-	-	\$ 159,973
Building Inspection	\$ 341,678	3,417	-	-	-	-	-	\$ 345,095
Community Planning	\$ 249,863	2,730	-	-	60,000	-	-	\$ 312,593
Carbon Action Revenue Incentive Program	\$ 298,203	3,516	103,578	-	-	(1,123)	-	\$ 404,174
Carbon Neutral	\$ 53,526	540	-	-	-	-	-	\$ 54,066
	<u>\$ 3,257,509</u>	<u>\$ 34,077</u>	<u>\$ 239,644</u>	<u>\$ -</u>	<u>\$ 304,500</u>	<u>\$ (44,283)</u>	<u>\$ -</u>	<u>\$ 3,791,447</u>
Wastewater & Solid Waste Management								
Solid Waste Management	\$ 2,063,240	22,276	-	-	550,000	-	-	\$ 2,635,516
Solid Waste Collection & Recycling	\$ 333,469	3,750	-	-	90,000	-	-	\$ 427,219
Nanoose Wastewater	\$ 917,132	9,654	-	-	110,000	-	-	\$ 1,036,786
Northern Community Wastewater	\$ 9,529,886	105,646	69,355	-	2,243,911	(3)	-	\$ 11,948,795
Southern Community Wastewater	\$ 21,306,059	217,298	-	-	1,700,000	(15,027)	-	\$ 23,208,330
Duke Point Wastewater	\$ 201,761	2,070	-	-	25,000	(12,840)	-	\$ 215,991
	<u>\$ 34,351,547</u>	<u>360,694</u>	<u>69,355</u>	<u>-</u>	<u>4,718,911</u>	<u>(27,870)</u>	<u>-</u>	<u>\$ 39,472,637</u>
Water, Sewer & Street lighting								
Surfside Sewer	\$ 6,000	54	-	-	2,000	-	-	\$ 8,054
Pacific Shores Sewer	\$ 48,988	518	-	-	5,000	-	-	\$ 54,506
French Creek Sewer	\$ 480,522	4,872	24,199	-	(19,100)	-	-	\$ 490,493
Cedar Sewer Collection	\$ 56,289	686	-	-	30,000	-	-	\$ 86,975
Barclay Cres Sewer	\$ -	14	-	-	5,000	-	-	\$ 5,014
Barclay Cres Sewer DCCs	\$ 5,348	-	-	-	(5,348)	-	-	\$ -
Cedar Estates Stormwater	\$ 17,594	209	-	-	5,000	-	-	\$ 22,803
Englishman River Stormwater	\$ 23,044	256	-	-	3,000	-	-	\$ 26,300
French Creek Water	\$ 176,964	1,805	-	-	10,000	-	-	\$ 188,769
Madrona Water	\$ 212,899	2,122	-	-	-	-	-	\$ 215,021
Surfside Water	\$ 7,607	104	5,000	-	(2,000)	(7,200)	-	\$ 3,511
Decourcey Water	\$ 16,149	179	-	-	2,000	-	-	\$ 18,328
Melrose Water	\$ 11,078	124	-	-	-	-	-	\$ 11,202
Nanoose Bay Peninsula Water	\$ 698,695	7,280	-	-	75,000	-	-	\$ 780,975
Nanoose Bay Water	\$ 221,935	2,050	-	-	-	(157,286)	-	\$ 66,699
Englishman River Water	\$ 267,314	2,758	-	-	20,000	-	-	\$ 290,072
San Pareil Water	\$ 25,541	276	-	-	2,000	-	-	\$ 27,817
Whiskey Creek Water	\$ 32,799	402	-	-	15,000	(8,376)	-	\$ 39,825
Nanoose AWS Bulk Water	\$ 1,355,815	16,109	2,346	-	654,320	(223,720)	-	\$ 1,804,870

See notes to consolidated financial statements

RESERVE ACCOUNT ACTIVITY - 2017
SCHEDULE OF STATUTORY RESERVE FUND ACTIVITY AND FUND BALANCES
AS AT DECEMBER 31, 2017

	Balance January 1, 2017	Interest Income	Contributions by Developers & Others	MFA surplus and refunds	Contributions from/(to) Operating Fund	Transfers to Capital Funds	Feasibility, legal & other costs or transfers	Balance December 31, 2017
French Creek AWS Bulk Water	\$ 854,063	8,019	-	-	(56,565)	-	-	\$ 805,517
Drinking Water/Watershed Protection	\$ 20,177	323	-	-	25,000	-	-	\$ 45,500
Englishman River Street lighting	\$ 8,263	83	-	-	-	-	-	\$ 8,346
Fairwinds Street lighting	\$ 29,363	321	-	-	5,000	-	-	\$ 34,684
Morningstar Street lighting	\$ 13,047	146	-	-	(2,500)	-	-	\$ 10,693
Rural EA E & G Street lighting	\$ 12,870	146	-	-	-	-	-	\$ 13,016
	<u>\$ 4,602,364</u>	<u>48,856</u>	<u>31,545</u>	<u>-</u>	<u>772,807</u>	<u>(396,582)</u>	<u>-</u>	<u>\$ 5,058,990</u>
Public Transportation								
Transit	\$ 3,699,557	36,868	-	-	-	-	-	\$ 3,736,425
Descanso Bay Emergency Wharf	\$ 12,618	150	-	-	1,764	-	-	\$ 14,532
Green's Landing Wharf	\$ 200,754	2,008	-	-	1,000	-	-	\$ 203,762
	<u>\$ 3,912,929</u>	<u>39,026</u>	<u>-</u>	<u>-</u>	<u>2,764</u>	<u>-</u>	<u>-</u>	<u>\$ 3,954,719</u>
Protective Services								
Coombs Hilliers Fire	\$ 537,584	5,822	-	-	253,490	(85,082)	-	\$ 711,814
Errington Fire	\$ 751,834	7,982	-	-	210,601	(138,515)	-	\$ 831,902
Extension Fire	\$ 495,596	5,308	-	-	73,819	-	-	\$ 574,723
Nanoose Fire	\$ 227,711	2,675	-	-	93,400	-	-	\$ 323,786
Dashwood Fire	\$ 453,413	4,788	-	-	107,467	(65,938)	-	\$ 499,730
Bow Horn Bay Fire	\$ 362,974	3,837	-	-	44,331	-	-	\$ 411,142
Nanaimo River Fire	\$ 138,188	1,454	-	-	16,267	-	-	\$ 155,909
Cassidy Waterloo Fire	\$ 202,638	2,346	-	-	64,011	-	-	\$ 268,995
Emergency Planning	\$ 69,392	799	-	-	23,000	-	-	\$ 93,191
Bylaw Enforcement	\$ 102,350	1,046	-	-	19,000	-	-	\$ 122,396
District 68 911 Service	\$ 136,488	1,362	-	-	-	(7,984)	-	\$ 129,866
	<u>\$ 3,478,168</u>	<u>37,419</u>	<u>-</u>	<u>-</u>	<u>905,386</u>	<u>(297,519)</u>	<u>-</u>	<u>\$ 4,123,454</u>
Parks, Recreation & Culture								
Area A Recreation & Culture	\$ 434,937	5,151	-	-	175,000	-	-	\$ 615,088
Area B Recreation	\$ 48,730	559	200	-	12,318	-	-	\$ 61,807
Extension Recreation	\$ 35,649	357	-	-	-	-	(335)	\$ 35,671
Community Parks	\$ 970,199	9,734	9,000	-	27,000	(109,831)	-	\$ 906,102
Regional Parks Capital	\$ 2,903,386	32,431	-	-	811,950	(140,896)	-	\$ 3,606,871
Regional Parks Development	\$ 59,636	650	-	-	10,000	-	-	\$ 70,286
Recreation & Culture	\$ 1,168,901	14,217	-	-	555,360	-	-	\$ 1,738,478
	<u>\$ 5,621,438</u>	<u>63,099</u>	<u>9,200</u>	<u>-</u>	<u>1,591,628</u>	<u>(250,727)</u>	<u>(335)</u>	<u>\$ 7,034,303</u>
TOTAL ALL RESERVE FUNDS	<u>\$ 55,223,955</u>	<u>\$583,171</u>	<u>349,744</u>	<u>\$0</u>	<u>8,295,996</u>	<u>(\$1,016,981)</u>	<u>(\$335)</u>	<u>\$ 63,435,550</u>

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF DEVELOPMENT COST CHARGES AND PARKLAND ACQUISITION FUNDS
RESERVE ACCOUNT BALANCES-DEC 31, 2017

ACTIVITY	Northern Wastewater DCCs (1)	Southern Wastewater DCCs (2)	Bulk Water DCCs (3)	Sewer DCCs (4)	Parkland Acquisition FUNDS (5)	Total 2017	Total 2016
ASSETS:							
Due from Revenue Fund	\$ 9,011,522	\$ 4,493,673	\$ 776,135	\$ 3,021,046	\$ 1,658,185	\$ 18,960,561	\$ 13,673,623
Developer Installments Receivable	30,978	91,613	-	-	-	122,591	113,474
DEFERRED REVENUE BALANCE (Note 10)	9,042,500	4,585,286	776,135	3,021,046	1,658,185	19,083,152	13,787,097
ACTIVITY:							
Balance, Beginning of the year	7,584,712	3,341,711	768,477	375,954	1,716,243	13,787,097	12,529,097
Add:							
Contribution by developers & others	1,390,489	1,221,589	2,346	2,641,319		5,255,743	2,341,353
Interest earned	79,059	37,014	7,658	3,772	16,942	144,445	183,131
Less:							
Parkland purchases					(75,000)	(75,000)	
Transfer DCCs to Revenue Fund	(11,760)	(15,027)	(2,346)	-	-	(29,133)	(1,266,484)
Transfers to Other Agencies							
BALANCE, End of the year	\$ 9,042,500	\$ 4,585,287	\$ 776,135	\$ 3,021,045	\$ 1,658,185	\$ 19,083,152	\$ 13,787,097

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

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

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

(4) Sewer DCC collection area includes properties in Electoral Area A (Cedar) and G (French Creek).

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

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF RECEIPTS AND DISBURSEMENTS
GAS TAX REVENUE TRANSFER PROGRAMS
DECEMBER 31, 2017
(UNAUDITED)

	COMMUNITY WORKS PROGRAM²	OTHER GAS TAX PROGRAMS³	TOTAL 2017	TOTAL 2016
Opening balance of unspent (spent) funds	\$ 8,097,324	\$ (1,966,894)	\$ 6,130,430	\$ 6,727,526
Add:				
Amount received during the year	1,699,137	1,999,550	3,698,687	8,903,506
Interest earned	67,153	-	67,153	95,925
Less:				
Amount spent on projects (Notes 2 & 3)	(1,553,356)	(32,656)	(1,586,012)	(9,596,527)
Closing balance of unspent (spent) funds	<u>\$ 8,310,258</u>	<u>\$ -</u>	<u>\$ 8,310,258</u>	<u>\$ 6,130,430</u>
	(see note 10)	(see note 3)		

Notes to Schedule:

1. Gas Tax Revenue Transfer Programs

The Government of Canada, through the Union of BC Municipalities (UBCM), transfers Gas Tax Revenue funds to local governments in British Columbia. The use of funding is established by agreements between the local government and the UBCM. Funding may be used towards public transit, disaster mitigation, recreational, water, wastewater and solid waste infrastructure and asset management or capacity building projects, as specified in the agreements.

2. Community Works Program 2017 Activity

The Regional District applied \$502,000 towards park and trail projects at Huxley Community Park, Oakleaf Community Park, E&N Regional Trail, Carrothers Road Trail, Leffler Community Trail, the Gabriola Village Trail, and Whalebone Community Park. In addition, \$320,000 was expended on recreation facilities, \$225,000 on water system infrastructure, \$147,000 on wastewater facilities, \$86,000 on broadband service, and \$31,000 on recycling facilities. \$171,000 was spent on capital upgrades at the following Community Halls: Lighthouse; Nanoose Place; Rollo Senior Centre and the Gabriola Island Community Centre.

3. Other Gas Tax Programs 2017 Activity

Under this portion of the program, expenditures are reimbursed on a claims made basis. In 2017, the following projects were completed during the year:

<u>Project</u>	<u>Year Approved</u>	<u>Total Project value</u>	<u>Approved Grant</u>	<u>Grant Amount Expended to date</u>	<u>Amount Received to date</u>
Regionally Significant Priorities Fund					
a. Regional Trail System - E&N Rail Trail Project	2014	3,873,206	2,676,489	2,676,489	2,676,489
b. Rural Village Centre Sewer Servicing Projects	2014	509,096	350,000	350,000	350,000
Total Other Gas Tax Program Activity		<u>\$ 4,382,302</u>	<u>\$ 3,026,489</u>	<u>\$ 3,026,489</u>	<u>\$ 3,026,489</u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENSES
as at December 31, 2017
(UNAUDITED)**

	Corporate Services (Schedule A)	Strategic & Community Development (Schedule B)	Regional & Community Utilities (Schedule C)	Recreation & Parks & Services (Schedule D)	Transportation & Emergency Services (Schedule E)	Actual 2017	Budget 2017	Actual 2016
REVENUES								
Tax requisition	\$ 3,938,708	\$ 2,520,650	\$ 17,978,926	\$ 10,469,799	\$ 15,186,692	\$ 50,094,775	\$ 50,094,775	\$ 47,489,129
Grants	490,057	109,992	2,050,238	990,173	5,647,224	9,287,684	6,608,044	15,735,117
Grants in Lieu	77,470	5,921	51,438	6,933	55,636	197,398	149,290	319,413
Interest	269,174	-	-	-	-	269,174	150,000	194,279
Permit fees	-	378,178	-	446,950	-	825,128	564,154	5,793,557
Operating revenues	-	1,978,476	7,211,237	1,754,583	4,613,062	15,557,358	14,391,924	14,418,694
Disposal fees	-	-	9,183,048	-	-	9,183,048	8,161,519	8,554,506
Other	11,431,909	-	14,080,737	-	2,218,351	27,730,997	76,045,172	21,445,377
	16,207,318	4,993,217	50,555,624	13,668,438	27,720,965	113,145,562	156,164,878	113,950,072
EXPENSES								
General administration	169,290	354,202	1,757,390	638,629	1,446,649	4,366,160	4,523,659	4,227,994
Professional fees	395,762	156,653	893,587	174,228	34,959	1,655,189	2,464,845	1,722,647
Community grants	730,367	-	-	-	-	730,367	787,764	65,022
Legislative	462,429	-	-	10	-	462,439	511,635	456,127
Program costs	-	344,018	148,092	599,785	-	1,091,895	1,109,238	884,761
Vehicle and Equip operating	207,630	83,571	1,836,606	153,713	4,735,005	7,016,525	7,733,120	6,939,068
Building operating	364,668	37,313	1,491,156	730,935	497,991	3,122,063	3,286,720	2,971,935
Other operating	607,128	609,066	10,170,616	931,968	3,722,439	16,041,217	17,354,348	15,149,572
Wages & benefits	4,197,736	2,447,100	7,510,367	4,478,117	11,914,539	30,547,859	32,666,102	29,012,116
Capital expenses	203,738	29,510	17,277,174	1,172,737	631,664	19,314,823	65,906,871	26,149,354
	7,338,748	4,061,433	41,084,988	8,880,122	22,983,246	84,348,537	136,344,302	87,578,596
OPERATING SURPLUS	8,868,570	931,784	9,470,636	4,788,316	4,737,719	28,797,025	19,820,576	26,371,476
Debt retirement								
- interest	3,006,908	-	678,922	406,689	168,065	4,260,584	4,725,283	4,455,182
- principal	3,187,012	-	599,209	419,201	171,390	4,376,812	4,371,768	4,785,082
Contingency	-	-	-	-	-	-	-	-
Reserve contributions	210,695	120,000	6,072,283	1,611,628	891,650	8,906,256	8,369,629	9,641,791
Transfers to other govts	2,431,027	78,842	-	2,073,473	2,780,077	7,363,419	6,916,996	7,153,132
	8,835,642	198,842	7,350,414	4,510,991	4,011,182	24,907,071	24,383,676	26,035,187
CURRENT YEAR SURPLUS (DEFICIT)	32,928	732,942	2,120,222	277,325	726,537	3,889,954	(4,563,100)	336,289
Prior year's surplus applied	1,368,962	1,313,637	4,510,067	1,725,784	3,244,618	12,163,068	12,163,068	11,826,779
NET OPERATING SURPLUS	\$ 1,401,890	\$ 2,046,579	\$ 6,630,289	\$ 2,003,109	\$ 3,971,155	\$ 16,053,022	\$ 7,599,968	\$ 12,163,068

See notes to consolidated financial statements

TO: Committee of the Whole **MEETING:** May 8, 2018
FROM: Wendy Idema, Director of Finance **FILE:** 1855-04-COWO
SUBJECT: Spring 2018 Community Works Fund Status Report

Please note: Recommendation #2 was varied by the Committee as follows:

2. That the Community Works Funds Agreements between the Regional District of Nanaimo and third parties include a requirement that further information regarding the structure be provided for asset management purposes.

RECOMMENDATIONS

1. That the Community Works Funds program project list included in Attachment 1 be approved.
2. That the Community Works Funds Agreements between the Regional District of Nanaimo and third parties include a requirement for asset management principles to be incorporated in the funding criteria.

SUMMARY

This report updates the status of previously approved Community Works Fund (CWF) projects and requests approval of additional projects as well as enhanced criteria for the transfer of CWFs to third parties. Attachment 1 provides a list of current CWF funded projects by area, Attachment 2 is a list of future projects that are currently being discussed, Attachment 3 is a list of completed projects since 2014 and Attachment 4 provides a list of eligible project categories.

BACKGROUND

The renewed Gas Tax Agreement (GTA) between Canada, British Columbia and the Union of British Columbia Municipalities (UBCM), and the 2014-2024 CWF Agreement between the Regional District of Nanaimo (RDN) and UBCM took effect April 1, 2014. Under these agreements, local governments receive annual transfers which may be used for local priorities to improve public infrastructure. The current Agreement is in place until 2024; however, UBCM has not indicated funding levels for years beyond 2018 at this time. In 2018, based on per capita amounts for the electoral area population, \$1,756,239 before interest is expected for the RDN.

As a result of the Board decision made in 2007, each RDN electoral area is allocated funds based on population. Municipalities within the RDN receive funds separately from UBCM under the CWF program. The CWF program is separate from the application-based Strategic Priorities Fund, which provides funding for projects that are larger in scale, regional in impact, or innovative in nature.

The projects listed in attachments 1, 2 and 3 include the development of community water and sewer systems, recreation and parks infrastructure, building upgrades and the implementation of official community plan initiatives.

Some of the projects include a transfer of funding to third parties such as improvement districts and not-for-profit associations. In those cases, agreements are completed with the recipients to ensure compliance with the overarching GTAs signed by the RDN with UBCM and by UBCM with British Columbia and Canada. Consideration should be given to include in the agreements completed with third parties a requirement for asset management principles to be incorporated in the projects undertaken by the third parties.

The RDN Agreement with UBCM requires the local government to “work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee”¹. As such, requiring third party recipients of RDN CWFs to provide information in addition to their financial plans for funding requests is recommended. This is to include basic asset inventories, full lifecycle costs including current replacement cost, estimated useful life, and estimated annual operations and maintenance costs as well as a proposed schedule for condition assessments for the community infrastructure being developed.

Costs such as land purchases, legal costs and operating/administrative costs remain ineligible for funding under the gas tax funding program. There is an expectation included in the agreements by the federal and provincial governments that the ultimate recipients (local governments and other eligible entities) are required to “work to strengthen” asset management during the term of the Agreement.

ALTERNATIVES

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

FINANCIAL IMPLICATIONS

Alternative 1

In 2018, the RDN will receive \$1,756,239 in CWF base funding which is added to the existing balance and will accrue interest during the year. The Board previously decided to allocate \$50,000 of the funding annually for cross-area projects and the remaining \$1,706,239 to allocate across the electoral areas on a per capita basis. Allocations are based on 2016 census data.

The following table sets out estimated balances available by area. However, the 2018 final costs are to be received and several of the project amounts are therefore estimated at this time. This information will continue to be updated.

	Dec 31, 2017 Closing Balance	2018 Allocation	2018 Projected Spending	Estimated Remainder Available
Base funding	\$146,800	\$50,000	\$20,000	\$176,800
Electoral Area A	\$ 1,729,636	\$331,155	\$1,326,269	\$734,522
Electoral Area B	\$775,514	\$171,466	\$78,166	\$868,814
Electoral Area C	\$869,919	\$119,384	\$30,000	\$959,303
Electoral Area E	\$694,144	\$270,187	\$818,440	\$145,891
Electoral Area F	\$1,824,817	\$328,391	\$1,199,473	\$953,736

¹ 2014-2024 Community Works Fund Agreement under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia

Electoral Area G	\$1,799,320	\$317,380	\$151,257	\$1,970,443
Electoral Area H	\$470,106	\$168,277	\$603,870	\$34,513
Total	\$8,310,256	\$1,756,240	\$4,227,475	\$5,839,021

In 2018, \$4,227,475 is projected to be spent of the total \$5,840,900 in currently approved CWF projects. Between 2014 and 2017, \$2,266,978 was spent on CWF project as listed in Attachment 3. Use of CWFs allows for projects to be completed which would not otherwise be feasible without significant tax increases.

The use of CWFs can be authorized at any time during the year. Should the Board identify new projects to be incorporated into work plans, the project can be authorized to proceed at that time.

Alternative 2

If the Board elects to alter the program, the financial implications of doing so would be dependent on the amendments.

STRATEGIC PLAN IMPLICATIONS

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



Wendy Idema (widema@rdn.bc.ca)
 April 20, 2018

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Community Works Projects Underway or Planned
2. Potential Community Works Projects
3. Community Works Projects Completed 2014 - 2017
4. Community Works Funds Eligible Project Categories

ATTACHMENT 1
2018 COMMUNITY WORKS PROJECTS UNDERWAY or PLANNED

ELECTORAL AREA A	Project Budget	Previously Approved	For Current Approval	Description
NCID Water System Upgrades – EA A	\$1,130,000 budget	\$1,130,000	\$0	Additional water reservoir construction & water main upgrades
Ecoforestry Institute Society – EA A	\$150,000 budget	\$150,000	\$0	Wilkinson Heritage Homestead Renovations
Morden Colliery Bridge & Trail Design – EA A	\$80,000 budget \$37,875 carried to 2018	\$80,000	\$0	Community consultation and detailed design and costing, pending ALC review
Cedar Community Centre Accessibility Project – EA A	\$3,000 budget	\$3,000	\$0	Capital funding agreement for community hall upgrades
Well assessments – EA A	\$8,400 budget \$5,395 carried to 2018	\$8,400	\$0	Preliminary well infrastructure assessments
ELECTORAL AREA B				
Gabriola Island Community Bus Foundation – EA B	\$10,000 budget	\$10,000	\$0	Capital funding for bus purchase
Gabriola Senior Citizens Association, Rollo Centre – EA B	\$42,000 budget	\$42,000	\$0	Rollo Centre renovations to comply with VIHA standards for kitchen and bathroom facilities
Huxley Park Sport Court – EA B	\$10,000 budget	\$10,000	\$0	Pickleball court upgrades
Huxley Park Recreation Infrastructure – EA B	\$211,500 budget \$10,885 carried to 2018	\$211,500	\$0	Sport Court & Playground upgrades
Gabriola Island Whalebone area parks infrastructure	\$25,000 budget \$5,280 carried to 2018	\$25,000	\$0	Upgrades to beach access stairs
ELECTORAL AREA C				
EA C Water Services Planning	\$30,000 budget	\$30,000	\$0	Initial infrastructure plan for area water

ELECTORAL AREA E	Project Budget	Previously Approved	For Current Approval	Description
Nanoose Bay Water Quality/ Quantity Monitoring – EA E	\$330,000 budget, \$162,500 spent to 2017	\$330,000	\$0	Development & capital infrastructure for well monitoring program over 2015 – 2019
Nanoose Place Capital Upgrades – EA E	\$215,000 budget, \$14,680 carried to 2018	\$215,000	\$0	Agreement with Nanoose Bay Activities & Recreation Society for HVAC and other building upgrades
Nanoose Bay Peninsula Water Service Pump Station – EA E	\$800,000 budget \$778,750 carried to 2018	\$600,000	\$200,000	Contribution to \$1.8 million capital project over 2016-2019
Jack Bagley Field Improvements	\$10,000 budget	\$10,000	\$0	Field and facility upgrades
ELECTORAL AREA F				
Melrose Place Water Reservoir Replacement – EA F	\$60,000 budget	\$60,000	\$0	Engineering & construction of water reservoir 2018/2019 project
Whiskey Creek Water System Upgrades – EA F	\$450,000 budget \$400,360 carried to 2018	\$450,000	\$0	Well development plus engineering and construction of treatment facility for Whiskey Creek Water System in response to order from Island Health
Meadowood Community Rec Centre – EA F	\$700,000 preliminary budget \$623,870 carried to 2018	\$700,000 preliminary budget	\$0	Pending final design and costing
E&N Rail Trail contribution – EA F	\$400,000 budget \$15,235 carried to 2018	\$400,000	\$0	Contribution to French Creek to Coombs trail development project.
Errington Community Park Playground – EA F	\$150,000	\$150,000	\$0	Design, capital upgrades and equipment purchase, 2018-2020 project

ELECTORAL AREA G	Project Budget	Previously Approved	For Current Approval	Description
E&N Rail Trail contribution – EA G	\$125,000 budget \$4,762 carried to 2018	\$125,000	\$0	Contribution to French Creek to Coombs trail development project.
Water Service Infrastructure Planning – EA G	\$50,000 budget \$18,970 carried to 2018	\$50,000	\$0	EPCOR water system purchase review
San Pareil Water Service expansion – EA G	\$25,000 budget \$12,525 carried to 2018	\$25,000	\$0	Engineering review for system expansion
San Pareil Water – EA G	\$50,000 budget	\$50,000	\$0	Well and water metering upgrades
Surfside Water Upgrades – EA G	\$60,000 budget \$55,000 carried to 2018	\$60,000	\$0	Well system improvements + reservoir and pump station upgrades (2018/2019 projects)
French Creek Water – EA G	\$50,000 budget	\$50,000	\$0	Well head upgrade
ELECTORAL AREA H				
Tulnuxkw Lelum Bowser Cultural Learning Space – EA H	\$60,000 budget \$17,870 carried to 2018	\$60,000	\$0	Agreement with Bowser Elementary School PAC for capital funding
Dunsmuir Community Park – EA H	\$100,000 budget	\$100,000	\$0	Sport Court, Parking and Playground upgrades
Bowser Sewer Servicing– EA H	\$450,000 budget	\$0	\$450,000	Detailed design, engineering and wastewater treatment plant project
Lighthouse Community Centre Upgrades – EA H	\$36,000 budget	\$0	\$36,000	Agreement with Lighthouse Community Centre for roof replacement funding
ALL ELECTORAL AREAS				
Green Building Best Practices Guidebook Series – all EAs	\$20,000 budget	\$20,000	\$0	Continue to review and develop compendium of guidebooks. 2018 = Sustainable Site Planning
TOTAL BUDGET All Projects	\$5,840,900	\$5,154,900	\$686,000	

**ATTACHMENT 2
POTENTIAL COMMUNITY WORKS PROJECTS**

	Budget	Previously Approved	For Current Approval	Description
Gabriola Cycling Plan – EA B	\$50,000 budget	\$50,000	\$0	Plan design projected for 2019
Gabriola Village Trail Construction Phase – EA B ¹	\$TBD	\$0	\$TBD	To be brought forward to the Board for approval pending MoTI agreements.
Little Qualicum Hall – EA G	\$80,000		\$80,000	Pending engineering reviews and consultation process
French Creek Community Path & Trail – EA G ¹	\$100,000	\$100,000	\$0	Detailed design plans incorporating surveys, environmental studies, landowner, community and MoTI consultation
Deep Bay to Shaw Hill Roadside Trail – EA H ¹	\$TBD	\$TBD	\$0	Project in conjunction with MOTI

Note 1: Work related to community trails planning projects will be combined where possible to obtain efficiencies and may require phasing depending on MoTI staff availability. Survey costs may be significant in some areas depending on information available and obstacles encountered (such as driveways). Type of trail and level of accessibility would be decided through the design process.

**ATTACHMENT 3
COMMUNITY WORKS PROJECTS COMPLETED 2014 - 2017**

Projects ELECTORAL AREA A	CWF Funding Provided	Description
Snuneymuxw First Nations Sport Court – EA A	\$299,960	Capital funding agreement for sport court upgrades
Cedar Community Hall HVAC Upgrade – EA A	\$21,182	Capital funding agreement
Cranberry Community Hall Capital Upgrades	\$146,000	Capital funding agreement with Cranberry Improvement District
ELECTORAL AREA B		
Gabriola Village Trail Design Phase – EA B	\$109,388	Development of detailed design plan incorporating surveys, environmental studies, landowner, community and MoTI consultation
Gabriola Island Community Bus – EA B	\$24,685	Community Bus purchase and bus route infrastructure funding
Gabriola Commons Solar Array – EA B	\$16,035	Installation of solar array for power generation
Rollo McClay Community Park Infrastructure – EA B	\$12,000	Project with Gabriola Softball Association to install playground
Gabriola Seniors Citizens Association – EA B	\$29,959	Rollo Centre Capital Upgrades
Gabriola Museum Accessibility Upgrade – EA B	\$5,000	Funding agreement with Gabriola Historical & Museum Society
Gabriola Island Community Hall Upgrades – EA B	\$17,365	Funding agreement with Community Hall Association, 2017 project
Gabriola Golf Club – EA B	\$26,030	Funding agreement with Golf Club for capital equipment funding
Gabriola Skatepark	\$11,787	Skatepark development project
Gabriola Island Recycling Facility – EA B	\$25,000	Roof replacement project
Gabriola Island Recycling Facility – EA B	\$6,325	Used oil tank replacement project
Huxley Park - EA B	\$12,500	Sport court upgrade project

ELECTORAL AREA C	CWF Funding Provided	Description
Extension Miners Bridge – EA C	\$22,166	Trail, stairs and bridge construction costs
Extension School – EA C	\$14,125	Design and cost estimates for historic building preservation
Meadow Drive Trail – EA C	\$43,255	Trail improvements
ELECTORAL AREA E		
Community Signage Program – EA E	\$34,300	Integrated wayfinding and community signage program for Nanoose Bay
Claudet Community Park Trail – EA E	\$95,974	Trail design & construction
Blueback Community Park – EA E	\$50,000	Park and trail infrastructure upgrades
Oakleaf Community Park – EA E	\$30,000	Park and trail infrastructure upgrades
Nanoose Bay Water Services – EA E	\$137,275	Matthew Road reservoir construction
Nanoose Bay Fire Hall HVAC optimization – EA E	\$9,349	Programming and capital improvements to optimize system & energy savings
ELECTORAL AREA F		
Westurne Heights Water System Upgrades – EA F	\$50,000	Engineering & construction of upgrades to water system taken over by RDN to meet VIHA requirements
Arrowsmith Community Trails – EA F	\$11,000	Price Road trail development/upgrades
Arrowsmith Community Trails – EA F	\$18,835	Cranswick Road trail development/upgrades
Arrowsmith Community Trails – EA F	\$20,584	Carrothers Road trail development/upgrades
Arrowsmith Recreational Hall – EA F	\$15,000	Septic system upgrade
ELECTORAL AREA G		Description
San Pareil Water Service – EA G	\$350,000	Capital upgrades to water system reservoir and distribution system
Miller Park – EA G	\$78,550	Bank stabilization project

ELECTORAL AREA H	CWF Funding Provided	Description
Spider Lake Broadband – EA H	\$86,000	Partnering project with Telus to expand coverage
OCP Review Plans – EA H	\$72,728	Active Transportation Plan & ALR Boundary Scoping, Archeological Overview Assessment
Bowser Sewer Servicing Design – EA H	\$162,610	Contribution to design & costing project
Lighthouse Community Centre Upgrades – EA H	\$109,645	Agreement with Lighthouse Community Centre for capital upgrade funding
Bowser Legion Capital Upgrades – EA H	\$58,148	Agreement with Ladies Auxiliary of Bowser Legion for capital upgrade funding
Speed reader Board – EA H	\$13,440	Traffic calming initiatives within community plan
ALL ELECTORAL AREAS		
Green Building Best Practices Guidebook Series – all EAs	\$20,778	Rainwater Harvesting guidebook
TOTAL SPENDING All Projects	\$2,266,978	

ATTACHMENT 4
COMMUNITY WORKS FUNDS ELIGIBLE PROJECT CATEGORIES

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

Delegation: Chris Burger & Gerry Anderson, Corcan Meadowood Resident Association, re update and request for further support of ongoing park and access improvements

Summary: On behalf of the residents of the Corcan / Meadowood corridor (Part of Area F) we wish to update the board on a series of issues and concerns that we have identified for the area.

Action Requested: No specific action is being sought at the time of presentation. However, we will be asking for continued support and further advancement of our community hall project and will request a polling station within a reasonable distance in the upcoming November elections.

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: May 8, 2018

FROM: Sean De Pol
Director, Water and Wastewater Services

FILE: 2240-20-SHAW

SUBJECT: Wastewater Services On-Call Electrical Maintenance and Repair Contract Award

RECOMMENDATION

That the Board award the Wastewater Services On-call Electrical Maintenance and Repair three year contract to Shaw Electrical Services.

SUMMARY

The Board is requested to award an agreement to Shaw Electrical Services (Shaw) for on-call electrical maintenance and repair services to support the operation and maintenance of the Regional District of Nanaimo's (RDN) four wastewater treatment facilities, 23 pump stations, and two septage receiving sites. The term is for three years with the option to extend for an additional two years.

In March 2018, the RDN Wastewater Services department issued a Request for Proposals (RFP) to select a qualified electrical firm. Two submissions were received with Shaw obtaining the highest score from the evaluation committee based on technical and financial criteria.

BACKGROUND

The RDN has a regular need for electrical maintenance and repairs in the operation and maintenance of its wastewater facilities.

In April 2015, the RDN Wastewater Services department issued an RFP to select a qualified electrical firm. The contract was awarded to Shaw. The term was for one year with the option to extend for two additional one year terms. Due to the high level of service, the contract was extended twice. Both extensions were authorized by the RDN Board.

In March 2018, due to the expiry of the existing electrical services agreement, the RDN Wastewater Services department issued an RFP on BC Bid. The term was for three years with the option to extend for an additional two years.

Two submissions were received from the following firms:

- Mazzei Electric Ltd.
- Shaw Electrical Services Ltd.

Submissions were evaluated by a four member evaluation committee in accordance to the criteria and process outlined in the RFP. Submissions were evaluated based on the following criteria:

Technical Considerations (70% of Score)

- Corporate Profile and Comparable Work Experience
- Relevant Projects and References
- Personnel Experience and Certifications
- Response Time (Regular and Emergency)
- Process Industry Control and SCADA experience
- Warranty
- Occupational Health and Safety Program
- Quality Assurance

Financial Considerations (30% of Score)

- Labour Rates
- Mark-up
- Travel Cost
- Crew Size

Shaw received the highest total score on their submission based on the technical and financial considerations from the evaluation committee. Key considerations included Shaw's experience with electrical maintenance for municipalities and with wastewater treatment electrical systems. Additionally, Shaw demonstrated in their submission that their personnel have work experience and certifications related to RDN wastewater facilities.

Shaw also has relevant project experience and provides on-call electrical maintenance for the City of Nanaimo, Nanaimo Airport, and the Pacific Biological Station. Shaw received strong references from these clients. Shaw currently provides electrical maintenance for the RDN Wastewater Services department.

ALTERNATIVES

1. Award the Wastewater Services On-call Electrical Maintenance and Repair three year contract to Shaw Electrical Services.
2. Do not award the Wastewater Services On-call Electrical Maintenance and Repair contract to Shaw Electrical Services and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The contract to Shaw Electrical Services for the provision of on-call electrical maintenance and repair is valued at \$200,000 per year for a total of \$600,000 for the three year term of the contract. This expense has been identified in the approved five year budget for Wastewater Services.

STRATEGIC PLAN IMPLICATIONS

Electrical maintenance and repair services are important for the efficient, safe and reliable operation of the RDN's wastewater facilities, advancing the Board's strategic focus on Service and Organizational Excellence.



Sean De Pol
sdepol@rdn.bc.ca
April 18, 2018

Reviewed by:

- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: May 8, 2018

FROM: Sean De Pol
Director, Water and Wastewater Services

FILE: 5340-01-GNPCC

SUBJECT: Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate Contract Award

RECOMMENDATION

1. That the Board award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade for a period of one year.
2. That the General Manager of Regional Community Utilities and the Director of Finance be authorized to extend the contract for an additional year if required.

SUMMARY

Greater Nanaimo Pollution Control Centre (GNPCC) employs Chemically-Enhanced Primary Treatment (CEPT) in order to meet Provincial and Federal requirements. CEPT is comprised of adding Liquid Aluminum Sulphate (Alum) and a polymer to the wastewater during the treatment process. It is expected that Alum will not be required once secondary treatment at GNPCC has been commissioned at the end of 2019.

A Request for Tender (RFT) for the supply, delivery and offloading of Alum at the GNPCC was publicly posted March 19, 2018. One proposal was submitted from ChemTrade to provide Alum for 1 year at a fixed rate of \$0.289/kg with an estimated contract value of \$300,560. Based on quality, service and price, it is recommended that the contract be awarded to ChemTrade for the term June 1, 2018 – May 31, 2019.

BACKGROUND

GNPCC utilizes a Chemically Enhanced Primary Treatment (CEPT) process in order to meet the effluent standards required under our current Provincial effluent permit and Federal Wastewater Systems Effluent Regulation.

CEPT at GNPCC requires the addition of Alum after wastewater screening followed by a polymer prior to sedimentation. It is expected that Alum will not be required once secondary treatment at GNPCC has been commissioned at the end of 2019.

On March 19, 2018, a Request for Tender (RFT) was posted on the RDN and BC Bid websites for the supply, delivery and offloading of Alum at GNPCC for 1 year with a renewal option of up to 1 additional

year. The RFT closed on March 28, 2018, with one proposal received from ChemTrade. As per the tender, Alum would be supplied for 1 year at a fixed rate of \$0.289/kg, at an estimated annual cost of \$300,560 excluding tax. To ensure the RDN is receiving good value, several wastewater treatment plants were contacted that also use Alum. The City of Kamloops wastewater treatment plant was the only similar comparison that was found. Kamloops currently pays \$0.31/kg for Alum and spends an estimated \$364,000 annually. Based on this information, it is recommended that the contract be awarded to ChemTrade for the term June 1, 2018 – May 31, 2019.

ALTERNATIVES

1. Award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade for one year with an extension of one additional year if required.
2. To not award the Greater Nanaimo Pollution Control Centre Liquid Aluminum Sulphate contract to ChemTrade and provide alternate direction.

FINANCIAL IMPLICATIONS

The contract to ChemTrade, is valued at approximately \$300,560 per year before tax, this cost is included in the approved 2018 budget.

STRATEGIC PLAN IMPLICATIONS

Wastewater treatment is one of the RDN's core services. Use of Alum supports the RDN Strategic Plan by improving the quality of the wastewater discharged to the environment, thereby protecting and enhancing our environment.



Sean De Pol
sdepol@rdn.bc.ca
April 18, 2018

Reviewed by:

- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer



TO: Committee of the Whole **MEETING:** May 8, 2018
FROM: Julie Pisani
Drinking Water and Watershed Protection Program Coordinator **FILE:** 5600-07
SUBJECT: Island Timberlands Land Access License for Shared Weather Station – Upper Nanoose Creek Watershed

RECOMMENDATION

That the Board approve the Non-Exclusive License five-year agreement with Island Timberlands for the use of land to install a shared weather / climate station in the upper Nanoose Creek watershed.

SUMMARY

The Electoral Area E Water Monitoring Plan (Golder, 2016) identifies the need for upper elevation climate data to support emergency planning, water supply planning and watershed management in the Nanoose area. A suitable site for situating a climate station to collect this data has been located on Island Timberlands LP (ITLP) property in the upper Nanoose Creek watershed. A Non-Exclusive License (Appendix ‘A’) has been negotiated which has an initial five-year term which can be renewed for further consecutive periods.

BACKGROUND

The Electoral Area E Director and Regional District of Nanaimo (RDN) Board have committed \$160,000 from Community Works Funds to implement the Area E Water Monitoring Plan (Golder, 2016) over 5 years. This plan outlines monitoring recommendations for groundwater, surface water and climate to establish baseline conditions and track seasonal variability and long-term trends. Ultimately, the water monitoring program will provide the RDN with the technical basis to manage and plan for water resources at the watershed and aquifer scale, which is of strategic priority and interest in Area E.

One of the primary recommendations from the Plan is to gain upper watershed climate data at a strategic location in the upper Nanoose Creek or Bonnell Creek watershed. Climate data will be used to understand baseline conditions and assess seasonal variability and long term climatic trends. It will also provide important data for emergency management in terms of intense rainfall events & flood forecasting or tracking prolonged droughts. Climate data at this location is of interest to ITLP for fire weather forecasting and fire management initiatives. The station will collect data on precipitation, temperature, relative humidity and wind; the data will be continuously recorded and accessible digitally in near real-time. This station is intended for long-term data collection.

This land access license provides certainty for the RDN that the location for the shared weather station is formally designated by ITLP. The agreement’s wording is in large part standard phrasing for external

parties accessing their land for forestry related activities; in this case we are using the agreement for erecting infrastructure that is of mutual benefit. RDN legal counsel has reviewed this agreement and recommended changes that have been incorporated into this version.

The project-specific partnership terms established for this collaborative effort to address the mutual priority of collecting weather / climate information for the upper Nanoose Creek watershed are as follows:

- ITLP will provide the station site location and access for the nominal fee of \$1.00 per annum.
- Physical access to the site by RDN staff will only be in ITLP (or their contractor's) vehicles and in the accompaniment of ITLP staff.
- RDN will cover the capital costs for the station instrumentation through budgeted and approved Community Works Funds.
- ITLP will cover the station installation costs including the mast for mounting the instruments.
- ITLP and RDN will equally share the operating and maintenance costs that occur on an annual basis, if required. *(Estimated at \$1000; may or may not be required annually. This has been budgeted for in Community Works Funds for Area E, with the DWWP budget supporting in the long term).*
- ITLP and RDN will have unrestricted access to the data collected at this site.
- It is understood that this station is meant for long-term data collection.

ALTERNATIVES

1. That the Board approve the Non-Exclusive License agreement with Island Timberlands for the use of lands to install a shared weather / climate station in the upper Nanoose Creek watershed.
2. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

ITLP is providing this license at no cost (nominal per annum amount of \$1). The RDN is investing \$15,000 in the capital costs of the station equipment. This is designated under the Electoral Area E Community Works Funds for Water Monitoring.

STRATEGIC PLAN IMPLICATIONS

The approval of this land access license agreement will allow the RDN to proceed with the strategic priority of evaluating climate impacts and recognizing the importance of water in infrastructure and services planning.



Julie Pisani
jpisani@rdn.bc.ca
April 13, 2018

Reviewed by:

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

Attachment

Appendix A – Island Timberlands Non-Exclusive License

1. **EFFECTIVE DATE:** April 1, 2018 **EXPIRY DATE:** March 31, 2022
2. **LICENSOR:** Island Timberlands Limited Partnership ("ITLP")
4th Floor – 65 Front Street
Nanaimo, B.C. Canada
V9R 5H9 **AGREEMENT #:** G- 6247
3. **LICENSEE:** **Regional District of Nanaimo**
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
Att: Julie Pisani, Program Coordinator, Drinking Water & Watershed Protection
jpisani@rdn.bc.ca T: 250-390-6560
4. **GRANT:** ITLP is the owner of certain property legally described as: **PID#009-437-886 - BLOCK 142, NANOOSE, DUNSMUIR AND MOUNTAIN DISTRICTS, CONTAINING 9550 ACRES MORE OR LESS:**

ITLP grants to the Licensee, its contractors, invitees, licensees, employees, agents and servants, together with vehicles, supplies, and equipment, the non-exclusive license to enter and be upon that part of Block 142, comprising approximately 6' x 6' square and as more particularly shown outlined in RED on the attached Schedule 'A' map (the "Lands").

See overview maps attached as Schedule 'A' for location and further details.
5. **PURPOSE:** This License is granted for the purpose of constructing, maintaining, and accessing a Weather Station Site and associated infrastructure ("the Improvements") on the Lands and no other purpose, upon the terms agreed to herein.
6. **LICENCE FEES:** \$1.00 per annum.
7. **SECURITY DEPOSIT:** Not required.

The Security Deposit is security for the performance of all obligations by the Licensee under this License. If the Licensee defaults in the performance of any obligation herein, ITLP may, without prejudice to any right or remedy hereunder, apply the said security to the extent necessary.
8. **TAXES:** ~~On demand from ITLP, the Licensee shall pay for any increase in taxes incurred due to the Licensee's improvements placed upon the Lands.~~
9. **MAINTENANCE, THEFT, REPAIR, SEARCH AND RESCUE, AND POLICING:**
a) The Licensee shall keep the Lands used in connection therewith in a neat and tidy condition.
b) Garbage removal and repair of vandalism found to be directly attributed to the existence of the improvements will be the sole responsibility of the Licensee.
10. **IMPROVEMENTS:**
a) All improvements placed upon the lands will be designed and engineered for an end use of weather station only.
b) The final location and design of the Improvements will be reviewed and approved by ITLP prior to commencement of construction.
11. **TIMBER:** The Licensee shall:
a) not cut or damage, or allow the cutting or damaging of trees, upon the Lands except in locations where the Improvements are approved by ITLP under section 10 of this Licence and,
b) ensure the felling of timber, where required, only occurs using fully certified and trained Fallers and a falling plan approved by ITLP.
12. **ROAD USE RULES:** If any ITLP road is used in connection with this License, the Licensee shall
a) strictly observe all speed limits and traffic regulations,
b) suspend use of ITLP roads whenever such use is likely to cause excessive damage to them,
c) ensure all security gates used in connection with this License remain operational, and
d) ensure that motor vehicle access to the Lands is restricted to the Licensee (or Licensee designate) as required for maintenance of improvements only.
13. **PROTECTION AGAINST FIRE:** The Licensee shall
a) ~~have on the Lands at all times firefighting tools and equipment as required by the BC Wildfire Regulation,~~

- b) immediately notify ITLP, the Ministry of Forests, and the local fire department upon discovery of any fire in the vicinity of the Lands, and
 - c) strictly observe ITLP and Ministry of Forests closure instructions with regard to forest fire hazards.
14. **ENVIRONMENTAL RESPONSIBILITY:**
- a) In exercising its rights under this Licence, the Licensee shall comply with all applicable environmental laws and implement practicable measures to protect environmental quality and human health on the Lands.
 - b) In exercising its rights under this Licence, the Licensee shall use the Lands in a manner to prevent the occurrence of any adverse environmental events and minimize potential environmental hazards that may affect ITLP and its contractors, invitees, licensees, employees, agents and servants, the public and the environment; and in connection with any adverse environmental event, the Licensee shall implement effective control measures and notify all concerned parties.
 - c) The Lands used by the Licensee shall be subject to environmental audits, as ITLP, in its sole discretion, thinks advisable.
15. **COMPLIANCE WITH LAWS AND REGULATIONS:** The Licensee shall comply with all laws, by-laws, and regulations, Federal, Provincial or otherwise.
16. **ASSUMPTION OF RISK AND LIABILITY OF LICENSEE:**
- a) ITLP has made no representations or given any warranties save as set forth herein.
 - b) The Licensee assumes all risk of damage to property of, or injury including death ("**Licensee Damage**") to, the Licensee and the Licensee's contractors, invitees, licensees, employees, agents and servants in connection with the Licensee's exercise of the privileges hereunder, except to the extent that such the Licensee Damage arises from the negligence ITLP, its contractors, invitees, licensees, employees, agents and servants
 - c) The Licensee shall pay for all damage to ITLP resulting directly or indirectly from any negligent act or omission of the said Licensee in exercising its privileges hereunder, and shall reimburse ITLP for all expenses incurred by ITLP for fighting fire to the extent that such expenses result directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder.
 - d) The Licensee shall indemnify and save harmless ITLP against all claims, damages, costs, suits, actions, expenses or liabilities asserted by the public or third party persons resulting directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder, except to the extent that such claims, damages, costs, suits, actions, expenses or liabilities arise from the negligence of ITLP, its contractors, invitees, licensees, employees, agents and servants.
17. **INSURANCE:** The Licensee shall obtain and maintain during the term hereof
- a) Comprehensive general liability insurance including non-owned automobile, covering bodily injury and property damage including loss of use thereof, and loss of use of tangible property which has not been physically injured or destroyed. The policy shall also include coverage for:
 - i) unlicensed and specially licensed vehicles,
 - ii) forest fire caused by the Licensee, Licensee's invitees, or members of the general public which are accessing the lands,
 - iii) contractual liability covering the Licensee's liability under this License; and
 - b) Motor vehicle liability covering all said Licensee's licensed vehicles (owned and leased) exercising privileges granted under this License. The minimum limits of liability for (a) and (b) shall be \$5,000,000 inclusive. Such insurance shall be issued by an insurance company acceptable to ITLP, and shall include an endorsement requiring thirty (30) days' notice to ITLP prior to cancellation. The Licensee shall furnish evidence of the insurance prescribed in sub-paragraphs (a) and (b) above to ITLP before exercising any privileges granted hereunder.
- Notwithstanding the foregoing, ITLP acknowledges that the Licensee may satisfy the foregoing insurance requirements through primary coverage or self-insured retention.**
18. **TERMINATION, SUSPENSION AND RENEWAL:**
- a) ITLP grants to the Licensee the right to extend the Term for one (1) further and consecutive periods of five (5) years each (each five-year extension being an "Extension Term") upon the same terms and conditions as are contained in this License. Either party may terminate this License by giving the other ninety (90) days' written notice, and if ITLP terminates this License for any reason, the unearned portion of any prepaid consideration shall be returned to the Licensee, without interest.
 - b) If the Licensee defaults, all privileges hereunder terminate ten (10) days after notice of default is given by ITLP to the Licensee, if the default is not remedied within such time. If the default cannot be remedied within ten (10) days, the Licensee must notify ITLP in writing. ITLP may consent to extend the time within which the Licensee must remedy the default for such time as is reasonably required by the Licensee to correct or cure the default, such consent not to be unreasonably withheld. ITLP's termination of this License shall not prejudice ITLP's right to collect damages on account of the Licensee's breach of any term hereof.
 - c) Any failure to exercise ITLP's right to terminate this License in case of default does not constitute a waiver of the Licensee's obligations to perform strictly in accordance with the terms of this License. Any such right to terminate shall remain in effect and may be exercised as long as the default continues.
 - d) On termination, the Licensee shall forthwith deactivate and/or remove any improvements placed on the Lands if requested by ITLP. Where requested, if such improvements are not deactivated and/or removed within one-hundred eighty (180) days of termination, ITLP will deactivate/remove the improvements at the Licensee's cost plus 15%.
 - e) The privileges granted under this License may be suspended and/or modified as ITLP, in its sole discretion, thinks advisable.
 - f) If the Licensee requests a renewal of this License at least three (3) months before the Expiry Date, ITLP may, but is not obligated to, grant a renewal on terms satisfactory to it.
19. **NON-ASSIGNMENT:** Neither this License nor the privileges hereunder may be assigned in whole or in part by operation of law or otherwise, without the previous written consent of ITLP.

20. **NOTICES:** All notices shall be written and deemed duly given if delivered by hand or mailed by registered mail, postage prepaid, addressed to the party concerned at the address herein set forth or at such other address as may from time to time be communicated by notice. Notices shall be deemed to have been received, if delivered by hand, on the day delivered, and, if mailed, on the third day after posting unless there is between the time of mailing and actual receipt a mail strike, slowdown or other dispute which might affect delivery of the mail, in which case notice shall be only effective when actually delivered.
21. **OTHER TERMS:**
- a) The existence of the Licensee's Improvements will by no means impair or interfere with ITLP's ability to harvest or develop its lands adjacent to the Improvements, provided that ITLP will not carry out any harvesting or development in such a manner as to interfere with or damage the Improvements or interfere with the Licensee's use of the Lands under this Licence.
 - b) The Licensee will utilize all reasonable means at its disposal to control, and report to ITLP Security, any illegal activities within or directly adjacent the Lands;
 - c) All public communications related to the Improvements must be discussed with and approved by ITLP's Manager of Sustainable Timberlands and Government Affairs.
 - d) Nothing in this Licence, or in the use of or expenditure of public funds upon ITLP lands as contemplated by this Licence, shall be construed as a dedication of ITLP lands as a public park, public lands, highway, or trail.
 - e) Notwithstanding their degree of affixation to the soil, or any rule of law to the contrary, the Improvements shall, for the Term of this Licence remain the sole property of the Licensee.
 - f) See Schedule B attached for additional partnership terms and conditions

22.

SIGNED:

**Island Timberlands Limited Partnership,
by its general partner Island Timberlands GP Ltd.
Real Estate Group
Per**

**Licensee
Regional District of Nanaimo**

Signature

Pip White

Type/Print Name

Director, Real Estate

Position

April 6th, 2018

Dated

Signature

Type/Print Name

Position

SCHEDULE 'B'

PARTNERSHIP TERMS & CONDITIONS

Appendix to Application for Non-Exclusive License on Island Timberlands Private Lands:

Weather / Climate Station in the Upper Nanoose Creek Watershed

Partnership Outline between Island Timberlands and Regional District of Nanaimo

Based on the mutual priority of collecting weather / climate information for the upper Nanoose Creek watershed, Island Timberlands and the Regional District of Nanaimo are engaging in a collaborative effort to install a real-time monitoring station to collect data on precipitation, relative humidity, wind speed and direction, temperature.

The partnership terms and contributions are outlined below.

1. Island Timberlands will provide the station site location and access. Travel to and from the site if needed will be in Island Timberlands vehicles.
2. Physical access to the site by Regional District of Nanaimo staff will only be in Island Timberlands (or their contractor's) vehicles and in the accompaniment of Island Timberlands staff.
3. Regional District of Nanaimo will cover the capital costs for the station instrumentation.
4. Island Timberlands will cover the station installation costs including the mast for mounting the instruments.
5. Island Timberlands and Regional District of Nanaimo will equally share the operating and maintenance costs that occur on an annual basis, if required.
6. Island Timberlands and Regional District of Nanaimo will have unrestricted access to the data collected at this site.
7. It is understood that this station is meant for long-term data collection.

Effective February 2018; these terms will be reviewed by both parties every 5-years.

Delegation: Carly Trobridge, Nanaimo Search and Rescue, re Nanaimo Search and Rescue new facility update

Summary: Nanaimo SAR would like to update the RDN Committee on the progress we have made towards building a new facility on Nanaimo Lakes Road. We will present building design drawings, a cost estimate (quantity survey), and a budget for the project. Nanaimo SAR has identified a funding shortfall for this project, and would like to know if RDN staff can work with us to identify ways to fund this shortfall.

Action Requested: Information request for possible methods of funding a shortfall for the facility project on Nanaimo Lakes Road.

From: Union of BC Municipalities [<mailto:ubcm@ubcm.ca>]
Sent: Wednesday, April 25, 2018 1:32 PM
To: corpsrv <corpsrv@rdn.bc.ca>
Subject: Housing Affordability Legislation; Asset Management Funding; Convention Proposals

Having trouble viewing this e-mail? [Click here](#)



THE COMPASS News and information from the Union of BC Municipalities

Provincial Housing Affordability Announcements

The Province has taken several steps to formalize commitments announced in the 30-point Homes for BC plan. It introduced legislation granting local governments authority for rental zoning and requiring housing needs assessments. The Province also introduced new developer data collection requirements to limit tax evasion on pre-sale condo assignments, and announced details on the rollout of funding for new rental homes. [Read more](#)

National Housing Strategy Launch Dates

As the National Housing Strategy (NHS) begins to roll out, the CMHC has released a list of approximate [launch dates](#) for individual initiatives. Notably, several initiatives are launching this spring, including the National Housing Co-Investment Fund. The CMHC will be launching a website to manage the application process for NHS initiatives.

April 25, 2018



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Government
of Canada

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du Canada



Menu

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National Housing Strategy initiatives

CMHC will soon welcome applications for new initiatives that are launching this year under the National Housing Strategy.

Stay tuned as a new website will launch in the coming days. This site will feature a modernized process which enables applicants to view the status of their proposal and how it scores relative to the program criteria. The site will also provide a variety of tools to help navigate the application process.

If you have any questions, please contact your CMHC Representative or call 1-800-668-2642 or email contactcentre@cmhc.ca.

Initiative Launch Date

RESOURCES FOR COMMUNITY HOUSING PROVIDERS

Federal Community Housing Initiative	Phase 1: Spring 2018 Phase 2: Spring 2020
Technical Resource Centre and Sector Based Transformation Fund	Fall 2018
Community Based Tenant Initiative	Fall 2018

CREATING NEW HOUSING

National Housing Co-Investment Fund – <i>Housing Construction Stream</i>	Spring 2018
Federal Lands Initiative	Summer 2018
Affordable Housing Innovation Fund	2016
Rental Construction Financing Initiative	2017

MODERNIZE EXISTING HOUSING

National Housing Co-Investment Fund – <i>Housing Repair and Renewal Stream</i>	Spring 2018
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RESEARCH AND INNOVATION

Solutions Labs Initiative	Spring 2018
Demonstration Initiative	Spring 2018
Collaborative Housing Research Network	Summer 2018
CMHC Housing Research Award Program	Spring 2018
Housing Research Scholarship Program	Spring 2018
NHS Research and Planning Fund	Spring 2018

PROVINCIAL/TERRITORIAL DELIVERED INITIATIVES

Canada Community Housing Initiative	2020
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PROVINCIAL/TERRITORIAL DELIVERED INITIATIVES

Canada Housing Benefit	2020
PT Priority Funding	2019
Funding for Northern Territories	Spring 2018

HUMAN RIGHTS BASED APPROACH TO HOUSING

Public Consultations	March 2018
National Housing Council	Spring/Summer 2018
Federal Housing Advocate	Spring/Summer 2018

Looking for the essential details?

Descriptions of each initiative and launch timings are available in this easy at-a-glance reference.

Download the NHS At-a-Glance
(PDF)



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Canada 

From: Justin Farrell [<mailto:jfarrell@fcm.ca>]

Sent: Friday, May 04, 2018 12:44 PM

To: Ritter, Bernadette

Cc: Hill, Jacquie; Resolutions

Subject: FCM Resolution, Marine Litter, to be considered at the 2018 FCM Annual Conference

Good afternoon Bernadette,

I am writing to let you know that FCM would like to submit an expanded version of the Regional District of Nanaimo's recently adopted resolution on Marine Litter for consideration by the full membership at the 2018 FCM Annual Conference in Halifax, Nova Scotia. We feel that this resolution is particularly timely, given recent commitments by the federal government to use Canada's G7 presidency to promote ocean protection, particularly around plastics and pollution, and warrants additional consideration on the national stage.

Attached is a copy of the expanded resolution, which we would like to bring forward for approval to FCM's Executive Committee on May 16th. If you have any objections or concerns about the expanded content in the resolution, please let us know. If you need to take these amendments back to your council, please let us know before May 16th.

Feel free to contact me if you have any questions.

Thanks,

Justin

Justin Farrell

Policy Coordinator | Policy and Government Relations

Coordonnateur des politiques | Politiques et Relations Gouvernementales

T. 613-907-6334



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS



Marine Litter

WHEREAS, The United Nations Environmental Programme estimates that 8 million tonnes of the plastic produced globally every year finds its way into our oceans, food chains and ecosystems, damaging our health in the process;

WHEREAS, With over 202,080 kilometres of coastline, Canada has one of the longest interfaces with oceans and bodies of water of any country on the planet;

WHEREAS, Well designed laws can help reverse this global trend;

RESOLVED, That the Federation of Canadian Municipalities urge the federal government to develop a national strategy to mitigate and manage marine litter, which includes the following components:

1. Measurable national targets aimed at mitigating ocean plastics pollution, developed in consultation with all orders of government;
2. A federal program to support coastal clean-up operations in communities affected by marine litter;
3. A national public education and awareness campaign aimed at improving public understanding of the local and global environmental costs of marine litter, particularly plastics.
4. Federal efforts to enhance existing Extended Producer Responsibility (EPR) programs and policies that involve manufacturers, distributors and retailers in managing packaging and other waste throughout its entire life-cycle;
5. Support for innovation in waste management at the local level, including research, development of new technologies, demonstration projects and replication of the most promising technologies.
6. An evaluation of federal options to regulate packaging, including reducing the amount of packaging, setting minimum standards for recycled content or setting standards for recyclability.
7. Global leadership through international partnerships and collaboration.

Regional District of Nanaimo, B.C.

TO: Regional District of Nanaimo Board **MEETING:** May 22, 2018
FROM: Tom Armet
Manager, Building & Bylaw Services **FILE:** 2320 20 2018
SUBJECT: Appointment of Bylaw Enforcement Officer

RECOMMENDATION

That Kayla Sherice Werezak of Coastal Animal Control Services of BC Limited be appointed as a Bylaw Enforcement Officer in accordance with *Bylaw Enforcement Officers Bylaw No. 857, 1992*, for the specific purpose of enforcing Regional District of Nanaimo Animal Control Bylaws.

SUMMARY

When the Regional District of Nanaimo contracts for animal control services, the Board appoints the Animal Control Officers employed by contractor as Bylaw Enforcement Officers. The appointment is required to ensure they have the ability to enforce animal control regulations, defend any legal challenge to their authority and maintain the integrity of the RDN animal control and licensing function.

BACKGROUND

Coastal Animal Control Services (CACS) carries out the enforcement of Animal Control and Licensing bylaws under contract for the Regional District of Nanaimo in all Electoral Areas. Animal Control Officers employed by CACS that are appointed as Bylaw Enforcement Officers pursuant to *Regional District of Nanaimo Bylaw Enforcement Officers Bylaw 857, 1992* are able to investigate and enforce animal control regulations; defend legal challenges to their authority and maintain the integrity of the RDN animal control function. An appointment by the Board is necessary to give Animal Control Officers the authority to issue bylaw violation tickets pursuant to Section 264 of the *Community Charter*. CACS full-time employee, Kayla Sherice Werezak, is recommended to be appointed as a Bylaw Enforcement Officer for the purpose of enforcing the RDN Animal Control bylaws.

ALTERNATIVES

1. Appoint the specified Bylaw Enforcement Officer for the purpose of enforcing RDN Animal Control bylaws.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications with the appointment of Animal Control Officers employed by CACS, as Bylaw Enforcement Officers.

STRATEGIC PLAN IMPLICATIONS

The appointment of Bylaw Enforcement Officers is a necessary component in the delivery of professional, efficient animal control services, and supports the Board's Strategic Plan focus on service and organizational excellence.



Tom Armet
tarmet@rdn.bc.ca
2017-05-11

Reviewed by:

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

TO: Regional District of Nanaimo Board **MEETING:** May 22, 2018

FROM: Nick Redpath
Planner **FILE:** PL2017-166
PL2017-167

SUBJECT: **Gathering for an Event in the Agricultural Land Reserve Amendment Bylaws 500.413, 2018 and 1285.29, 2018 – Adoption Report**

RECOMMENDATIONS

1. That the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”.
2. That the Board adopt “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.

SUMMARY

“Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018” were introduced and given first and second reading on March 27, 2018 and proceeded to public hearing on April 16, 2018. Third reading was given on April 24, 2018 and the bylaws were referred to the Ministry of Transportation and Infrastructure and received approval pursuant to the *Transportation Act*. The Board can now adopt Amendment Bylaws 500.413, 2018 and 1285.29, 2018.

BACKGROUND

Amendment Bylaws 500.413 and 1285.29 are to address recent amendments to the Agricultural Land Reserve Use, Subdivision and Procedure Regulation allowing a gathering for an event on lands within the Agricultural Land Reserve. The proposed bylaw amendments include setbacks, maximum site area, parking, clearly defining terminology, inclusion of Agricultural Land Commission (ALC) conditions and expanding the existing Temporary Use Permit (TUP) designation to accommodate gatherings for larger events as approved by the ALC.

Amendment Bylaws 500.413 and 1285.29 were introduced and given first and second reading on March 27, 2018. A public hearing was held on April 16, 2018 and the Bylaws received third reading on April 24, 2018. The Ministry of Transportation and Infrastructure approved Amendment Bylaw 1285.29 on May 3, 2018 and Amendment Bylaw 500.413 on May 8, 2018, and as such, the bylaws are presented to the Board for consideration for adoption.

ALTERNATIVES

1. To adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.
2. To not adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018” and “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.



Nick Redpath
nredpath@rdn.bc.ca
May 9, 2018

Reviewed by:

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

Attachments

1. Proposed Amendment Bylaw No. 500.413, 2018
2. Proposed Amendment Bylaw No. 1285.29, 2018

Attachment 1

Proposed Amendment Bylaw No. 500.413, 2018

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.413**

**A Bylaw to Amend Regional District of Nanaimo
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.413, 2018”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
1. Under **PART 2, INTERPRETATION, DEFINITIONS** by deleting and adding the following definition in alphabetical order:

agri-tourism means an activity, or a service that is ancillary to an activity referred to in the definition of *agri-tourism on a farm* that is carried out on land that is classified as a farm under the Assessment Act, to which members of the public are ordinarily invited, with or without a fee, and in connection with which permanent facilities are not constructed or erected;

2. Under **PART 2, INTERPRETATION, DEFINITIONS** by adding the following definitions in alphabetical order:

agri-tourism on a farm means the following:

- (a) an agricultural heritage exhibit displayed on the farm;
- (b) a tour of the farm, an educational activity or demonstration in respect of all or part of the farming operations that take place on the farm, and activities ancillary to any of these;
- (c) cart, sleigh and tractor rides on the land comprising the farm;
- (d) activities that promote or market livestock from the farm, whether or not the activity also involves livestock from other farms, including shows, cattle driving and petting zoos;
- (e) dog trials held at the farm;
- (f) harvest festivals and other seasonal events held at the farm for the purpose of promoting or marketing farm products produced on the farm;
- (g) corn mazes prepared using corn planted on the farm.

gathering for an event means a gathering on a farm for the purpose of attending:

- (a) a wedding, unless paragraph (c) (ii) applies;
- (b) a music festival; or
- (c) an event, other than:

- (i) an event held for the purpose of agri-tourism; or
- (ii) the celebration, by residents of the farm and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees.

3. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 10) a) 1. XIII. and replacing it with the following:

XIII.	Gathering for an Event - All buildings, structures or event areas	30.0 m
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4. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by adding the following Subsection after 3.3.10) a) 1) XIII):

XIV.	All other agricultural buildings and structures	8.0 m
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5. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by adding the following Subsection after 3.3.16) c):

d) **Gathering for an Event**

- i) As per Section 1 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* on parcels within the Agricultural Land Reserve and where gathering for events is a permitted accessory use in this bylaw, the following general provisions apply:
 - a. The farm must be located on land classified as a farm under the *Assessment Act*;
 - b. permanent facilities must not be constructed or erected in connection with the event;
 - c. parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity;
 - d. no more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event;
 - e. the event must be of no more than 24 hours duration;
 - f. maximum site area for events shall not exceed a combined total of 500 m²; and

- g. no more than 10 gatherings for an event of any type may occur on the farm within a single calendar year.
6. Under **PART 3, LAND USE REGULATIONS, Section 3.3 General Regulations** by deleting Subsection 17) and replacing it with the following:

17) Temporary Use Permits for Farmers' Markets and Gathering for an Event

In accordance with the *Local Government Act*, the RDN may support temporary use permits for farmers' markets and gathering for an event on any parcel within the area covered by this bylaw.

The following conditions and criteria will be included in the RDN's consideration of such applications depending on the nature of the application being considered.

- a) Where the land is in the ALR, approval from the Provincial Agricultural Land Commission is required.
 - b) The RDN may specify conditions of approval including, but not limited to, environmental protection measures, hours of operation, buffering between adjacent uses, parking, and groundwater protection and may require the posting of a bond or other applicable security to ensure compliance with the conditions of the permit.
 - c) The RDN will consider the impact on local road networks and on-site parking.
 - d) The RDN may consider any other condition or criteria as deemed necessary by the RDN.
7. Under **PART 3, LAND USE REGULATIONS, Section 3.4 Regulations for Each Zone, 3.4.1 AGRICULTURE 1 – AG1** by adding the following Subsection after **3.4.1.1 Permitted Accessory Farm Uses d)**:

e) Gathering for an Event

8. Under **PART 3, LAND USE REGULATIONS, Section 3.4 Regulations for Each Zone, 3.4.2 AGRICULTURE 2 - AG2** by adding the following Subsection after **3.4.2.1 Permitted Accessory Farm Uses d)**:

e) Gathering for an Event

9. Under **PART 3, LAND USE REGULATIONS – SCHEDULE '3B' TABLE 1 REQUIRED NUMBER OF OFF STREET PARKING SPACES** by adding the following text under the **Commercial** Subsection in alphabetical order:

Gathering for Events	1 spot per 4 guests must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity and must be setback 15.0 m from all lot lines.
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Introduced and read two times this 27th day of March, 2018.

Public Hearing held this 16th day of April, 2018.

Read a third time this 24th day of April, 2018.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 8th day of May, 2018.

Adopted this ___ day of _____ 2018.

CHAIR

CORPORATE OFFICER

Attachment 2

Proposed Amendment Bylaw No. 1285.29, 2018

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.29**

**A Bylaw to Amend Regional District of Nanaimo
Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.29, 2018”.
- B. The “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”, is hereby amended as follows:
 - 1. Under **SECTION 2, GENERAL REGULATIONS, 2.9 Setbacks – Buildings and Structures** by deleting Subsection f) 1) XIV. and replacing it with the following:

XIV.	Gathering for an Event - All buildings, structures or event area	30.0 metres
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- 2. Under **SECTION 2, GENERAL REGULATIONS, 2.9 Setbacks – Buildings and Structures** by adding the following subsection after 2.9 f) 1) XIV:

XV.	All other agricultural buildings and structures	Front and exterior side lot lines 4.5 metres All other lot lines 2.0 metres
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- 3. Under **SECTION 2, GENERAL REGULATIONS** by adding the following text into Subsection **2.17 Parking – Table 2.2 REQUIRED PARKING SPACES**:

Gathering for Events	1 spot per 4 guests must be available on the farm, but must not be permanent nor interfere with the farm’s agricultural productivity and must be setback 15.0 m from all other lot lines.
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4. Under **SECTION 2, GENERAL REGULATIONS, 2.20 Accessory Farm** Use Regulations by adding the following Subsection after 2.20 5:

6. Gathering for an Event

As per Section 1 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* on parcels within the Agricultural Land Reserve and where gathering for events is a permitted accessory use in this bylaw, the following general provisions apply:

- a. The farm must be located on land classified as a farm under the *Assessment Act*;
- b. permanent facilities must not be constructed or erected in connection with the event;
- c. parking for those attending the event must be available on the farm, but must not be permanent nor interfere with the farm's agricultural productivity;
- d. no more than 150 people, excluding residents and employees of the farm, may be gathered on the farm at one time for the purpose of attending the event;
- e. the event must be of no more than 24 hours duration;
- f. maximum site area for events shall not exceed 500 m²; and
- g. no more than 10 gatherings for an event of any type may occur on the farm within a single calendar year.

5. Under **SECTION 2, GENERAL REGULATIONS**, by deleting Subsection **2.21** and replacing it with the following:

2.21 Temporary Use Permits for Farmers' Markets and Gathering for an Event

In accordance with the *Local Government Act*, the RDN may support temporary use permits for farmers' markets and gathering for an event on any parcel within the area covered by this bylaw.

The following conditions and criteria will be included in the RDN's consideration of such applications depending on the nature of the application being considered.

- a) Where the land is in the ALR, approval from the Provincial Agricultural Land Commission is required.
- b) The RDN may specify conditions of approval including, but not limited to, environmental protection measures, hours of operation, buffering between adjacent uses, parking, and groundwater protection and may require the posting of a bond or other applicable security to ensure compliance with the condition of the permit.
- c) The RDN will consider the impact on local road networks and on-site parking.
- d) The RDN may consider any other condition or criteria as deemed necessary by the RDN.

6. Under **SECTION 4, ZONES, 4.1 A-1 – AGRICULTURE 1** by adding the following Subsection after 4.1.3 d):

e) Gathering for an Event

7. Under **SECTION 5, DEFINITIONS** by deleting and adding the following definition in:

Agri-tourism means an activity, or a service that is ancillary to an activity referred to in the definition of *agri-tourism on a farm* that is carried out on land that is classified as a farm under the Assessment Act, to which members of the public are ordinarily invited, with or without a fee, and in connection with which permanent facilities are not constructed or erected;

8. Under **SECTION 5, DEFINITIONS** by adding the following definitions in alphabetical order:

Agri-tourism on a farm means the following:

- (a) an agricultural heritage exhibit displayed on the farm;
- (b) a tour of the farm, an educational activity or demonstration in respect of all or part of the farming operations that take place on the farm, and activities ancillary to any of these;
- (c) activities that promote or market livestock from the farm, whether or not the activity also involves livestock from other farms, including shows, cattle driving and petting zoos;
- (d) dog trials held at the farm;
- (e) harvest festivals and other seasonal events held at the farm for the purpose of promoting or marketing farm products produced on the farm;
- (f) corn mazes prepared using corn planted on the farm;

Gathering for an event means a gathering on a farm for the purpose of attending:

- (a) a wedding, unless paragraph (c) (ii) applies;
- (b) a music festival; or
- (c) an event, other than:
 - (i) An event held for the purpose of agri-tourism; or
 - (ii) the celebration, by residents of the farm and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees;

Introduced and read two times this 27th day of March, 2018.

Public Hearing held this 16th day of April, 2018.

Read a third time this 24th day of April, 2018.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this 3rd day of May, 2018.

Adopted this ___ day of _____ 2018.

CHAIR

CORPORATE OFFICER

TO: Regional District of Nanaimo Board **MEETING:** May 22, 2018
FROM: Jacquie Hill
 Manager of Administrative Services **FILE:** 4200-20-2018
SUBJECT: Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018

RECOMMENDATIONS

1. That “Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018” be introduced and read three times.
2. That “Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018” be adopted.

SUMMARY

Amendments to the Regional District of Nanaimo (RDN) General Local Election Bylaw are proposed to incorporate changes to the *Local Government Act*, update technical language in reference to data storage devices used to contain voting information, provide that the Provincial list of voters becomes the register of resident electors 75 days prior to general voting day, and to clarify the elector registration process.

BACKGROUND

Since the last local government election, the BC Provincial Government changed the general voting date for general local elections from the 3rd Saturday in November to the 3rd Saturday in October. This change needs to be incorporated into the RDN’s General Local Election Bylaw. The proposed updated RDN bylaw also makes the housekeeping amendments to remove outdated legislation section references which have changed since the last election and updates technical language in reference to data storage devices used to contain voting information.

The RDN uses the BC Provincial list of voters as the register of resident electors for RDN elections. Under the current election bylaw, the Provincial list becomes the register of resident electors 52 days prior to general voting day which is the latest day permissible under the *Local Government Act*. It is proposed that the Provincial list become the register of resident electors 75 days prior to general voting day to provide sufficient time to acquire the Provincial list from Elections BC and to process and sort the electronic data records into separate voters’ lists for each Electoral Area.

Eligible local government electors who are not on the Provincial list of voters can register at the time of voting and need not register in advance. The proposed changes to the RDN General Local Election Bylaw clarify that advance voter registration for RDN elections is not provided as the RDN does not keep its own register of resident electors which is consistent with current and past practice. New registrations

made at the time of voting are provided to the Province after the election so those electors will be on the Provincial list of voters for the next election. The proposed bylaw change reflects current best practices and clarifies for the electorate that they need not register in advance as they can register at their voting place when they vote which is more convenient and provides greater simplicity and clarity for the electors regarding the registration process.

ALTERNATIVES

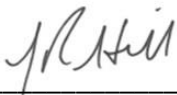
1. That the Board adopt "Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018".
2. That the Board provide alternative direction.

FINANCIAL IMPLICATIONS

There are no financial implications associated to the adoption of the General Local Election Bylaw.

STRATEGIC PLAN IMPLICATIONS

Adopting an updated General Election Bylaw supports the Regional District's Board Strategic Plan in the key focus area of Service and Organizational Excellence by ensuring our processes are as easy to work with as possible.



Jacquie Hill
jhill@rdn.bc.ca
May 11, 2018

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. New Draft Bylaw - Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018
2. Current Bylaw with Redline Changes - Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1772

**A BYLAW TO PROVIDE FOR THE USE OF AN AUTOMATIC VOTING SYSTEM
AND ESTABLISH VARIOUS PROCEDURES FOR THE CONDUCT OF
LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING**

WHEREAS under the *Local Government Act* the Board of the Regional District of Nanaimo may, by bylaw determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS the Board may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Board wishes to establish various procedures and requirements under that authority, and use automated voting machines in local government elections;

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

1. CITATION

This bylaw may be cited for all purposes as “Regional District of Nanaimo General Local Election Bylaw No. 1772, 2018”.

2. DEFINITIONS:

In this bylaw:

“AUTOMATED VOTING SYSTEM” means an automated system that records and counts votes and processes and stores election results. The system is housed in two hardware components, the vote tabulator and the ballot box and a number of portable ballot boxes into which voted ballots are deposited, where a vote tabulator is not functioning or being used and where the ballots will be counted after the close of voting on general voting day.

“BALLOT” means a ballot card which may be a composite ballot for two or more elections to be voted for, and/or bylaws or other matters on which the assent of the electors is sought, including all choices available to the electors and containing spaces in which the electors mark their votes.

“BALLOT ACCOUNT” means an account of ballots prepared in accordance with the *Local Government Act*.

“BALLOT BOX” means the container for ballots that have been marked by electors.

“CHIEF ELECTION OFFICER”	means the election official appointed under the <i>Local Government Act</i> to conduct the election.
“DATA STORAGE DEVICE”	means a device that plugs into the vote tabulator that contains: a) the names of the candidates or questions being voted on; b) the alternative “yes” and “no” for each bylaw or other matter on which the assent of the electors is being sought; and a mechanism to recover and retain information on the number of acceptable marks made for each.
“DEPUTY CHIEF ELECTION OFFICER”	means the election official appointed under the <i>Local Government Act</i> to assist the Chief Election Officer in administering the conduct of the election.
“ELECTOR”	means a resident elector or a non-resident property elector of the Regional District of Nanaimo as defined under the <i>Local Government Act</i> .
“ELECTION OFFICIALS”	means individuals appointed by the Chief Election Officer to assist the presiding election official at election proceedings and act as alternate presiding election official.
“GENERAL VOTING DAY”	means: a) for a general local election, the 3rd Saturday of October in the year of the election, b) for other elections and other voting, the date set under the <i>Local Government Act</i> .
“LEGIBLE MARK”	means a mark which fills in the oval provided on the ballot opposite a candidate’s name or opposite a question with either a “yes” or “no” oval, that the vote tabulator is able to read and count.
“LOCAL GOVERNMENT”	means, in relation to the regional district, the Board.
“PORTABLE BALLOT BOX”	means a ballot box which is used at a voting place where a vote tabulator is not being used at the time of voting.
“PRESIDING ELECTION OFFICIAL”	means the election official appointed by the Chief Election Officer to conduct election proceedings where the Chief Election Officer is not acting as presiding election official.
“RESULTS TAPE”	means the printed record generated from a vote tabulator at the close of voting on general voting day which shows: a) the number of ballots received; b) the number of ballots accepted; c) the number of ballots rejected; d) the number of votes for each candidate; and e) if applicable, the number of votes for and against each bylaw or other matter on which the assent of the electors is sought.

“SECRECY SLEEVE”	means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.
“VOTE TABULATOR”	means the part of an automated voting system into which the ballots are inserted, scanned, and the number of votes for each candidate and for each referendum question are recorded.
“VOTING BOOK”	means the book for recording the names of electors.

3. USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENT ELECTORS

For the purposes of all local elections and submissions to the electors under the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the 75th day prior to the general voting day for such elections and submissions to the electors, and pursuant to the *Local Government Act*, for such elections and submissions to the electors, a person may register as an elector only at the time of voting, or in accordance with Section 5 of this bylaw.

4. ACCESS TO NOMINATION DOCUMENTS

As authorized by the *Local Government Act*, public access to nomination documents will be provided by posting the documents on the Regional District of Nanaimo website as soon as practicable after the time of delivery to the Chief Election Officer until 30 days after the declaration of the election results under the *Local Government Act*.

5. MAIL BALLOTS

- (1) As authorized under the *Local Government Act*, voting and registration may be done by mail for those electors who meet the criteria in Section 5(2) for each election or other voting.
- (2) The following electors are permitted to register to vote by mail and to vote by mail ballot:
 - (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - (b) persons who expect to be absent from the Regional District of Nanaimo on general voting day and at the times of all advance voting opportunities;
 - (c) persons who reside in the following areas of the Regional District of Nanaimo that are remote from voting places at which they are entitled to vote:
 - (i) DeCourcy Island;
 - (ii) Mudge Island.

- (3) The following procedures for voting and registration must apply:
 - (a) sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of the *Local Government Act*;
 - (b) a person exercising the right to vote by mail may be challenged in accordance with, and on the grounds specified in the *Local Government Act*, until 4:30 pm two days before general voting day.
- (4) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- (5) As provided in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day in order to be counted for an election.
- (6) The Chief Election Officer will insert the mail ballots into a portable ballot box and at the close of voting, ensure that the portable ballot box is sealed.

6. **USE OF AUTOMATED VOTING SYSTEM**

- (1) The Chief Election Officer is hereby authorized to conduct any local government election or other voting using an automated voting system.
- (2) The Chief Election Officer must conduct a test of the automated voting system before each local government election or other voting and must be satisfied that it is in good working order.
- (3) As soon as the test of the automated voting system is completed, the Chief Election Officer must secure the data storage devices and ensure that they will remain secured until the election or other voting.

7. **FORM OF BALLOT**

- (1) The Chief Election Officer may provide for use of composite ballots on which an elector's votes on two or more elections or other voting may be indicated.
- (2) If a ballot is in the form of a composite ballot, each portion of the ballot that deals with a single election is to be considered a separate ballot.
- (3) Each ballot shall contain a space for a "legible mark" opposite each candidate's name, or opposite "yes" or "no" when the vote is on a bylaw or other matter on which the assent of the electors is sought.

8. **VOTING PROCEDURES**

- (1) The Chief Election Officer will select a presiding election official for each voting place whose duties are to ensure election officials demonstrate voting procedures, issue

ballots and accept marked ballots at the vote tabulator and ballot box, in addition to other general responsibilities for the supervision and control of the voting place.

- (2) Each elector is entitled to a demonstration of voting procedures from an election official assigned to perform such demonstrations.
- (3) Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfillment of the requirements of the *Local Government Act*, shall then provide a ballot to the elector, a secrecy sleeve if requested by the elector, and any further instructions the elector requests.
- (4) Immediately after receiving the ballot, the elector must proceed to a voting compartment to vote, or if the elector is unable to mark a ballot because of a physical disability or difficulties in reading or writing or is unable to enter the voting place because of physical disability or impaired mobility, he or she may vote in accordance with the procedures outlined in the *Local Government Act*.
- (5) The elector shall vote by making a legible mark on each ballot beside the chosen candidate (or candidates, where there is more than one vacancy), or beside the “yes” or “no” when the vote is in relation to a bylaw or other matter on which the assent of the electors is sought. An elector may mark only up to the same number of spaces on the ballot as the number of vacancies in office and may not mark more than one space on a ballot in relation to a bylaw or other matter on which the assent of the electors is sought.
- (6) Once the elector has finished marking the ballot, the elector must either place the ballot into the secrecy sleeve, if one has been requested, or otherwise conceal the markings on the ballot and proceed to the vote tabulator.
- (7) Under the supervision of the election official in attendance, the elector must insert the ballot directly from the secrecy sleeve, if applicable, into the vote tabulator without exposing the marks on the ballot.
- (8) If an elector has:
 - a) unintentionally spoiled a ballot or made a mistake before it is deposited in a ballot box; or
 - b) if the vote tabulator will not accept the ballot;the presiding election official must issue a new ballot to the elector and mark the returned ballot “spoiled”.
- (9) Spoiled ballots must be retained and kept separately from all other ballots and must not be counted in the election results.
- (10) If a ballot is rejected by the vote tabulator, the election official at the ballot box must advise the elector that he or she may request another ballot. If the elector refuses the opportunity to request another ballot, the election official will instruct the vote tabulator to accept the rejected ballot.

- (11) Any ballot counted by the vote tabulator is valid and will be counted in the election results, subject to any determination made by the Chief Election Officer on a recount.
- (12) Once the ballot has been inserted into the ballot box, the elector must immediately leave the voting place.
- (13) If the vote tabulator stops functioning, the election official at the ballot box must insert all ballots delivered by the electors while the vote tabulator is not working into the portable ballot box for inserting once a vote tabulator is available or counting at a later time.

9. ADVANCE VOTING OPPORTUNITIES AND PROCEDURES

- (1) As authorized under the *Local Government Act*, the following required advance voting opportunities are established for each election, to be held in advance of general voting day for each election:
 - (a) one on the 10th day before general voting day from 8:00 am to 8:00 pm.
 - (b) one on the 3rd day before general voting day from 8:00 am to 8:00 pm.
- (2) In accordance with the *Local Government Act*, the Chief Election Officer is hereby authorized to establish dates for additional voting opportunities in advance of general voting day and designate the voting places and set the voting hours for these voting opportunities.
- (3) The vote tabulators and ballot boxes will be used to conduct advance voting opportunities unless the Chief Election Officer directs that portable ballot boxes be used.
- (4) The voting procedures at the advance vote will follow, as closely as possible, the procedures described in Section 8 of this Bylaw.
- (5) At the close of the advance voting opportunity, the presiding election official must ensure:
 - (a) that any portable ballot boxes are sealed;
 - (b) that no additional ballots are inserted in the vote tabulator;
 - (c) that the ballot boxes used are sealed to prevent insertion of additional ballots;
 - (d) that the results tapes for the advance voting opportunity are not generated;
 - (e) that the automated voting system, including the sealed data storage devices and ballot boxes, and any portable ballot boxes are delivered to the Chief Election Officer for securing until general voting day.

- (6) The Chief Election Officer must ensure:
 - (a) that the ballot boxes and any portable ballot boxes used for the advance voting opportunity, remain sealed until 8:00 pm on general voting day;
 - (b) that the data storage devices remain secure until 8:00 pm on general voting day; and
 - (c) that the results tapes for the advance voting opportunity are not generated until 8:00 pm on general voting day.

10. ADDITIONAL VOTING OPPORTUNITIES AND PROCEDURES

- (1) As authorized under the *Local Government Act*, the Chief Election Officer is hereby authorized to establish additional voting opportunities for general voting day to designate the voting places and set the voting hours for these voting opportunities for each election.
- (2) The vote tabulators and ballot boxes will be used to conduct additional voting opportunities unless the Chief Election Officer directs that portable ballot boxes be used.
- (3) The voting procedures at the additional voting opportunity will follow, as closely as possible, the procedures described in section 8 and sections 9(5) and 9(6) of this Bylaw.

11. SPECIAL VOTING OPPORTUNITIES

The Chief Election Officer is authorized to establish the date and voting hours and the place where special voting opportunities are to be conducted.

12. POST-VOTE PROCEDURES

- (1) Immediately after the voting place is closed, the presiding election official must:
 - (a) direct that all unopened portable ballot boxes be opened;
 - (b) ensure that any ballots in the portable ballot boxes are inserted into the vote tabulating unit;
 - (c) secure the vote tabulator so that no more ballots can be inserted;
 - (d) generate three copies of the results tape from the vote tabulator;
 - (e) complete the ballot account, attaching one copy of the results tape;
 - (f) seal all voted ballots in the ballot box;
 - (g) count the unused ballots, spoiled and rejected ballots and place them, packaged separately and sealed, in the ballot box along with the voting book, a copy of the results tape, a copy of the ballot account and all statements and voters lists;

- (h) seal and initial the ballot box and deliver it to the election office; and
 - (i) deliver the vote tabulator, one copy of the results tape and the ballot account to the Chief Election Officer as soon as possible.
- (2) The results tapes from the vote tabulators used for mail ballots, and at the advance voting opportunities and at any special voting opportunities will be generated by the Chief Election Officer or designate after 8:00 pm on the general voting day.

13. RECOUNT PROCEDURE

If a recount is required:

- a) the data storage device of all vote tabulators will be cleared;
- b) vote tabulators will be designated for each voting place;
- c) all ballots will be removed from the sealed ballot boxes; and
- d) all ballots, except spoiled or rejected ballots, will be re-inserted in the appropriate vote tabulators under the supervision of the Chief Election Officer.

14. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *Local Government Act*.

15. SEVERANCE

If any section, subsection, paragraph or clause of this Bylaw is found to be invalid by a Court of competent jurisdiction, it may be severed from the remainder of the Bylaw.

16. REPEAL

“Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014”, is hereby repealed.

Introduced and read three times this day of , 2018.

Adopted this day of , 2018.

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 177200

**A BYLAW TO PROVIDE FOR THE USE OF AN AUTOMATIC VOTING SYSTEM
AND ESTABLISH VARIOUS PROCEDURES FOR THE CONDUCT OF
LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING**

WHEREAS under the *Local Government Act* the Board of the Regional District of Nanaimo may, by bylaw determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS the Board may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

AND WHEREAS the Board wishes to establish various procedures and requirements under that authority, and use automated voting machines in local government elections;

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

1. **CITATION**

This bylaw may be cited for all purposes as “Regional District of Nanaimo General Local Election Bylaw No. 177200, 20184”.

2. **DEFINITIONS:**

In this bylaw:

“AUTOMATED VOTING SYSTEM” means an automated system that records and counts votes and processes and stores election results. The system is housed in two hardware components, the vote tabulator and the ballot box and a number of portable ballot boxes into which voted ballots are deposited, where a vote tabulator is not functioning or being used and where the ballots will be counted after the close of voting on general voting day.

“BALLOT” means a ballot card which may be a composite ballot for two or more elections to be voted for, and/or bylaws or other matters on which the assent of the electors is sought, including all choices available to the electors and containing spaces in which the electors mark their votes.

“BALLOT ACCOUNT” means an account of ballots prepared in accordance with ~~section 131~~ of the *Local Government Act*.

“BALLOT BOX” means the container for ballots that have been marked by electors.

"CHIEF ELECTION OFFICER"	means the election official appointed under section 41 of the <i>Local Government Act</i> to conduct the election.
"DEPUTY CHIEF ELECTION OFFICER"	means the election official appointed under section 41 of the <i>Local Government Act</i> to assist the Chief Election Officer in administering the conduct of the election.
"ELECTOR"	means a resident elector or a non-resident property elector of the Regional District of Nanaimo as defined under the <i>Local Government Act</i> .
"ELECTION OFFICIALS"	means individuals appointed by the Chief Election Officer to assist the presiding election official at election proceedings and act as alternate presiding election official.
"GENERAL VOTING DAY"	means: a) for a general local election, the 3rd Saturday of October-November in the year of the election, b) for other elections and other voting , the date set under sections 37(5), 38(1) or (3), or 142(5) of the Local Government Act, and c) for other voting, the date set under section 162 of the Local Government Act.
"LEGIBLE MARK"	means a mark which fills in the oval provided on the ballot opposite a candidate's name or opposite a question with either a "yes" or "no" oval, that the vote tabulator is able to read and count.
"LOCAL GOVERNMENT"	means, in relation to the regional district, the Board.
"MEMORY CARD" "DATA STORAGE DEVICE"	means a device cartridge unit that plugs into the vote tabulator that contains: a) the names of the candidates or questions being voted on; b) the alternative "yes" and "no" for each bylaw or other matter on which the assent of the electors is being sought; and a mechanism to recover and retain information on the number of acceptable marks made for each.
"PORTABLE BALLOT BOX"	means a ballot box which is used at a voting place where a vote tabulator is not being used at the time of voting.
"PRESIDING ELECTION OFFICIAL"	means the election official appointed by the Chief Election Officer to conduct election proceedings where the Chief Election Officer is not acting as presiding election official.

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- “RESULTS TAPE” means the printed record generated from a vote tabulator at the close of voting on general voting day which shows:
- the number of ballots received;
 - the number of ballots accepted;
 - the number of ballots rejected;
 - the number of votes for each candidate; and
 - if applicable, the number of votes for and against each bylaw or other matter on which the assent of the electors is sought.
- “SECRECY SLEEVE” means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector.
- “VOTE TABULATOR” means the part of an automated voting system into which the ballots are inserted, scanned, and the number of votes for each candidate and for each referendum question are recorded.
- “VOTING BOOK” means the book for recording the names of electors.

3. USE OF PROVINCIAL LIST OF VOTERS AS THE REGISTER OF RESIDENT ELECTORS

For the purposes of all local elections and submissions to the electors under ~~Parts 3 and 4 of the Local Government Act~~, the most current available Provincial list of voters prepared under the *Election Act*, shall become the register of resident electors on the ~~75th~~^{52nd} day prior to the general voting day for such elections and submissions to the electors, and pursuant to the Local Government Act, for such elections and submissions to the electors, a person may register as an elector only at the time of voting, or in accordance with Section 5 of this bylaw.

4. ACCESS TO NOMINATION DOCUMENTS

As authorized by ~~section 73 of the Local Government Act and in addition to access under section 73(6)(a)~~, public access to nomination documents will be provided by posting the documents on the Regional District of Nanaimo website as soon as practicable after the time of delivery to the Chief Election Officer until 30 days after the declaration of the election results under ~~section 136 of the Local Government Act~~.

5. MAIL BALLOTS

- As authorized under ~~section 100 of the Local Government Act~~, voting and registration may be done by mail for those electors who meet the criteria in Section 5(2) for each election or other voting.
- The following electors are permitted to register to vote by mail and to vote by mail ballot:
 - persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - persons who expect to be absent from the Regional District of Nanaimo on general voting day and at the times of all advance voting opportunities;

- (c) persons who reside in the following areas of the Regional District of Nanaimo that are remote from voting places at which they are entitled to vote:
 - (i) DeCourcy Island;
 - (ii) Mudge Island.
- (3) The following procedures for voting and registration must apply:
 - (a) sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of ~~section 116 of~~ the Local Government Act;
 - (b) a person exercising the right to vote by mail ~~under the provisions of section 100~~ may be challenged in accordance with, and on the grounds specified in ~~section 116 of~~ the Local Government Act, until 4:30 pm two days before general voting day.
- (4) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- (5) As provided in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day in order to be counted for an election.
- (6) The Chief Election Officer will insert the mail ballots into a portable ballot box and at the close of voting, ensure that the portable ballot box is sealed.

6. USE OF AUTOMATED VOTING SYSTEM

- (1) The Chief Election Officer is hereby authorized to conduct any local government election or other voting using an automated voting system.
- (2) The Chief Election Officer must conduct a test of the automated voting system before each local government election or other voting and must be satisfied that it is in good working order.
- (3) As soon as the test of the automated voting system is completed, the Chief Election Officer must secure the ~~data storage devices~~ ~~memory cards~~ and ensure that they will remain secured until the election or other voting.

7. FORM OF BALLOT

- (1) The Chief Election Officer may provide for use of composite ballots on which an elector's votes on two or more elections or other voting may be indicated.
- (2) If a ballot is in the form of a composite ballot, each portion of the ballot that deals with a single election is to be considered a separate ballot.
- (3) Each ballot shall contain a space for a "legible mark" opposite each candidate's

name, or opposite “yes” or “no” when the vote is on a bylaw or other matter on which the assent of the electors is sought.

8. **VOTING PROCEDURES**

- (1) The Chief Election Officer will select a presiding election official for each voting place whose duties are to ensure election officials demonstrate voting procedures, issue ballots and accept marked ballots at the vote tabulator and ballot box, in addition to other general responsibilities for the supervision and control of the voting place.
- (2) Each elector is entitled to a demonstration of voting procedures from an election official assigned to perform such demonstrations.
- (3) Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who, upon fulfillment of the requirements of the *Local Government Act*, shall then provide a ballot to the elector, a secrecy sleeve if requested by the elector, and any further instructions the elector requests.
- (4) Immediately after receiving the ballot, the elector must proceed to a voting compartment to vote, or if the elector is unable to mark a ballot because of a physical disability or difficulties in reading or writing or is unable to enter the voting place because of physical disability or impaired mobility, he or she may vote in accordance with the procedures outlined in ~~sections 121 and 122 of~~ the *Local Government Act*.
- (5) The elector shall vote by making a legible mark on each ballot beside the chosen candidate (or candidates, where there is more than one vacancy), or beside the “yes” or “no” when the vote is in relation to a bylaw or other matter on which the assent of the electors is sought. An elector may mark only up to the same number of spaces on the ballot as the number of vacancies in office and may not mark more than one space on a ballot in relation to a bylaw or other matter on which the assent of the electors is sought.
- (6) Once the elector has finished marking the ballot, the elector must either place the ballot into the secrecy sleeve, if one has been requested, or otherwise conceal the markings on the ballot and proceed to the vote tabulator.
- (7) Under the supervision of the election official in attendance, the elector must insert the ballot directly from the secrecy sleeve, if applicable, into the vote tabulator without exposing the marks on the ballot.
- (8) If an elector has:
 - a) unintentionally spoiled a ballot or made a mistake before it is deposited in a ballot box; or
 - b) if the vote tabulator will not accept the ballot;

the presiding election official must issue a new ballot to the elector and mark the returned ballot “spoiled”.

- (9) Spoiled ballots must be retained and kept separately from all other ballots and must not be counted in the election results.
- (10) If a ballot is rejected by the vote tabulator, the election official at the ballot box must advise the elector that he or she may request another ballot. If the elector refuses the opportunity to request another ballot, the election official will instruct the vote tabulator to accept the rejected ballot.
- (11) Any ballot counted by the vote tabulator is valid and will be counted in the election results, subject to any determination made by the Chief Election Officer on a recount.
- (12) Once the ballot has been inserted into the ballot box, the elector must immediately leave the voting place.
- (13) If the vote tabulator stops functioning, the election official at the ballot box must insert all ballots delivered by the electors while the vote tabulator is not working into the portable ballot box for inserting once a vote tabulator is available or counting at a later time.

9. **ADVANCE VOTING OPPORTUNITIES AND PROCEDURES**

- (1) As authorized under ~~section 97 of~~ the *Local Government Act*, the following required advance voting opportunities are established for each election, to be held in advance of general voting day for each election:
 - (a) one on the 10th day before general voting day from 8:00 am to 8:00 pm.
 - (b) one on the 3rd day before general voting day from 8:00 am to 8:00 pm.
- (2) In accordance with ~~section 98 of~~ the *Local Government Act*, the Chief Election Officer is hereby authorized to establish dates for additional voting opportunities in advance of general voting day and designate the voting places and set the voting hours for these voting opportunities.
- (3) The vote tabulators and ballot boxes will be used to conduct advance voting opportunities unless the Chief Election Officer directs that portable ballot boxes be used.
- (4) The voting procedures at the advance vote will follow, as closely as possible, the procedures described in Section 8 of this Bylaw.
- (5) At the close of the advance voting opportunity, the presiding election official must ensure:
 - (a) that any portable ballot boxes are sealed;
 - (b) that no additional ballots are inserted in the vote tabulator;
 - (c) that the ballot boxes used are sealed to prevent insertion of additional ballots;

- (d) that the results tapes for the advance voting opportunity are not generated;
 - (e) that the automated voting system, including the sealed data storage devices ~~memory cards~~ and ballot boxes, and any portable ballot boxes are delivered to the Chief Election Officer for securing until general voting day.
- (6) The Chief Election Officer must ensure:
- (a) that the ballot boxes and any portable ballot boxes used for the advance voting opportunity, remain sealed until 8:00 pm on general voting day;
 - (b) that the data storage devices ~~memory cards~~ remain secure until 8:00 pm on general voting day; and
 - (c) that the results tapes for the advance voting opportunity are not generated until 8:00 pm on general voting day.

10. **ADDITIONAL VOTING OPPORTUNITIES AND PROCEDURES**

- (1) As authorized under ~~section 96 of~~ the *Local Government Act*, the Chief Election Officer is hereby authorized to establish additional voting opportunities for general voting day to designate the voting places and set the voting hours for these voting opportunities for each election.
- (2) The vote tabulators and ballot boxes will be used to conduct additional voting opportunities unless the Chief Election Officer directs that portable ballot boxes be used.
- (3) The voting procedures at the additional voting opportunity will follow, as closely as possible, the procedures described in section 8 and sections 9(5) and 9(6) of this Bylaw.

11. **SPECIAL VOTING OPPORTUNITIES**

The Chief Election Officer is authorized to establish the date and voting hours and the place where special voting opportunities are to be conducted.

12. **POST-VOTE PROCEDURES**

- (1) Immediately after the voting place is closed, the presiding election official must:
 - (a) direct that all unopened portable ballot boxes be opened;
 - (b) ensure that any ballots in the portable ballot boxes are inserted into the vote tabulating unit;
 - (c) secure the vote tabulator so that no more ballots can be inserted;
 - (d) generate three copies of the results tape from the vote tabulator;
 - (e) complete the ballot account, attaching one copy of the results tape;

- (f) seal all voted ballots in the ballot box;
 - (g) count the unused ballots, spoiled and rejected ballots and place them, packaged separately and sealed, in the ballot box along with the voting book, a copy of the results tape, a copy of the ballot account and all statements and voters lists;
 - (h) seal and initial the ballot box and deliver it to the election office; and
 - (i) deliver the vote tabulator, one copy of the results tape and the ballot account to the Chief Election Officer as soon as possible.
- (2) The results tapes from the vote tabulators used for mail ballots, and at the advance voting opportunities and at any special voting opportunities will be generated by the Chief Election Officer or designate after 8:00 pm on the general voting day.

13. RECOUNT PROCEDURE

If a recount is required:

- a) the ~~data storage devices~~memory card of all vote tabulators will be cleared;
- b) vote tabulators will be designated for each voting place;
- c) all ballots will be removed from the sealed ballot boxes; and
- d) all ballots, except spoiled or rejected ballots, will be re-inserted in the appropriate vote tabulators under the supervision of the Chief Election Officer.

14. RESOLUTION OF TIE VOTES AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with ~~section 141 of~~ the *Local Government Act*.

15. SEVERANCE

If any section, subsection, paragraph or clause of this Bylaw is found to be invalid by a Court of competent jurisdiction, it may be severed from the remainder of the Bylaw.

16. REPEAL

~~“Regional District of Nanaimo General Local Election Bylaw No. 1700, 2014” is hereby repealed.~~

~~The following Bylaws are hereby repealed:~~

~~“Regional District of Nanaimo Advance Poll Bylaw No. 823, 1990”;~~

~~“Regional District of Nanaimo Voters List Bylaw No. 1058, 1996”;~~ and

~~“Regional District of Nanaimo General Local Election Bylaw No. 1292, 2002”.~~

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Introduced and read three times this ~~22nd~~ day of ~~July~~, 20184.
Adopted this ~~22nd~~ day of ~~July~~, 20184.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1556.03

**A BYLAW TO AMEND THE DRINKING WATER AND WATERSHED PROTECTION
SERVICE ESTABLISHING BYLAW NO. 1556**

WHEREAS the Regional District of Nanaimo wishes to amend Regional District of Nanaimo Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008 to alter the apportionment allocation;

AND WHEREAS the Regional Board has obtained the consent of at least two-thirds of the participants as required under the *Local Government Act*;

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

1. Citation

This bylaw may be cited for all purposes as the "Drinking Water and Watershed Protection Service Amendment Bylaw No. 1556.03, 2018".

2. Amendment

"Drinking Water and Watershed Protection Service Establishing Bylaw No. 1556, 2008" is amended as follows:

(1) By deleting the table in Section 6(a) and replacing it with the following:

Year	Rate per Taxable Property
2012	Three (\$3) dollars
2013	Four (\$4) dollars
2014	Five (\$5) dollars
2015	Six (\$6) dollars
2016	Seven (\$7) dollars
2017	Eight (\$8) dollars
2018	Seven dollars & fifty cents (\$7.50)
2019 and thereafter	Eight (\$8) dollars

(2) By deleting the table in Section 6(b) and replacing it with the following:

Year	Rate per Taxable Property
2012	Six (\$6) dollars
2013	Seven (\$7) dollars
2014	Eight (\$8) dollars
2015	Eight (\$8) dollars

2016	Eight (\$8) dollars
2017	Eight (\$8) dollars
2018	Seven dollars & fifty cents (\$7.50)
2019 and thereafter	Eight (\$8) dollars

(3) By deleting the table in Section 6(c) and replacing it with the following:

Year	Rate per Taxable Property
2012	Ten (\$10) dollars
2013	Nine (\$9) dollars
2014	Eight (\$8) dollars
2015	Eight (\$8) dollars
2016	Eight (\$8) dollars
2017	Eight (\$8) dollars
2018	Seven dollars & fifty cents (\$7.50)
2019 and thereafter	Eight (\$8) dollars

Introduced and read three times this 27th day of March, 2018.

Received the approval of the Inspector of Municipalities this 3rd day of May, 2018.

Adopted this ____ day of _____, 2018.

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1648.01

**A BYLAW TO AMEND THE SOUTHERN COMMUNITY
ECONOMIC DEVELOPMENT SERVICE ESTABLISHING BYLAW NO. 1648**

WHEREAS the Regional District of Nanaimo wishes to amend Regional District of Nanaimo Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011 to alter the apportionment allocation;

AND WHEREAS the Regional Board has obtained the consent of at least two-thirds of the participants as required under the *Local Government Act*;

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

1. Citation

This bylaw may be cited for all purposes as the "Southern Community Economic Development Service Amendment Bylaw No. 1648.01, 2018".

2. Amendment

"Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011" is amended as follows:

(1) Section 6 "Citation" is renumbered as Section 7.

(2) A new Section 6 is added as follows:

6. Apportionment

In 2018, the costs of the service shall be apportioned among the Participating Areas as follows:

(a) The tax requisition for Electoral Area 'A' is \$0.00.

(b) The tax requisition for Electoral Area 'B' is \$65,000.

(c) The tax requisition for Electoral Area 'C' is \$0.00.

Introduced and read three times this 27th day of March, 2018.

Received the approval of the Inspector of Municipalities this 3rd day of May, 2018.

Adopted this ____ day of _____, 2018.

CHAIR

CORPORATE OFFICER