

**REGIONAL DISTRICT OF NANAIMO**

**COMMITTEE OF THE WHOLE  
TUESDAY, OCTOBER 14, 2014  
7:00 PM**

***(RDN Board Chambers)***

**A G E N D A**

**PAGES**

**CALL TO ORDER**

**DELEGATIONS**

3                    **Brian Humber, Nanaimo Marine Rescue**, re 2014 Activities.

**MINUTES**

4-10                Minutes of the Regular Committee of the Whole meeting held Tuesday, September 9, 2014.

**BUSINESS ARISING FROM THE MINUTES**

**COMMUNICATIONS/CORRESPONDENCE**

11-12              **Gary and Joan Lansdell**, re Parker Road well and water to the RDN system.

13-15              **Leonard Krog**, re Morden Colliery Historic Provincial Park.

16-17              **Dawn Nedzelski and Elin Bjarnason, Island Health**, re Meeting Request with Island Health Representatives and Nanaimo Regional Hospital Board.

18-21              **Vancouver Island Regional Library**, re 2015-2019 Adopted Financial Plan.

**CAO**

22-63              2014 Service Area Work Plan Project Update.

**RECREATION AND PARKS**

**RECREATION SERVICES**

64-81              Gabriola Recreation Society Agreement Renewal 2015 – 2018.

**ADVISORY AND SELECT COMMITTEE, AND COMMISSION**

**District 69 Recreation Commission**

82-84 Minutes of the District 69 Recreation Commission Meeting held Thursday, September 18, 2014 (for information).

**ADDENDUM**

**BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS**

**NEW BUSINESS**

**IN CAMERA**

*That pursuant to Section 90(1)(e) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to land acquisitions.*

**ADJOURNMENT**

**Re: 2014 Activities**

**From:** Nanaimo Marine Rescue

**Sent:** Saturday, September 20, 2014 10:08 AM

**Subject:** RE: Presentation to Board

Okay looks good and thank you. We would like to make our presentation to the board during their Oct 14th meeting if that is still an option. Also would you require any information beforehand to be sent in?

Thanks

Brian

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING  
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON  
TUESDAY SEPTEMBER 9, 2014 AT 7:00 PM IN THE  
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director D. Brennan	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Alternate	
Director F. Van Eynde	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director J. de Jong	District of Lantzville
Director J. Ruttan	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director D. Johnstone	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director D. Willie	Town of Qualicum Beach

Regrets:

Director G. Holme	Electoral Area E
Director G. Anderson	City of Nanaimo

Also in Attendance:

P. Thorkelsson	Chief Administrative Officer
J. Hill	A/Director of Corporate Services
W. Idema	Director of Finance
R. Alexander	Gen. Mgr. Regional & Community Utilities
G. Garbutt	Gen. Mgr. Strategic & Community Development
D. Trudeau	Gen. Mgr. Transportation & Solid Waste
T. Osborne	Gen. Mgr. Recreation & Parks
J. Holm	Mgr. Current Planning
C. Golding	Recording Secretary



## **CALL TO ORDER**

The Chairperson called the meeting to order.

## **DELEGATIONS**

### **Domenico Iannidinardo, TimberWest, re Overview of Company Land Operations.**

Domenico Iannidinardo presented a slide show which provided an overview of TimberWest history and the Company's new programs and initiatives, and requested the Board support their new projects, promote the benefits of forestry, and to continue being strong partners.

### **Randy White, re BC RDN's and the problem facing them with Marihuana Grow Operations in Agricultural lands.**

Randy White expressed his view that licensing of a medicinal marihuana facility on agricultural lands in Paradise Place is improper due to the impacts to the surrounding community, limited road access, the extensive use of resources required to sustain a large operation, and requested the Board to oppose the licence application for the facility.

### **Lehann Wallace, re Marihuana for Medical Purposes Regulations in River's Edge.**

Lehann Wallace provided a petition to the Board and presented a slide show indicating her concerns for community safety, water usage and ground water contamination, resident's road access, and environmental impacts of a large medical marihuana facility in River's Edge, and asked for the Board's support to act on behalf of the residents who are opposed to the application.

### **Rob Bau, re Seven Springs Camp.**

Rob Bau presented a slide show of Seven Springs Camp and Retreat Centre and highlighted his concerns for community safety, light pollution, creek habitat, water usage and ground water contamination, and the potential impact that a large medical marihuana facility could have on the established community recreation facility.

## **LATE DELEGATIONS**

MOVED Director Kipp, SECONDED Director Houle, that late delegations be permitted to address the Board.

CARRIED

### **Fred Bennett, re Gabriola Island's Descanso Bay Emergency Dock.**

Fred Bennett shared his proposal for water taxi service using the Descanso Bay Emergency Dock and asked the Board to approve water taxi usage and grant Westcoast Water Taxi permission to use the Descanso Bay dock for a trial period to see if there is enough public support for the initiative.

## **COMMITTEE OF THE WHOLE MINUTES**

### **Minutes of the Committee of the Whole meeting held Tuesday, July 8, 2014.**

MOVED Director Kipp, SECONDED Director de Jong, that the minutes of the Committee of the Whole meeting held Tuesday, July 8, 2014 be adopted.

CARRIED

## **COMMUNICATION/CORRESPONDENCE**

**Denis Lebel, Minister of Infrastructure, Government of Canada, re Request for funding for a new water treatment facility.**

MOVED Director Johnstone, SECONDED Director Van Eynde, that the correspondence received from Denis Lebel, Minister of Infrastructure, Government of Canada, regarding the request for funding for a new water treatment facility be received.

CARRIED

**Malcolm Brodie, Metro Vancouver, re Metro Vancouver Waste Flow Management and the Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280.**

MOVED Director Johnstone, SECONDED Director Van Eynde, that the correspondence received from Malcolm Brodie, Metro Vancouver, regarding Metro Vancouver waste flow management and the Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280 be received.

CARRIED

**Taryn O'Flanagan, re \$5,000 Grant to Restorative Justice.**

MOVED Director Johnstone, SECONDED Director Van Eynde, that the correspondence received from Taryn O'Flanagan regarding the \$5,000 grant to Restorative Justice be received.

CARRIED

**Selina Robinson, MLA, re Official Opposition Hosted Breakfast and Meetings at 2014 UBCM.**

MOVED Director Johnstone, SECONDED Director Van Eynde, that the correspondence received from Selina Robinson, MLA, regarding the official opposition hosted breakfast and meetings at the 2014 Union of BC Municipalities Convention be received.

CARRIED

**David Brown, re Proposed Medical Marihuana Facility in Yellowpoint.**

MOVED Director Johnstone, SECONDED Director Van Eynde, that the correspondence received from David Brown regarding the proposed medical marihuana facility in Yellowpoint be received.

CARRIED

## **CAO**

**Regional District of Nanaimo – Operational and Efficiency Review, 2014 Community Survey.**

MOVED Director Veenhof, SECONDED Director Ruttan, that the Board receive the Final Report on the results of 2014 Community Survey and direct staff to release and distribute the information through the Regional District of Nanaimo website, local media and any other appropriate communication channels.

CARRIED

**Board Remuneration - Bylaw No. 1078.08 and Bylaw No. 1317.04.**

MOVED Director McPherson, SECONDED Director Young, that "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.08, 2014" as shown in attachment 1 be introduced and read three times.

DEFEATED

MOVED Director Fell, SECONDED Director Lefebvre, that "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.08, 2014" as shown in attachment 3 be introduced and read three times.

DEFEATED

MOVED Director Brennan, SECONDED Director Young, that "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.08, 2014" as shown in attachment 1 be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Regional District of Nanaimo Board and Committee Member Remuneration, Expenses and Benefits Bylaw No. 1078.08, 2014" as shown in attachment 1 be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.04, 2014" as shown in attachment 1 be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that "Regional District of Nanaimo Board Remuneration and Expenses (Electoral Areas Only) Bylaw No. 1317.04, 2014" as shown in attachment 1 be adopted.

CARRIED

MOVED Director Veenhof, SECONDED Director Houle, that the Board Remuneration Review Committee be dissolved.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that prior to the next municipal elections in 2018 that Regional District of Nanaimo staff be directed to engage an independent, qualified consultant to review and report on the Regional District of Nanaimo's Director Remuneration and how it compares to the remuneration paid to Directors in other comparable regional districts.

CARRIED

## **CORPORATE SERVICES**

### **ADMINISTRATION**

#### **Amendment to Officers Appointment and Delegation Bylaw No. 1661.**

MOVED Director Willie, SECONDED Director Lefebvre, that "Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.01, 2014" be introduced and read three times.

CARRIED

MOVED Director Willie, SECONDED Director Lefebvre, that "Regional District of Nanaimo Officers Appointment and Delegation Amendment Bylaw No. 1661.01, 2014" be adopted.

CARRIED

## **FINANCE**

### **Operating Results for the Period Ending June 30, 2014.**

MOVED Director Lefebvre, SECONDED Director de Jong, that the summary report of financial results from operations to June 30, 2014 be received for information.

CARRIED

## **RECREATION AND PARKS SERVICES**

### **Request for Acceptance of Park Land Dedication – 1965 Walsh Road, Electoral Area ‘A’.**

MOVED Director McPherson, SECONDED Director Young, that the proposed park dedication in the proximity of York Lake be accepted in conjunction with a proposed subdivision as shown on Attachment 2.

CARRIED

## **REGIONAL AND COMMUNITY UTILITIES**

### **WATER AND UTILITY**

#### **Bylaws No. 1004.07, 1445.05, and 1521.02 – Cedar and Duke Point Sewer Boundary Amendment – 1965 Walsh Road and 1812 Cedar Road, Electoral Area ‘A’.**

MOVED Director McPherson, SECONDED Director Young, that "Duke Point Sewer Service Amendment Bylaw No. 1004.07, 2014" be introduced and read three times.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Cedar Sewer Service Amendment Bylaw No. 1445.05, 2014" be introduced and read three times.

CARRIED

MOVED Director McPherson, SECONDED Director Young, that "Cedar Sewer Small Residential Properties Capital Financing Service Amendment Bylaw No. 1521.02, 2014" be introduced and read three times.

CARRIED

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **BUILDING, BYLAW, AND EMERGENCY PLANNING SERVICES**

#### **1673 Gerrand Road – Electoral Area ‘A’ – Unsightly Premises.**

MOVED Director McPherson, SECONDED Director Young, that the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot 2, Section 16, Range 8, Cranberry District, Plan 11970, (1673 Gerrand Road), to remove the accumulation of disused, discarded materials and refuse, unlicensed derelict vehicles, boats, recreational vehicles, scrap metal, automotive parts, scrap wood and refuse from the property within thirty (30) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED

**1016 Harrison Way – Electoral Area ‘B’ – Unsightly Premises.**

Mr. Christos Glaros spoke to the condition of the property and updated the Board on the progress to date.

MOVED Director Houle, SECONDED Director Young, that the Board, pursuant to *Unsightly Premises Regulatory Bylaw No. 1073, 1996*, directs the owner of Lot 35, Section 12, Gabriola Island, Nanaimo District, Plan 23619, (1016 Harrison Way), to remove the accumulation of discarded and disused wood waste, miscellaneous debris, scrap metal, old bikes, building materials, plastic and several structures from the property within sixty (60) days, or the work will be undertaken by the Regional District of Nanaimo or its agents at the owner's cost.

CARRIED

**EXTERNAL BOARDS**

**Englishman River Water Service.**

**Minutes of the Englishman River Water Service Management Board meeting held Tuesday, June 24, 2014.**

MOVED Director Lefebvre, SECONDED Director Ruttan, that the minutes of the Englishman River Water Service Management Board meeting held Tuesday, June 24, 2014 be received for information.

CARRIED

**BUSINESS ARISING FROM DELEGATIONS AND COMMUNICATIONS**

**Marihuana for Medical Purposes in River’s Edge.**

MOVED Director Lefebvre, SECONDED Director Van Eynde, that correspondence be sent to Health Canada by the Regional District of Nanaimo opposing the issuance of a permit for the production of medical marihuana at 1085 Paradise Place due to negative impacts on adjacent residential areas, lack of water and sewer infrastructure, traffic and security concerns.

CARRIED

**Metro Vancouver Solid Waste Bylaw 280.**

MOVED Director Willie, SECONDED Director Fell, that staff be directed to prepare correspondence from the Regional District of Nanaimo Board Chair to the appropriate Provincial Ministries reaffirming the Board’s support for Metro Vancouver’s Bylaw 280, encouraging the Minister to approve the Bylaw; and that staff be directed to forward copies of the correspondence to all Association of Vancouver Island and Coastal Communities members encouraging those jurisdictions to send similar indications of support for the Bylaw to the Province.

CARRIED

Chairperson Stanhope advised the Board that Director Fell accepted the appointment as the Board’s representative to the Island Corridor Foundation.

**IN CAMERA**

MOVED Director Fell, SECONDED Director Lefebvre, that pursuant to Section 90(1)(a) of the *Community Charter* the Committee proceed to an In Camera Meeting to consider committee appointments.

CARRIED

TIME: 9:51 PM

**ADJOURNMENT**

MOVED Director Veenhof, SECONDED Director Van Eynde, that this meeting terminate.

CARRIED

TIME: 10:03 PM

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CHAIRPERSON

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CORPORATE OFFICER

From: Oban <gjlsandell@shaw.ca>  
Subject: **Nanoose water and Parker Road well**  
Date: September 26, 2014 12:04:17 PM PDT  
To: RDN Board

RDN CAOS OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU	<input checked="" type="checkbox"/>	DF	
SEP 26 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			
<i>G. Holme.</i>			

Good morning,

Enclosed is a letter sent to the ALC about our concerns about the water situation around the Parker Road well and water to the RDN system.

There needs to be a public hearing and the RDN needs to assure the home owners with adjacent wells that our interests will be met if the Parker well causes trouble. Our adjacent well has never been monitored for level or quality, so how is the RDN going to compensate us if the level or quality drops as a result of the draining of the aquifer, leaving us with a ruined well?

Please consider a public hearing, thank you.

Gary and Joan Lansdell  
2730 Powder Point Road  
Nanoose, B.C. V9P 9E8

250-468-9872  
gjlsandell@shaw.ca

**From:** Oban <gjlandsdell@shaw.ca>  
**Subject:** **Nanoose water and Parker Road well**  
**Date:** September 26, 2014 11:18:59 AM PDT  
**To:** elizabeth.sutton@gov.ca

Good morning,

We are voicing our concerns about the water situation in Nanoose. Taking ground water from a well on Parker Road to facilitate a new development of over 150 lots at a different site without public discussion is bad planning. A few years ago the RDN assured us that we would be kept informed as our property is adjacent the Parker Road well. Our well has not been monitored or tested for quality or level, and we have received no information.

Good planning does not come at the expense of others. Development should not go ahead if it is unable to sustain itself without compromising existing homes.

What happens if the Parker Road well becomes compromised or fails to deliver water to the 150 lots? Will the RDN still be responsible to the new homes while leaving our wells ruined?

Our well and stream on our property are only a few hundred feet from the well that is going to be used to divert ground water into the RDN system. If the water table drops below the stream bed, there will be lots of consequences in our area.

Water concerns always brings health and quality of life concerns as well as property value loses.

We would appreciate your consideration of these concerns. Thank you.

Gary and Joan Lansdell  
2730 Powder Point Road  
Nanoose, B.C. V9P 9E8

250-468-9872  
gjlandsdell@shaw.ca

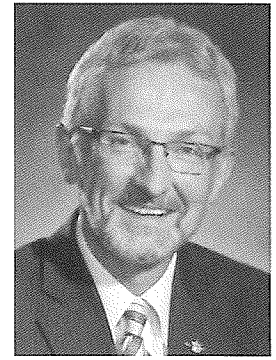


Leonard Krog, MLA  
(Nanaimo)  
Room 201  
Parliament Buildings  
Victoria, BC V8V 1X4  
Phone: 250 953-4698  
Fax: 250 387-4680



Province of  
British Columbia  
Legislative Assembly

**Community Office:**  
4 - 77 Victoria Crescent  
Nanaimo, BC V9R 5B9  
Phone: 250 714-0630  
Fax: 250 714-0859  
e-mail: leonard.krog.mla@leg.bc.ca  
website: www.leonardkrog-mla.ca



Leonard Krog, MLA  
(Nanaimo)

RDN CAO'S OFFICE			
CAO	✓	GM R&P	✓
GMS&CD		GM T&SW	
GM R&CU	✓	DF	
SEP 30 2014			
DCS		BOARD	✓
CHAIR	✓		

September 22, 2014

Dear Sirs:

You all received a copy of my letter of June 17, 2014 addressed to the Minister, and I received her reply recently which I attach for your information. It does not appear to have been copied to each of you, and in the off chance it wasn't, I am enclosing a copy for your records. We all need to keep the pressure up. The concrete continues to erode and a chance to preserve this amazing part of our community's history, indeed our country's history, disappears before our very eyes daily. I really appreciate the efforts of all of you.

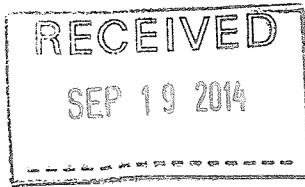
Yours very truly,

Leonard Eugene Krog, MLA  
New Democrat Official Opposition  
Nanaimo

LK/sl

cc: Mr. Doug Routley, MLA, Nanaimo-North Cowichan  
Mayor Rob Hutchins, Ladysmith  
Mayor John Ruttan, Nanaimo  
Mr. Joe Stanhope, Board Chair, Regional District of Nanaimo  
Mr. Alec McPherson, Director, Electoral Area A, Regional District of Nanaimo

Encl: 1



Reference: 207704

SEP 17 2014

Leonard Krog, MLA  
Nanaimo  
4 – 77 Victoria Crescent  
Nanaimo BC V9R 5B9

Dear Mr. Krog:

Thank you for your letter of June 17, 2014, regarding Morden Colliery Historic Provincial Park. I apologize for the delay in responding.

I do appreciate the ongoing efforts and support of the Friends of the Morden Mine and I recently responded to Dr. Eric Ricker’s letter of April 30, 2014. Ministry staff remain in contact with the Friends of the Morden Mine through meetings and email correspondence and have kept me informed on the work and interests associated with the park.

Over the past several years, BC Parks has been providing funding towards the management and protection of Morden Colliery Historic Provincial Park. This includes ongoing operation and maintenance through a Park Facility Operator contract and additional funding for some specific projects.

During the past eighteen months, BC Parks funded two independent studies. The first was the *Morden Colliery Park Visitor Safety Risk Assessment*, completed in November 2012, and the second was the *Morden Mine Condition Assessment Update*, which was completed by Herold Engineering Ltd. in March 2013. Should you wish to have a copy of these reports, I would be pleased to send them to you.

Following these two studies, BC Parks completed several of the recommendations:

- Installation of split-rail fence and directional signage to keep park visitors on the trail network;
- Repairs to the fenced compound where the historic structures are contained to better prevent unauthorized access;
- Limbing of trees and placement of rock barriers at the parking lot to improve viewing of park signage and prevent the ongoing occurrence of unauthorized activities;
- Grading of park access road; and
- Construction of a viewing area along the park trail to allow for better viewing of the historic features.

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Additionally, over the past year, BC Parks provided a letter of support to the Friends of the Morden Mine to assist with their application for the area to be designated as a National Historic Site. This support is in keeping with BC Parks' approach to divest itself of parks whose principal focus is the preservation of historical structures such as Fort Steele and Barkerville.

Given the fiscal challenges and pressing needs of BC Parks infrastructure across the province, BC Parks does not have funding available for an additional engineering study at this time.

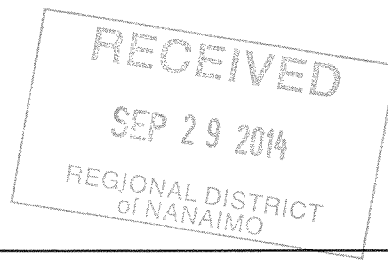
Thank you again for taking the time to share with me your support of Morden Colliery Historic Provincial Park and the ongoing, valuable work of the Friends of the Morden Mine.

Sincerely,

A handwritten signature in cursive script that reads "Mary Polak".

Mary Polak  
Minister

Excellent care, for everyone,  
everywhere, every time.



September 19, 2014

Ref # 16031

Wendy Idema  
Director of Finance  
Regional District of Nanaimo  
6300 Hammond Bay Rd.  
Nanaimo BC V9T 6N2

Dear Ms. Idema:

**Re: Meeting Request with Island Health Representatives and Nanaimo Regional Hospital Board**

Thank you for the invitation for representatives from Island Health to appear at a Nanaimo Regional Hospital District Board Meeting to discuss Island Health's Patient Care Model. We do appreciate your interest in this important topic as Island Health and the health care system in general evolves to deliver better care for our changing patient population.

Over the past year, Island Health has held, and continues to hold, numerous meetings and discussions regarding the patient care model with our staff. We have also had several discussions and private meetings with the BC Nurses Union and local union representatives. We believe significant progress around mutual understanding of this topic is beginning to occur.

Island Health has also met with local and provincial government representatives in informal and private venues and we would be more than pleased to continue regular engagement with local and regional government on this basis. However, at this time we do not feel an appearance at the NRHD board would achieve what our current work on the Patient Care Model is focused on; that is, to work with staff, leaders and union members on a unit-by-unit basis to discuss and resolve topics in a collaborative environment.

Please be assured that Island Health is fully aware of the stress the implementation of this new Patient Care Model caused among some members of NRGH staff. Please also be assured that we have worked with staff to support them, as well as having adjustments to the model where this has been warranted based on patient needs. We strive to provide good quality patient care and the new model of care supports this.

Island Health has made extensive information about the Patient Care Model available on line, including why our organization is making these changes, the research behind it and the benefits to patients and staff. This information is available at: [http://www.viha.ca/about\\_viha/cdmr/](http://www.viha.ca/about_viha/cdmr/). In addition, Island Health is regularly monitoring performance data with respect to the implementation of the model at NRGH. This data is posted and regularly updated at: [http://www.viha.ca/about\\_viha/accountability/performance\\_measures/](http://www.viha.ca/about_viha/accountability/performance_measures/).

.../2

**Executive Office**

Located at: 2101 Richmond Road | Victoria, BC V8R 4R7 Canada  
Mailing address: 1952 Bay Street | Victoria, BC V8R 1J8 Canada

Tel: 250.370.8699 | Fax: 250.370.8750

[viha.ca](http://www.viha.ca)

We would be happy to provide the Board with any additional background information with regards to the patient care model in order to support an informed discussion about this important. Thank you again for your invitation. We look forward to continued discussions in the future about health and health care in this community.

Sincerely,



Dawn Nedzelski  
Chief Nursing Officer  
Island Health



Elin Bjarnason  
Executive Director,  
Tertiary & Regional Emergency,  
Inpatient & Ambulatory Care  
Island Health



# Vancouver Island Regional Library

Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: www.virl.bc.ca

September 17, 2014

Chair Joe Stanhope  
Nanaimo Regional District  
6300 Hammond Bay Rd  
Nanaimo, BC V9T 6N2

RDN CAO'S OFFICE			
CAO	<input checked="" type="checkbox"/>	GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
SEP 22 2014			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR	<input checked="" type="checkbox"/>		

Dear Chair Stanhope and Directors,

## Re: 2015 – 2019 Adopted Financial Plan

On behalf of the Board of Trustees of Vancouver Island Regional Library, please find enclosed information regarding the recently adopted **2015 – 2019 Financial Plan**. This information can also be found on the VIRL website: [www.virl.bc.ca/about-us/reports-and-plans](http://www.virl.bc.ca/about-us/reports-and-plans). As dictated by provincial legislation, we have adopted a balanced budget for 2015. The Financial Plan and supporting information (which includes an "At a Glance" sheet and informative video) provides you with the necessary details to address questions that may arise in your community.

The Vancouver Island Regional Library Board has adopted a balanced operating budget of \$23,570,802. Municipal and rural levies will contribute \$19,653,784 to the library budget, an average increase of 5.22% or a per capita increase of \$2.36. The weighted vote for the budget was 98% in favour of the budget.

The focus of the 2015 budget is to move towards financial sustainability in an effort to balance the needs and aspirations of the present, while allocating resources to achieve the Board's mission and vision, without compromising the ability to meet the needs of our communities in the future. The 2015 budget supports the Board's Strategic Plan, continues to resolve long-standing issues and facilitate principles within the Consolidated Facilities Master Plan, and provides orderly development of funding as previously approved by the Board.

It is our goal to balance the pressures of maintaining existing services and evolving business to meet the expectations of our communities with available funding and resources to undertake and manage operations and system requirements. The Board's commitment to financial sustainability and quality service delivery for our Regional Library participants is underscored in the **2015-2019 Financial Plan**.

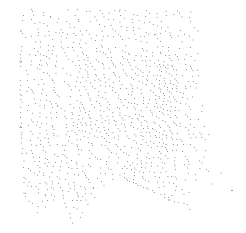
Sincerely,

Bruce Jolliffe  
Chair, Vancouver Island Regional Library Board of Trustees

Cc: Howard Houle, VIRL Trustee, Nanaimo Regional District

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula 18oke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



# 2015 BUDGET

## 2015 BUDGET: "MOVING TOWARDS SUSTAINABILITY"

- The Budget is firmly grounded in the deliverables designated by the Board and follows the direction provided by and supported by the Board's 5-year strategic plan;
- With 39 branches and a large geographic service area, the Board has adopted a forward thinking Facilities Master Plan that addresses deferred maintenance issues, Health and Safety issues and community needs;
- The approved 10 year Facilities Master Plan policy prevents volatility and spikes in member levies from year to year while meeting the needs of the communities it serves;
- The 2015 Budget continues its policy of closing the funding gap for infrastructure maintenance and moving VIRL in the direction of sustainable operations while ensuring commitment to affordability and level of service expected by users of the library;
- The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership, ensuring value for the tax dollar spent. This year's and future years' budgets will continue to build on core values and business practices and with consensus and cooperation, move the Strategic Plan forward.

## ABOUT THE BOARD OF TRUSTEES

- Governs the library system in accordance with BC's Library Act, and is made up of appointed representatives from 28 member municipalities and 10 regional districts;
- An autonomous board guides and supports the operation of all public library services in VIRL's service area. In addition to governance, two primary functions are lobbying and advocacy to ensure that resources are available to fulfill the Mission, Vision and Values of Vancouver Island Regional Library.

## ABOUT VANCOUVER ISLAND REGIONAL LIBRARY

- Serves over 428,000 people in 39 branch libraries, a virtual branch, and a books-by-mail service;
- The fourth largest library system in British Columbia circulating over one-million items including books, magazines, CD's and DVD's and employing over 370 people;
- With a cooperative spirit, VIRL participates in the provincial interlibrary loan program which creates extraordinary value for money spent.

# 2015 BUDGET

AT A GLANCE: LEVY INCREASES

NET OPERATIONS

2.53%

NEW BUDGET REQUESTS

0.44%

FACILITIES MASTER PLAN

2.25%

TOTAL AVERAGE INCREASE

5.22%



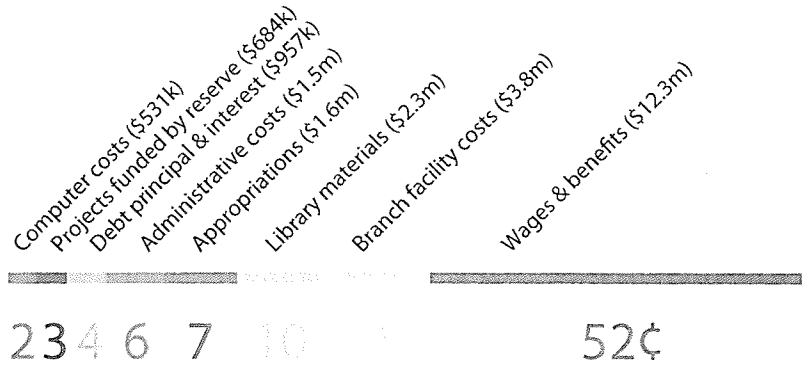
# BUDGET BREAKDOWN

## 2015 BUDGET

- 1 AVERAGE PER CAPITA CHANGE
- 2 HOW YOUR \$1 IS SPENT
- 3 CHANGES AT A GLANCE

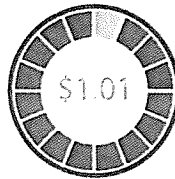
1 AVERAGE PER CAPITA CHANGE  
**\$2.36**

## 2 HOW YOUR \$1 IS SPENT



## 3 CHANGES AT A GLANCE

2.25% FACILITIES MASTER PLAN

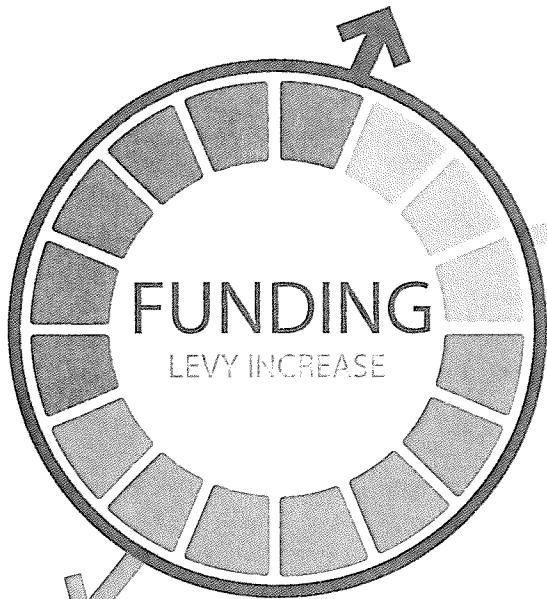


MASTER FACILITIES PLAN: PROGRESS

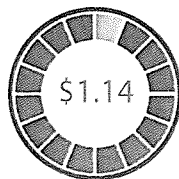


TOTAL VISITORS TO BRANCHES IN 2014

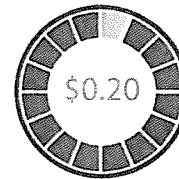
1.3 million



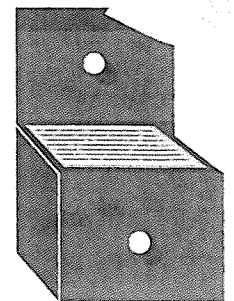
2.53% NET OPERATIONS



## 0.44% NEW BUDGET REQUESTS



- \$0.06 Port Clements improved hours
- \$0.06 Strategic planning consultant
- \$0.05 Read down your fines
- \$0.01 Mobile media kits
- \$0.01 Collective agreement bargaining
- \$0.01 Remote site safety inspections







**VANCOUVER ISLAND  
REGIONAL LIBRARY**

## News Release

### Library Board Adopts Balanced 2015 Operating Budget

**NANAIMO, September 13, 2014** – The Vancouver Island Regional Library Board of Trustees has adopted a balanced operating budget of \$23,570,802 for 2015.

Under the Library Act, public libraries are required to adopt a balanced budget for the following year prior to December 31.

Municipal and rural levies will contribute \$19,653,784 to the library budget, which represents an average increase of 5.22% or \$2.36 per capita. This includes facilities and maintenance, technology infrastructure and basic operational expenditures. The 2015 budget supports the Board's Strategic Plan, continues to resolve long-standing issues and facilitate principles within the Consolidated Facilities Master Plan, and provides orderly development of funding as previously approved by the Board.

In June of 2010, the Board approved a 10-year plan to deal with the more than \$2.4 million in deferred maintenance issues of VIRL's branch libraries. Now in year five, this year's budget balances the redevelopment and maintenance of branch facilities while continuing to provide funding for future developments in an effort to meet the unique needs of each community it serves.

"It is the Board's mandate to provide the public with services that meets community expectations while operating within a balanced budget. We believe that we've accomplished this," says Vancouver Island Regional Library Board Chair, Bruce Jolliffe.

The remainder of the budgeted revenues come from overdue fines and other fees, investment income, government grants, and transfers from reserves.

"It is our goal to balance the pressures of maintaining existing services and evolving business to meet the expectations of our communities with available funding and resources to undertake and manage operations and system requirements. The Board's commitment to financial sustainability and quality service delivery for our Regional Library participants is underscored in the 2015-2019 Financial Plan," comments Adrian Maas, Director of Finance, Vancouver Island Regional Library.

Vancouver Island Regional Library (VIRL) is the fourth largest library system in British Columbia. Serving 430,000 people on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast, Vancouver Island Regional Library includes 39 branch libraries, a virtual branch, and a books-by-mail service. VIRL's holdings number one-million and include books, magazines, CD's and DVD's. Administrative offices are located in Nanaimo.

- 30 -

For more information contact:

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RDN REPORT	
CAO APPROVAL	
W/P	
COW	
OCT 03 2014	
RHD	
BOARD	

**MEMORANDUM**

**TO:** Board of Directors **DATE:** September 26, 2014

**FROM:** Paul Thorkelsson  
Chief Administrative Officer

**SUBJECT:** 2014 Service Area Work Plan Project Update

**PURPOSE:**

To provide the Board of Directors with an update to the 2014 Service Area Work Plan projects.

**BACKGROUND:**

On an annual basis the General Managers and Department Directors of the RDN oversee the preparation of a list of Department/Service Area projects for the upcoming year. These projects are developed based on the direction obtained through the Board’s Five Year Financial Plan, the Strategic Plan, long term program plans (such as the Transit Business Plan, Regional Growth Management Plan, Liquid Waste Management Plan and the Solid Waste Management Plan), anticipated departmental activities and specific Board direction that occurs throughout the year.

The Work Plans for the respective Departments are presented for the Board’s information on an annual basis in January. This is the second update provided to the Board this year following the initial presentation in January, and covers the period of January to September, 2014.

Staff and the Directors of the RDN have a strong interest in managing the workload in the various Departments to best assure the planned work for the year is completed in a timely manner or is supplanted by other priorities in an organized manner. In addition, Staff have received comments from the Board suggesting that more regular periodic reporting on the Annual Work Plans would be beneficial in understanding the work load of the respective Departments or Service Areas, as well as the status of planned projects, how additional projects brought forward during the year are included in the Work Plans, and how reprioritization of projects can be tracked.

To this end, the attachments to this report are provided here to specifically overview the status to date of the 2014 annual Work Plan projects and provides a simple graphical notation allowing Directors, the Community and Staff to easily see which projects are proceeding according to schedule, which projects are delayed and projects that have been rescheduled. The overview also provides a brief update/explanation of the project status. In addition, new work brought forward as a result of Board direction during the year has been added and highlighted within the tracking document and the respective Service Areas/Departments.

The attachments to this report provide the Board with the status and information for projects that have been concluded, as well as an update of progress on projects that continue to be worked on.

**ALTERNATIVES:**

This report is presented to the Board for information only.

**FINANCIAL IMPLICATIONS:**

Each of the individual work plan projects and activities is funded through the service area budgets that are established annually through the RDN's Budgets and the Board's Five Year Financial Planning process. As such there are no additional financial implications at this time.

**STRATEGIC PLAN IMPLICATIONS:**

The projects included within the Annual Work Plan are developed based on the direction obtained through the Board's Five Year Financial Plan, Strategic Plan, long term program plans, anticipated departmental activities and specific Board direction that occurs throughout the year. The Annual Work Plan is aimed at achieving the priorities established by the Board's Strategic Plan and/or providing progress towards those established long term goals. In addition to supporting the work plan projects established by the Board, the reporting framework presented and established here also works towards supporting the overall Values (including Transparency and Accountability, Communication, Responsiveness and the Focus on Solutions) and Priorities (particularly in terms of Monitoring and Communication) established by the Board in the 2013-2015 Strategic Plan.

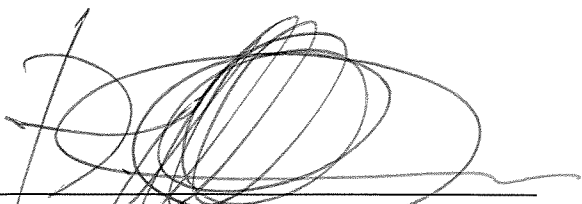
**SUMMARY:**

The reporting framework on the RDN Annual Work Plan projects presented in this report establishes an initial approach to periodic reporting to the Community on the status of the Annual Work Plan projects providing Directors, the Community, and Staff an easy understanding of how planned projects are proceeding according to schedule, which projects are delayed, and projects that have been rescheduled or supplanted by higher priority work. The overview also provides a brief update/explanation of the project status.

As suggested by the RDN Board this reporting process will benefit the Community, individual Directors and Staff in understanding the work load of the respective Departments or Service Areas, as well as how additional projects brought forward during the year are included in the Work Plans and how reprioritization of new projects is tracked.

**RECOMMENDATION:**

That the Board receive the progress report on the 2014 Service Area Work Plan Project Update for the reporting period of January to September, 2014, for information.

  
\_\_\_\_\_  
P. Thorkelsson, CAO

# CORPORATE SERVICES

## WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Operational Efficiency and Services Review	All Corporate Services areas to participate in the review	Dec	+	Ongoing. Staff and stakeholder meetings completed. Review results with community and Board feedback to determine recommendations.
<b>Administrative Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
SharePoint - Staff Training	Provide staff training in searching for files, consistency in file naming and moving files to SharePoint	Ongoing	+	Info provided to Senior Secretaries re file naming on regular basis.
SharePoint - Minutes	Complete scanning of minutes from meetings held prior to 1978	Ongoing	+	1967 – 1974 complete.
SharePoint - Bylaws	Add status to bylaws (active, repealed, etc.), ensure maps and schedules are attached	Ongoing	+	Status addition completed. GIS assisting with attaching maps. Schedules are attached.
Agreements Database	Ensure tracking of agreements & establish new filing system	Ongoing	+	On hold pending best practices for Sharepoint.
RDN Website Maintenance	Enhance calendar and meeting search ability; update bylaw database	Ongoing	+	Trinex is working on meeting search; Bylaws – future page of key bylaws. Working to ensure active bylaws are consolidated if appropriate and are on website.
Policies - Board	Review existing Board policies to ensure relevant and up to date	Ongoing	+	Low priority for 2014.
Bylaw Amendments	Amend bylaws as required to reflect new job titles and responsibilities (FOIPP and Records Mgmt Bylaws)	Ongoing	+	FOI Bylaw No. 1695 adopted April 22, 2014.

Local Government Elections	Conduct Local Government Elections for the RDN Electoral Areas, School Districts 68 & 69, and Islands Trust, and implement mail-in ballot voting procedures	Nov		CEO/DCEO appointments May 27, 2014 Board. Elections bylaw adopted July 22, 2014. Voters List received July.
Quickscribe Webinar - Council Views (JH)	Set up webinar training at a Managers Meeting.	2014	+	To investigate.
Marine Rescue funding Res#14-095	AAP or referendum	Dec <b>New</b>	+	Proceed with referendum. Bylaw received three readings, question and synopsis approved July 22, 2014.
Restructure Study Res#14-091	Admin Support	2015 <b>New</b>	+	May not begin until 2015.
Regional Growth Mgmt Service Establishment Bylaw No. 1553 Res#14-161	Amend to change EA B to participate at 50%	Dec <b>New</b>	+	Will be completed prior to 2015 budget.
Remuneration Committee Res#14-247	Coordinate process and provide committee recommendations to the Board	June August <b>New</b>	-	Committee established April 22, 2014; May 27 Board added consideration of child care and other expenses. Committee recommendations to August Board.
Nanoose Bay Peninsula Water Service Borrowing	Referendum	December <b>New</b>	+	Bylaw received three readings, question and synopsis approved – July 22, 2014.

<b>Public Consultation</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
RDN Website updates	Assist departments to complete content upgrades	Ongoing	+	Assisting Finance (Utility Billing), Planning (Agriculture)
Communications	<ul style="list-style-type: none"> <li>Continue use of social media in communications</li> <li>Ongoing production of Regional Perspectives and Electoral Area Newsletters</li> <li>Assistance with specific dept communications</li> </ul>	Ongoing	+	Pilot project done with Recreation re use of Instagram (Golden Shoe Contest) EA Newsletters – Spring edition to be delivered May 19-23 Many projects, i.e. Skateboard Park opening, new coordinators group established.

<i>Human Resources</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Policies	Review existing HR policies on a priority basis to ensure relevant and up to date	Ongoing	+	Job Evaluation and Orientation Policies with Union for comment.
Human Resources Database	Investigate Vadim HR module for suitability and proceed with implementation if determined to be best option	Dec	+	Have determined that Vadim will not meet the needs of HR. Looking at other options.
Collective Bargaining	Continue negotiations with CUPE 401 to finalize a new Collective Agreement	Mar May June Oct	+	Next bargaining dates are April 28 & 30. Next bargaining dates are June 16 & 17. Proceeding to mediation October 30, 2014.
Occupational Health and Safety	<ul style="list-style-type: none"> <li>Continue improvement to the RDN's programs and training, using the Gap Analysis conducted in 2013 as a basis for determining areas of focus</li> <li>Schedule training sessions on how to address workplace conflict and unwanted behaviours effectively with Arete Safety and Protection Inc.</li> </ul>	Ongoing	+	Received Gap Analysis April 2014. Provided to departments and Joint Health and Safety Committee.  Two Arete sessions were held April 3, 2014. The next two sessions are scheduled for September 26, 2014.
Job Evaluation	Implement revised Job Evaluation Policy and Plan	June	+	Waiting for response from CUPE. Meeting September 25, 2014 with Union.
Benefits	Consolidate coverage under PBC to achieve cost savings	July <b>New</b>	✓	COW recommendation going to May 27, 2014 Board. Transferred coverage effective July 1, 2014.
Grievances	Proceeding to mediation on two grievances	Sept <b>New</b>	+	Date set September 29, 2014.

<b>Information Services/GIS</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Boardroom / Committee Room A/V systems	Implementation of new Audio/Visual systems	Sept	Project cancelled	Project cancelled at March Committee of the Whole meeting.
Disaster recovery failover - Oceanside Place	Live data replication and relocation of failover / servers to Oceanside Place computer room	Oct	+	Upgraded power needed for both IT project and new charging station completed in July. A/C unit being installed.
Business Continuity / Risk Assessment	Investigate options for out of area alternate processing site or corporate data records storage	Dec	+	Cost may be high. Upgrade to band width may be necessary. Mike will discuss with others at MISA.
SharePoint / Records Management	Records Management system framework development & departmental file systems migrations	Nov 2015	X	Project moved to 2015 Work Plan due to the other priorities this year in Administrative Services (Election).
Digital conversion of paper permit files	Integration / import into Cityview property system	Dec	+	RFP to be issued in September 2014.
Microfiche conversion and retrieval system	Development of SharePoint based retrieval system for Microfiche, RFP for scanning of microfiche, phased import of scanned fiche images	Dec	+	RFP to be issued in September 2014.
Cityview mobile devices for Inspectors	Field deployment of wireless devices for live Cityview integration for inspections	Oct	+	Going ahead – working on logistics phone/tablet/camera. Working with Cityview.
Geoware Server and Operating systems migration	New servers to be implemented and migration from Linux O/S to Windows Server O/S	Sept Nov	-	
Asset Management	Provide technical support / advice	Ongoing	+	
Cityview mobile devices for Inspectors	Cityview / mapping interaction development	Oct	+	GIS component of above. Looking at Cityview mobile and options for static map on android tablets for Bylaw Enforcement.
Ortho Photo	RFP, data collection, processing and web map publishing of District Ortho Photo	Dec	+	Purchase order issued April 10, 2014. Photo capture complete. Processing to be completed Fall 2014.

GPS data collection	GPS collection and map processing for Utilities water meters and valves, and Parks trails	July Ongoing	+	Parks and GIS staff have agreed on symbology standardization, now working together on website and brochure maps.
ArcGIS Server 10.2 and web map	Implement 10.2 version upgrade from 10.0	Sept	✓	Done.
Election Assistance	IT - voting machine support GIS – voters list preparation, voting places maps	Nov <b>New</b>	+	Initial meeting – Jacquie, Joan and Mike held May 13, 2014. Voters lists received – July. IT/GIS work completed – August.



## FINANCE SERVICES

### WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
/	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All Finance Service areas to participate in the review, including Fire Services	Dec	+	Meetings being held with finance staff and with fire departments for Fire Services.
<b>Financial Reporting</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Budgeting software	Implement capital module of new budget software program	Jan - Oct	+	Module is being used for 2015 budgeting, reports and some functionality still being completed.
Financial Plan	Complete consolidation of 2014 – 2018 financial plan and provide analysis to Board as required for approval	Mar	✓	All requisitions transferred to the Surveyor of Taxes and the Municipalities.
Financial statement consolidation/reporting tools	Complete assessment of Caseware reporting tool and implement as needed	May 2015	X	Pending FMW capital installation and completion of 2015-2019 Financial Plan.
Annual Report	Meet all statutory reporting deadlines	June	✓	All deadlines for reporting were met and received clean audit opinion for RHD & NRHD.
Public Sector Accounting Board standards	Complete inventory of RDN properties for new contaminated sites liability accounting standard and implement new government transfers standard	Dec	+	Underway.
Asset Management Strategy RFP	Complete RFP process with Committee and provide support to proponent as needed	Oct/Nov	+	Working with committee/consultants Opus to complete reports and generate recommendations. To come to Board October.

Gas Tax Transfer Program and other grant programs	Provide analysis for grant requests, complete grant claims and provide annual reporting to UBCM and their auditors as required	Ongoing	+	New UBCM agreement completed in August, and new template for sub-agreement with NFPs etc. completed September. Information provided to KPMG for UBCM audit in August/September as requested.
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<b>Accounting Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Web based payroll time recording	Expand implementation of existing products currently in use so that all departments within the RDN have web based payroll time reporting	Dec	+	Upgrade to Vadim Open software is underway and is awaiting some software releases from Vadim.
Electronic upload of Solid Waste scale transactions	Implement Geoware - Vadim interface	2015	-	
Electronic vendor payments	Implement electronic vendor payments	Oct	+	Software issues resolved and set up of bank account info underway.
Digital storage of vendor invoices	Review options and costs and implement as needed	2015	-	
General Banking	Review service and arrange extension to current agreement if approved, or issue RFP	Feb	✓	Board approval to extend to March 2019.

<b>Finance - Other</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Departmental support	Provide financial analysis, ad hoc reporting and accounting support to departments as needed	Ongoing	+	
Property and Liability Insurance	Commence review of options and RFP process for provision of insurance services	Dec	+	Contract extended one year. RFP to be issued in Fall 2014.
Nanaimo River Firehall	Review options with neighbourhood	2015	-	Requires follow up with Electoral Area C Director to discuss future options for presentation to neighbourhood.
Dashwood Fire Department – building project	Complete next stage of requirements, analysis and design	2015	-	Working with RCU Project Manager as needed. Couple of smaller projects for fuel tank at Meadowood and an agreement for water tank storage at Arrowsmith Golf Course to be completed first.

Bow Horn Bay Fire Department	Complete Crown Land Grant application for Spider Lake site	Dec	+	Crown Land Lease application submitted, waiting for province to respond.
Nanoose and Coombs Hilliers Fire Departments	Work with departments to complete pumper truck RFP process	Dec	+	Received info from FD's in September, working with Darren Marshall to complete RFPs.
Central Island Emergency 911	The partnership to review 911 primary answering service point options for service; prepare revised CAL bylaw for Board approval	2015		Working with Cowichan Valley RD and City of Nanaimo to complete RCMP contract for existing service being finalized and City of Nanaimo staff are preparing cost estimates related to revised Call Answer Levy Bylaw.
Central Island Emergency 911 and North Island 911	Review impacts of revised RCMP funding agreements on RDN service and budgets	Dec	✓	
Fire Services General	<ul style="list-style-type: none"> <li>Complete draft Regulatory Bylaw</li> <li>Review volunteer firefighter training standard recommendations and applicability to RDN services</li> </ul>	Mar Dec		Pending follow up with fire departments as part of the operational and efficiency review process.
		2015		Pending operational and efficiency review process.

**2014 NEW PROJECTS AND ACTIVITIES:**

Mudge Island Citizens Society Fire Fighting Assistance	Board follow up - staff to investigate the feasibility of a fire fighting agreement for Mudge Island waterfront properties with City of Nanaimo and Nanaimo Port Authority	2015 <b>new</b>		Have contacted the City of Nanaimo Fire Chief and he will discuss with City Management and the Nanaimo Port Authority.
North Cedar Improvement District water reservoir	Board follow up - correspondence from NCID for RDN to cost share in construction of reservoir. Develop agreement with NCID for transfer of CWF dollars for EA 'A'.	Nov <b>new</b>	+	Requires discussion with Electoral Area A Director to confirm related land purchase requirements and impacts of revised construction estimates on process.

San Pareil Water (Fire) Improvements	Provide notification to area residents for option to pay share of capital costs as lump sum and invoice/track accordingly. Revise service area bylaw to exclude pre-payers from taxation	Sept 2014 <b>new</b>	+	Notices sent; prepaid resident's list completed; invoices issued with payment due by Oct 31.
French Creek Bulk Water DCC Bylaw Revision	DCC Bylaw is no longer applicable and is not being collected. Formal DCC process needs to be completed for Provincial approval	2015 <b>new</b>	-	Revised DCC submission and discussions with Province are underway.
Nanoose Bay Fire Service ongoing correspondence with resident	Resident of the area disputes amounts budgeted for the service and has provided multiple requests for information/comments on service costs	2015 <b>new</b>	+	Last correspondence was June. Resident is waiting for outcome of O&E review.
Bowser Seniors Housing Society	Prepare sub-lease for Society for land under Crown Lease to RDN and assist with any grant proposals	May 2014 <b>new</b>	+	Strategic & Community Development staff are working with this group regarding zoning/development. RDN holds Crown Lease for the land for now and a sub-lease is required which Finance will administer. Group also wishes to pursue any grant possibilities.
Canada Revenue Agency GST/HST Audit on 2012, 2013, 2014 transactions	Notified in July for audit to be completed at end of August	Aug <b>new</b>	✓	No significant issues, awaiting final correspondence from CRA.
French Creek Fire Service agreement with Town of Qualicum Beach	Agreement extension is required with costs updated	Dec <b>new</b>	+	
Nanaimo Search & Rescue Sublease	RDN lease extension with City of Nanaimo is complete, need to complete extension of sub-lease	Nov <b>new</b>	+	Have had discussions with Nanaimo S&R to confirm continuation of lease.

2015 – 2019 Financial Plan	Prepare 2015 preliminary budget in conjunction with other departments	Dec <b>new</b>	+	Work underway to revise capital plans, provide preliminary estimates for 2014 results, set up new services, consolidate budget, prepare Board reports.
Bow Horn Bay Fire Dept / Qualicum Bay Horne Lake Waterworks District Fire Hydrant Maintenance Agreement	Update agreement to transfer reservoir not used by QBHL Waterworks to BHB Fire Dept	2015 <b>new</b>	+	Have had preliminary discussions with BHB Fire Dept and Waterworks staff only. Will need some assessments of site and cost in order to add to agreement and ensure covered under RDN insurance.

# RECREATION SERVICES

## WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Recreation and Parks Service Area will participate in the review	TBD 2015		Interviews and survey completed. Development of document in progress.
<b>All Parks Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Parks and Trails Guidelines	Completion of Parks and Trails Guidelines	Jan	✓	Approved by Board Jan 28/14.
Parks Operations Building	Secure site, building and yard for Parks Planning and Operations staff and equipment	June Sept Dec	-	Site secured and approved by Board. Finalizing lease. Move date to Dec. Building under construction.
Website Upgrades	Assess web pages and continue to create pages to provide timely information to residents	ongoing	+	
Parks Maintenance	Continue with park and infrastructure inspections and maintenance programs	ongoing	+	
Parks Services	Continue to respond to committees, RDN Board, industry, innovation and community direction in the area of parks services	ongoing	+	
GIS and Mapping	Continue to work with GIS staff to map trails and facilities and update the RDN mapping system	ongoing	+	

Donation Program	Complete the Parks Donation Policy	Nov Jan	-	Delayed by staffing issues.
Invasive Plant Program	Continue to work with the Coastal Invasive Plant Committee to inventory and create invasive removal plans	ongoing	+	
Gator Purchase	Work with Transit on purchase	June	✓	Completed.
Asset Management	Work with consultants on review of asset management program	July <b>New</b>	+	Underway.
First Nations identification on signs	Work with First Nations to determine how to proceed for both Regional and Community Park Signage	2015 <b>New</b>	+	
Parks Symposium	Work with CRD and CVRD on the Regional Parks Workshop at the BCRPA 2015 Conference	2015 <b>New</b>	+	

<b>Community Parks &amp; Trails Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Community Parks and Trails Strategy (Northern EAs)	Completion of strategy for EAs E, F, G and H	Jan	✓	Approved by Board Jan 28/14.
Community Parks and Trails Developer Information Package	Implement Community Parks and Trails Developer Information Package per Community Parks and Trails Strategy	Nov	+	Underway.
Community Park Maintenance Plans	Development and implementation of maintenance plans and schedules	Dec	+	
Community Park signage	Increase signage in developed parks	Dec	+	
Contract Management	Renew and manage contracts for park's maintenance	ongoing	+	New mowing contracts issued.



Cedar Skateboard and Bike Park (EA A)	• Completion of project	Jan	✓	Park opened Feb 1/14.
	• Organize the official opening		✓	Opening event held on May 24/14.
Morden Colliery Trail Bridge (EA A)	Design and costing for tender of multiuse bridge over Nanaimo River	Sept	+	Herold Engineering retained Mar 11/14 to perform work. Report on bridge options to be advanced to RPTSC and EA A PRC for comment in October.
Beach access and undeveloped road Right-of-Ways (EA A)	Work with committee to create plan for development	May Sept	-	Commission working on Plan. Committee will work on throughout year.
Nelson Road boat launch (EA A)	Repairs to edge of ramp	July Oct	+	Work expected to begin mid Sept.
Huxley Community Park Plan (EA B)	Completion of park development plan	Apr July Jan	-	Topographics Landscape Architecture retained and work is underway. Draft concepts presented to POSAC March 4. Draft concepts being refined. Draft plan will be presented to POSAC in Nov.
Village roadside path (EA B)	Design and costing for tender of multiuse path	July Dec	-	Topographics Landscape Architecture retained and work underway. Final drawings and costing being prepared.
Village roadside path (EA B)	Trail Construction	2015 <b>New</b>	+	
Skateboard Park Site (EA B)	Locate site for future skateboard park	2015 <b>New</b>	+	Firehall site considered but unable to use. EA 'B' POSAC to discuss alternate sites. Original date based on obtain permission at the fire hall. Search for a new site will take much longer.
Mudge Island beach access development – Phase II (EA B)	Survey and develop sites as outlined in plan (see Board resolution)	Sept Nov	+	Davidson Bay site design underway and will be completed by October. Work to begin by November.
Whalebone Community Park clean-up & reclaim entrances (EA B)	Develop a plan to survey and clear entrances, and clean and improve existing park sites. Carry out first phase	Oct	+	
Rollo McClay Community Park water reservoir upgrades (EA B)	Complete berm and seed	Apr	✓	Complete.
707 Community Park gate (EA B)	Create agreement with landowner and install gate	June	✓	Complete.



Honeysuckle Trail (EA B)	Work with GALT & MOTI on trail permit & development	Oct	+	Complete.
Decourcy Drive Stairs – MOTI (EA B)	Submit a permit to MOTI to construct stairs		✓	Timing of project to be determined by POSAC through the five-year project plan.
Decourcy Drive Park (EA B)	Create a trail and lookout in parkland	TBD <b>New</b>	+	Waiting for documents from the Province.
Joyce Lockwood Lease renewal	Renew Existing lease	May <b>New</b>	+	Met with school district. LOU agreement under development. Building Assessment Study commissioned and completed Sept.
Extension School (EA C)	Facilitate Licenses of Use Agreement between SD68 and Extension Recreation Commission	Nov <b>New</b>	+	Bridge is completed. Trail design is underway.
Extension Miners Community Park bridge and trail (EA C)	Complete design and install bridge and trail	July Dec	-	Meeting with neighbours taken place and meeting with MOTI held in June. Challenges to developing continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI.
Jingle Pot roadside path (EA C EW/PV)	Design and Costing for Tender of multi-use path and/or expanded roadside	July 2015	-	Survey complete.
Andres Dorrit community consultation (EA C EW/PV)	Complete the community survey; compile and assess results	Jan	✓	Report prepared for the June POSAC meeting and decision is to remove house. Staff are reviewing options for removal for the October POSAC meeting.
Andres Dorrit Community Park Phase I – house studies, other studies or design work (EA C EW/PV)	Complete studies and designs as determined through the community consultation process	Nov	+	Draft plan was presented to POSAC and changes are being incorporated into the plan.
Blueback Community Park development (EA E)	Complete planning process and develop Phase I	Dec	+	Final elements are being installed.
Meadowood Way Community Park development (EA F)	Complete design, tender and install	July Sept	-	Costing underway for next phase of development
Arrowsmith Community Trail (ACT) next phase (EA F)	Plan and develop next phase of trails	Nov	+	

Errington Park upgrades (EA F)	Work with community to upgrade park for the 100 year anniversary	Nov	+	Meeting held with Errington War Memorial Society members to review upgrades to the park.
Errington Community Park (EA F) operator agreement	Complete the agreement with the Errington Hall Society	Apr Dec	-	Delayed due to staff resource issues.
Land agreements ACT trails (EA F)	Complete agreements with private land owners	Feb Oct	-	Work delayed due to staff resource issues.
Meadowood Portable	Report on acquiring and placement of portable in vicinity of park	<b>New</b>	+	Initial discussion with SD 69 taken place on securing and moving a portable to site.
Malcolm Park signage plan (EA F)	Create a signage plan and install	Sept	+	Staff assessing trail head access and signs for trails are being ordered.
Columbia Beach well capping (EA G)	Locate, map, and seal/cap three (estimated) water wells at Columbia Drive Community Park	Sept Nov	-	
Little Qualicum Hall upgrades (EA G)	Develop multiyear plan for hall repairs and proceed on priority items	Dec	+	Staff investigating funding options.
Wembley Road roadside path (EA G)	Design and costing for tender of multi-use path and/or expanded roadside	Oct	+	Discussions and site visit with MOTI held in June. Challenges to developing a continuous separated path were identified. Staff to revisit options for separated roadside paths in EAs with MOTI.
Oceanside Cycling Coalition (EA G)	Attend meetings with local community groups for Active Transportation	ongoing	+	
Henry Morgan Community Park Phase II (EA H)	Install swings and portapotty	July Oct	-	Swings have been received and will be installed in Fall.
Essary Trail development (EA H)	Work with volunteers to complete the trail	May	✓	Volunteers cleared trail. Signs installed.
Agreement Lighthouse Community Park (EA H)	Complete agreement for park management with the Lions Club	Apr Dec	-	Delayed due to staff resource issues.
Oakdowne Community Park signs (EA H)	Install signs as per plan	Mar June Oct	-	Sign plan done. Signs ordered. Signs are being installed
Shoreline Drive stairs (EA H)	Install new stairs	Apr July	✓	Complete.

Water access planning (EA H)	Work with POSAC to prioritize & implement first phase	Sept	+	
Lighthouse Centre Capital Upgrades and Maintenance Funding	Complete a funding agreement with the Lighthouse Community Centre Board	Oct <b>New</b>	+	Capital Plan received from the Lighthouse Community Centre Board. Drafting contract. Funding approved by RDN Board.

<i><b>Regional Parks &amp; Trails Services</b></i>	<i><b>action</b></i>	<i><b>due date</b></i>	<i><b>progress</b></i>	<i><b>comment</b></i>
Brochure	Complete the design; print and distribute copies	Feb	✓	Complete.
Park Warden Program	Continue to work with volunteers	ongoing	+	
Caretaker Agreements	Monitor and work with caretakers in Moorecroft and Coats Marsh Regional Parks	ongoing	+	
Operator Agreements	Monitor and work with operators in Horne Lake and Descanso Bay Regional Parks	ongoing	+	
Partnerships	Continue to liaise with partners on park maintenance, development and other issues at NRRP, MBRP, LQRECA, ERRP, CMRP and MRP	ongoing	+	
Regional Park signage	Install signs and kiosks as per budget plan	Sept	+	Underway.
Goose control	Continue to monitor and review progress of the Guardians of the Estuary	Sept	+	
Management Plan renewals	Create a plan and strategy to review and update plans	Oct	+	
E&N Rail Trail (Coombs to Parksville to French Creek)	Design, including preliminary studies, survey and public consultation	Jan 2015	+	RFP issued and Koers Engineering selected. Work is underway.
E&N Rail Trail (Parksville to Coombs)	Tender and construction of trail	Summer 2015	-	

E&N Rail Trail (Parksville to French Creek)	Tender and construction of trail	Summer 2016	+	
Morden Colliery Regional Trail Lease	Work with Province to upgrade and renew the lease	Sept Dec	-	Discussions held with Province. Trail needs to be surveyed and costs being determined. Waiting for response from the Province.
Morden Colliery Regional Trail bridges	Repair and upgrade Thatcher Creek bridges	May Aug	✓	Complete.
Lighthouse Country Regional Trail Staging Area	Completion of staging area at Lighthouse Community Park entrance	Sept	+	
Lighthouse interpretive signs	Produce and install signs	Apr Oct	-	Signs ordered and will be delivered mid-June. Install in Sept.
Benson Creek Falls Mgmt. Plan	Complete management plan	Jan	✓	Plan adopted by Board Jan 28/14.
Benson Creek Falls Regional Park	<ul style="list-style-type: none"> <li>Geotechnical study for placement of stairs to Ammonite Falls</li> </ul>	May July Jan 2015	-	Delayed waiting for decision from province on early lease renewal. RFP under development.
	<ul style="list-style-type: none"> <li>Design and install stairs to Ammonite Falls</li> </ul>	June-2015	-	Due to change in capital budget, design will be done in 2014 and build/install will be done in 2015.
	<ul style="list-style-type: none"> <li>Design &amp; install parking upgrades at Jamison Road</li> </ul>	Apr June	✓	Work completed September.
Benson Creek Falls access	Work with woodlot manager and province on the trail selection and agreement	Nov	+	
Benson Creek Falls licence	Work with province to explore early renewal	June Oct	-	Discussions have taken place with the Province. Province has verbally agreed to renew for 30 years. Staff waiting on official paperwork.
Descanso Regional Park upgrades	Campsite and road improvements	May Oct	-	Underway. Off season work now underway.
Englishman River Regional Park trail development	Trail upgrades and installation of directional signage	Oct	-	
Horne Lake Boat Launch Upgrades	Repair and upgrade boat launch	May Oct	-	Delayed due to budget review and adoption. Further delay due to the high level of the lake.

Horne Lake generator	Replacement of generator	Apr	✓	Complete.
Horne Lake Regional Park facility upgrades	Upgrade and relocation of campsites per concept plan	Dec	+	Underway.
Fairwinds Regional Parks Management Plan	Development of Management Plan	June 2015	+	Planning commenced Sept. Urban Systems retained.
Little Qualicum River Regional Park Bridge	Determine legal process for dissolving easement over bridge and taking over management of bridge for pedestrian access to other side of river.	Dec <b>New</b>	+	Met with lawyer and awaiting direction on legal process and associated implications of taking over the bridge.
Little Qualicum River Estuary	Continue to work with partners on invasive plant removal and upgrades to the fish channel	ongoing	+	
Moorecroft Regional Park - trail upgrades	Update and improve accessibility to sections of trail system	July	✓	Complete.
Moorecroft Regional Park - facility upgrades	Boat house roof replacement and Kennedy Hall upgrades	Oct	+	Completed Boat House Roof. Assessment underway for Kennedy Hall upgrades.
Moorecroft Regional Park - dog issues	Work with bylaw to create a strategy for dog management	May Aug	-	Delayed due to staff resource issues. Staff have met with Bylaw regarding patrols by animal control officers and staff ability to issue warning tickets.
Mount Benson covenant	Work with NALT to complete the covenant	June Sept Nov	-	Delayed due to staff resource issues.
Nanaimo River Regional Park - facility upgrades	Upgrade stairs to river	Nov	X	Not proceeding due to environmental constraints
Nanaimo River Regional Park - invasive species	Removal of invasive species at park	Nov	+	
Morden Colliery Mine tippie	Funding to society for engineering report for the tipples restoration	April	✓	\$15,000 approved in 2014 budget.
Regional Park Zoning	Work with Planning Department to rezone parks.	2015 <b>New</b>	+	

Top Bridge Trail Upgrades	Work with City of Parksville to Upgrade facilities	TBD <b>New</b>	+	Meeting to be held to determine timeline.
TransCanada Trail	License renewal with Island Timberlands	July <b>New</b>	✓	
TransCanada Trail	Realign portion of trail for improved accessibility for equestrians	July <b>New</b>	-	Agreement in place with Island Timberlands. Waiting for approval from Province for realignment of section through crown land.

<i>Recreation Services</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
2007 Recreation Services Master Plan	Review and compare applicable recommendations that may have an impact on 2014	June	✓	Applicable projects include Youth Services Plan, SD69 Partnerships and Park Programming.
Fees and Charges	Complete annual revenue of fees and charges related to recreation services and create bylaw	May July	✓	Fees & Charges bylaw approval (NRS,OP,RAC).
Asset Management	Participate in RDN Asset Management working group	quarterly	+	Phase I completed. Phase II commencing.
Membership Pass Program	Expand existing Active Living Card to include options for corporations and organizations	April June	✓	Membership program approved by Board.
Website	Review Recreation Services presence on RDN website	June	+	Ongoing, will have to develop a phased approach to changes that may occur prior to O & E Review being complete.
Safety	Staff re-familiarization on safety plan manuals and emergency preparedness	Oct	+	Part of O & E Review. Underway.
Sport Tourism	Aid in the implementation of the joint communities plan to promote sport tourism as per the 2011 Advanced Sport Tourism Workshop	ongoing	+	See comments under Oceanside Place – Sport Tourism.
School District 69 Facilities	Keep apprised of SD#69 school closure process and if directed by Board meet formally on opportunities.	Ongoing <b>New</b>	+	Meeting with SD69 on community use of French Creek Elementary, Parksville Elementary (former), and Qualicum Beach Elementary (former).



School District 68 Facilities	Keep apprised of SD#68 school closure process and if directed by Board meet formally on opportunities.	Ongoing <b>New</b>	+	Meeting with SD 68 regarding community space at Cedar Elementary & Extension School.
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<b>Ravensong Aquatic Centre</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Facility Maintenance - Capital	Implement and complete maintenance capital plans	Sept	✓	Completed for both OP and RAC by Fall 2014.
Facility and Equipment Maintenance	Continue with facility and equipment preventative maintenance schedules and programs	quarterly	+	
Aquatic Services	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of aquatic services	ongoing	+	O & E Review recommendations considered for implementation.
Pool Audit	Lifesaving Society to review pool protocols/procedures	Nov	+	Contract with BC/Yukon Lifesaving Society to complete audit still to occur but audit will be completed before year end.
Mechanical Systems Optimization Review	Verification review of upgraded mechanical systems to ensure operating at optimal levels	Dec	+	Engineer review underway to ensure maximization of solar panels and system for current operations and future expansion.
Business Plan Metrics	Continue to focus on revenue generating opportunities, new programming and partnerships	ongoing	+	
	Monitor and adjust facility hours to maximize facility usage. Take full advantage of multiple booking usage	ongoing	+	
	Maintain and work to enhance marketing strategies to increase participation rates (e.g. MS Society, VIHA, schools, businesses, community events)	ongoing	+	

Recreation Facilities Sustainability Strategy	Continue to coordinate with Energy and Sustainability to develop and implement a comprehensive energy management strategy for RDN recreation facilities	quarterly	+	Potential projects consider; Cedar Heritage Centre, D69 Arena (curling club), RAC Mechanical Systems, OP electrical upgrade, electric ice resurfacers (Zamboni). Recreation Services reviewing options with Mgr. of Energy and Sustainability.
Ravensong Aquatic Centre Land Lease	Work with Town of Qualicum Beach on renewal of the land lease occupied by Ravensong Aquatic Centre	October	-	Waiting for reply from Town of Qualicum Beach on renewal of lease.

<b>Oceanside Place</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Sport Tourism	Maintain and increase if possible sport tourism initiatives related dry and ice use. Continue to encourage and promote nine sport tourism related events of Oceanside Place	Ongoing	+	Vancouver Island Skate International, hockey tournaments (adult, minor), Generals hockey camp, female hockey camp, National Women's U18 Hockey Championship.
Arena Services	Participate in VISTC bid for the 2015 or 2016 National Women's U18 Hockey Championship	Jan/TBA	+	Bid submitted to host the 2016 Women's National U18 Hockey Championships. Waiting for awarding of tournament.
Business Plan Metrics	Continue to respond to D69 Commission, RDN Board, industry, innovation and community direction in the area of arena services	ongoing	+	Anticipated specific recommendations may come from O & E Review.
Facility Maintenance - Capital	Continue to focus on cost reduction and revenue generating opportunities in programs and services	ongoing	+	Roller derby, great garage sale, health humongous feasibility, lacrosse tournament, 2014 BC Summer Games lacrosse
	Increase the number of dry floor activities & events during the shoulder season (increase the utilization of dry floor use to 20% or 1,264 hours of use)	ongoing	+	
	Implement and complete maintenance capital plans	Nov	+	Ongoing and scheduled to be completed for both OP & RAC by Fall 2014.



Facility and Equipment Maintenance	Continue facility and equipment preventative maintenance schedules and programs	quarterly	+	
Facility Services	Continue to update and develop facility signage	Sept	✓	Second of three phases to be completed.
District 69 Arena (Parksville Curling Club)	Work with Club on options to reduce/remove the tax assessment. Provide to RDN Board staff report related to resolution #14-264.	July	✓	Report received by Board.
District 69 Arena (Parksville Curling Club)	Facility Assessment Study of Parksville Curling Club.	<b>New</b> Nov	+	Assessment report commissioned.

<b>Recreation Program Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Facility Maintenance – Cedar Heritage Centre	Implement and complete capital maintenance projects as required and work with CSCES on management of building.	ongoing	+	
Contract Services	Continue to monitor and work with other recreation service providers currently under contract (CSCES, ACRA and GRS).	Ongoing GRS Oct.	+	Currently working with GRS to renew recreation services agreement. Current agreement expires in December 2014.
Business Plan Metrics	Continue to respond to D69/EA 'A' Commissions, RDN Board, industry, innovation and community direction in the area of recreation services.	ongoing	+	
	Ongoing assessment of program evaluation to ensure program offerings are relevant, accessible and needed within District 69 - match relevant program services to the needs and wants of the community (school enrollment, demographics, Recreation/RDN Master Plans)		+	

	Promoting benefits of programs & events that align with Active Aging, Canadian Physical Activity, Sport 4 Life guidelines, RDN Employee Wellness Program.			+	
Youth Recreation Strategic Plan	<ul style="list-style-type: none"> <li>Year 4 implementation of recommendations from 5 year Youth Strategic Plan (2011-2015).</li> <li>Implementation of Youth Art program.</li> </ul>	ongoing		+	
Ballenas Track Resurfacing and Multiplex	Work with SD69 and OTF on Board per Resolution # 14-260-264	Oct		+	<p>1. That School District 69 and representatives from the Oceanside Track and Field Club be approached for formal support in working with the RDN in the design of a rubberized 3 lane 400 metre, 6 lane 100 metre sprint zone track surface that would replace the existing track surface at Ballenas Secondary School.</p> <p>2. That the cost of the design be funded from the Northern Community Recreation Service Reserve Fund.</p> <p>3. That the Regional District, School District #69, and Oceanside Track and Field Club prepare a Maintenance and Capital Plan Agreement for the proposed rubberized track surface at Ballenas Secondary School.</p> <p>4. That the design work be used in the pursuit of any future grant funding that may be available to install a rubberized track surface at Ballenas Secondary School.</p>
Field and Facility use and development	Complete meetings with Parksville, Qualicum Beach & SD69 on possible usage fees on sport fields / courts	March Feb 2015		-	SD69 Staff busy with school closures and labour dispute. Admin change at Town of Qualicum Beach (CAO).

# REGIONAL AND COMMUNITY UTILITIES

## WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Community and Utilities Service Area will participate in the review	Dec	+	<ul style="list-style-type: none"> <li>Ongoing.</li> <li>Staff interviews complete.</li> <li>Stakeholder interviews in progress.</li> </ul>
<b>Wastewater Services</b>	<b><i>action</i></b>	<b><i>due date</i></b>	<b><i>progress</i></b>	<b><i>comment</i></b>
GNPCC Outfall – Land Section	Outfall replacement for land section - construction project	Dec	✓	<ul style="list-style-type: none"> <li>Complete</li> </ul>
GNPCC – Marine Section	Outfall replacement for marine section - construction project and detail design marine section	2015	+	<ul style="list-style-type: none"> <li>Engineering awarded to Opus Dayton Knight - in progress</li> </ul>
GNPCC Secondary Treatment	Secondary upgrade preliminary design – RFP process	Nov	+	<ul style="list-style-type: none"> <li>RFQ and RFP in development;</li> <li>Schedule subject to results of RFP</li> </ul>
GNPCC Digester Cleaning	Empty contents Digester 2 , inspection & maintenance	June	✓	Complete
Wastewater Facilities	Study to review resource recovery opportunities at RDN wastewater facilities	Dec	+	Planned for Fall 2014
Departure Bay Pump Station	Pump and electrical upgrade - construction project	June 2015	-	Equipment delivery lead time – 16 weeks
FCPCC Trickling Filter upgrades	Roof, piping & concrete repairs – construction project	Dec 2015	-	<ul style="list-style-type: none"> <li>Engineering evaluation indicates more extensive repairs required</li> </ul>
FCPCC Decontamination Building	Construction project	Spring 2015	-	<ul style="list-style-type: none"> <li>preparing design-build spec to manage scope and costs.</li> </ul>

Chase River Pump Station	Bypass return line - construction project	Oct	+	• In progress.
Sewer Use Bylaw No. 1225	Review and update source control bylaw	Summer 2015	+	Consultation and consensus with the 4 municipalities and bylaw amendment
FCPCC Effluent Pumping Capacity	Increase flow capacity of outfall – construction project	remove	X	Project deferred 2-5 years. Process changes to wet well levels have allowed this project to be deferred.
GNPCC and FCPCC DCC Bylaw	DCC Bylaw review and update	Aug 2015	-	Deferred to 2015, resources allocated to higher priority sewer servicing project.
Rural Village Sewer Servicing Project	Area H sewer servicing detailed design and Cedar Village servicing strategy	2015	+	Scoping underway.
Septic Smart Program	Provide support to septic system owners via workshops, open houses and newsletters	ongoing	+	Septic system maintenance incentive program implemented.
Liquid Waste Management Plan	Submit draft LWMP to Ministry of the Environment	Feb	✓	Complete.
Liquid Waste management Plan	Implement LWMP actions related to the various program commitments	ongoing	+	Implementation underway. Environment Minister approval pending.
SFN/CON/RDN agreement to accept sewage from IR#4	Negotiate agreement with SFN and CoN	Dec	+	Negotiations progressing with SFN and CoN
Nanoose Bay DCC/CC review	Submit report and bylaw amendment	2015	+	Schedule pending LWMP approval by Environment Minister.
GNPCC Interceptor Rights of Way	Updates of SROWs	Ongoing	+	In progress.
Pump and Haul bylaw review	Bylaw review and recommendations	2015	+	In progress, initial priority on Gabriola Island.
Asset Management Plan	Assess asset conditions. Participate in development of RDN asset management plan.	Dec	+	Completed assessment and inventory of asset conditions. RDN planning underway.

<b>Water and Utility Services</b>						
<b>Water:</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>		
NBPWSA DCC Bylaw	Finalize Development Cost Charge Bylaw	Mar Nov	-	Completing consultation process on draft bylaw.		
NBPWSA Capital Charge Bylaw	Finalize the Capital Charges Bylaw	Mar Nov	-	Target report out to Board in October		
NBPWSA Madrona PS Upgrade	Upgrade Logic Controller	Apr Sept	+	Rescheduled (contract electrician availability)		
NBPWSA Madrona #8 Well	Redevelopment	May Oct	+	Rescheduled to Fall 2014 to balance resources/priorities		
NBPWSA Beachcomber Reservoir	Reservoir Demolition	Apr Oct	+	Rescheduled to Fall 2014 to balance resources/priorities		
NBPWSA West Bay Pumphouse	Electrical/Controller Upgrades	Apr Oct	+	Rescheduled to Fall 2014 to balance resources/priorities		
NBPWSA Arbutus Park Pump Station Upgrade	Design and install pump station upgrades	Nov 2021	X	Project deferred to 2021 as per results of ERWS demand studies.		
NBPWSA Gary Oak PRV and water main upgrades	Design and install pressure reducing valve station and watermain upsizing along Spruce Lane	Nov	+	Underway		
NBPWSA Wall Beach & Ashcraft Road Watermain Upgrade	Replace watermains, valves and associated works	Nov 2015	-	Funding requires referendum approval in November. Installation in 2015.		
NBPWSA Borrowing Bylaw	Establish Borrowing Bylaw for future Capital – Petition or Referendum for borrowing authority	Nov	+	In progress for November referendum.		
San Pareil WSA Infrastructure Upgrade	Construct reservoir & pump station facilities	Apr July	✓	Complete.		
San Pareil WSA Treatment Review	Develop additional water treatment options	Nov	+	In progress.		

Whiskey Creek Treatment Review	Develop additional water treatment options	Nov	+	In progress.
Englishman River WSA Back Up	Install power back-up generator connection	Mar Oct	-	Rescheduled to Fall 2014.
Westurne Water System Review	Complete review and petition	Nov	+	In progress.
SFN/CoN/RDN agreement to accept sewage from IR#4	Negotiate agreement with SFN and CoN	Dec	+	Negotiations progressing with SFN and CON.
FCWSA water quality	Explore potential of water supply from TQB	Dec	+	Evaluation underway by RDN and QB staff.

<i>Drinking Water/ Watershed Protection:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Water Use Reporting Tool	Finalize regional pilot then introduce to partners	Mar	✓	Complete.
Volunteer well monitoring program	Establish volunteer wells in the region as per Water Balance data gap analysis	Mar Ongoing	+	Ongoing.
Watershed Water Balance Study	Address data gap recommendations	May Ongoing	+	In progress.
Rebate Programs	Continue rainwater cistern & rural water quality rebates	ongoing	+	Ongoing.
Rural Water Quality Outreach Program	Program development and delivery	Sept	+	Underway.
Team WaterSmart Program	Continue program delivery in region	ongoing	+	Ongoing.
Integrated Watershed Management (IWM)	Develop IWM model and implementation plan	Nov	+	In progress.

<i>Sanitary / Storm Sewer:</i>	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Sanitary sewer maintenance	Develop RFP for camera and flushing activities	Mar	+	RFP complete. Work will be carried out through Fall.
Breakwater Pump Station upgrades	Upgrade electrical controls	June	+	In progress.
Surfside Pump Station upgrades	Replace duty pump	June	+	In progress.
Hawthorne Rise Sanitary Sewer Main extension	Finalize engineering and tender the project	Apr	✓	Complete.
Stormwater Service Area Fairwinds	Develop service area and standards	Nov	+	In progress, working with MOTI.

# STRATEGIC AND COMMUNITY DEVELOPMENT

## WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind Schedule / due date changed
X	Significantly delayed or reprioritized

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
Operational Efficiency and Services Review	All departments within the Strategic and Community Development Service Area will participate in the review	Dec	+	<ul style="list-style-type: none"> <li>• Ongoing.</li> <li>• Staff interviews completed.</li> </ul>

	<i>action</i>	<i>due date</i>	<i>progress</i>	<i>comment</i>
<b>Building Inspection</b>				
Mobile Inspection Devices	Eliminate hand-written inspection reports through the use of mobile field devices	July Nov/Dec		Working with vendor on software configuration & implementation scheduling; device & app was field tested in late May; Staff training on devices & software scheduled; expect to have it implemented in Nov/Dec 2014.
Document Storage/Archiving	Research and examine systems for digital storage and retrieval of historical records	Sept Nov		Working with Information Services Department to develop standards for an RFP to be released in the fall.
Public Awareness	<ul style="list-style-type: none"> <li>• Maintain relationships with development community to improve knowledge of inspection services &amp; requirements</li> </ul>	ongoing	+	
	<ul style="list-style-type: none"> <li>• Continued operation of community offices in EAs B &amp; H</li> </ul>	ongoing	+	
	<ul style="list-style-type: none"> <li>• Educational material available to public at site offices, main office and on website</li> </ul>	ongoing	+	
Compliance	Maintain focus on compliance by resolving infractions through pro-active enforcement and public awareness	ongoing	+	



<b>Bylaw Enforcement</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Nanaimo Airport Transport Canada Agreement	Preparation of draft bylaw and report to Board	Feb 2015		Approval from Transport Canada on the agreement to regulate tree height on the flight path in and near the airport. The agreement is subject to completion of amendments to documents that staff are currently completing.
Response time	Continue timely response to public complaints with focus on compliance versus legal action	ongoing	+	Continued monitoring.
Public awareness	Increase public awareness of regulatory bylaws and online contact form through the development of printed material and website updates	ongoing	+	Ongoing review and updates to online material. Bylaw Services brochure being developed with completion in early 2015.
Inter-agency cooperation	Participation in inter-agency meetings with key organizations such as police, fire, ALC & municipalities to maintain working protocols and cooperation	ongoing	+	

<b>Emergency Planning</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Program Development	<ul style="list-style-type: none"> <li>Centralize volunteer management &amp; expand NEP program</li> <li>Focus on building volunteer base in EAs 'A' and 'C'</li> </ul>	ongoing	+	Contractor focused on expanding active NEP program.
Emergency Operations Centre / Response	<ul style="list-style-type: none"> <li>One table top exercise; amateur radio emergency communications drill; EOC notification drill, livestock evacuation training</li> </ul>	Sept 2014 2015		Table top exercise held April 25; communication drills in May; EOC notification drill completed in May; Livestock evacuation training to be scheduled in 2015.
Volunteer recruitment and retention	<ul style="list-style-type: none"> <li>Increase focus on recruitment and retention of ESS and NEP volunteers; establish new NEP groups and provide related training</li> </ul>	ongoing	+	Continuing workshops scheduled.

Wildland Urban Interface fire hazard abatement	<ul style="list-style-type: none"> <li>Provide outreach on FireSmart Communities – Risk Mitigation</li> </ul>	May-Oct	+	
Carcass Disposal	Conduct next phase of livestock carcass disposal study		x	Provincial grant funding not available, project will not proceed.
Recovery Plan	Continue development of the Recovery Plan to include the Canadian Red Cross Services	Ongoing	+	Recovery plan draft completed and operational guidelines being developed for completion in 2015.
Cooperative agreements/partnerships	<ul style="list-style-type: none"> <li>Complete agreement with Canadian Red Cross Society to secure Recovery Services</li> </ul>	Jan	✓	Agreement approved by Board and signed by parties.
District 69 Emergency resources agreement	<ul style="list-style-type: none"> <li>Consider continuation of Parksville/Qualicum Beach operating agreement to share Oceanside ESS and emergency communications</li> </ul>	ongoing	+	Contractor hired as approved by all parties. Ongoing monitoring of program in 2014 with report back to Board in 2015 on effectiveness.

<b>Long Range Planning</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Regional Growth Strategy implementation	<ul style="list-style-type: none"> <li>Produce Annual Report on RGS implementation</li> </ul>	Feb	✓	Complete.
	<ul style="list-style-type: none"> <li>Initiate target setting for achieving RGS goals</li> </ul>	Feb	✓	Initiated in February.
	<ul style="list-style-type: none"> <li>Develop RGS monitoring and reporting program</li> </ul>	Dec	+	Workshop held with professionals; workshop report produced; Board approve draft set of indicators; public consultation underway.
	<ul style="list-style-type: none"> <li>Review RGS to ensure support for agriculture, affordable housing and renewable energy</li> </ul>	Oct	+	Underway - part of AAP Implementation.
	<ul style="list-style-type: none"> <li>Initiate RGS Master Implementation Agreement</li> </ul>	Sept 2015	-	March 2014 completion date changed.
	<ul style="list-style-type: none"> <li>Initiate development of Corporate Implementation Strategy</li> </ul>	Sept	+	To be initiated in the Fall.

	<ul style="list-style-type: none"> <li>Education and awareness activities</li> </ul>	ongoing	+	Two presentations made so far this year.
	<ul style="list-style-type: none"> <li>Complete Commercial Land Supply &amp; Demand Study</li> </ul>	Nov	-	RFP to be issued in early 2015.
	<ul style="list-style-type: none"> <li>Coordinate Intergovernmental Advisory Committee meetings</li> </ul>	As needed	+	None needed or anticipated this year.
Climate and Energy Action Plan	Provide assistance and advice	2014	+	Work with Energy and Sustainability on a regular basis.
Affordable Housing	<ul style="list-style-type: none"> <li>Implement community engagement program for secondary suites policy</li> </ul>	Feb	+	Brochure produced; will be meeting with real estate and construction organizations later this year.
	<ul style="list-style-type: none"> <li>Continue implementation of Housing Action Plan</li> </ul>	ongoing	+	Continue to work with housing providers to provide assistance.
	<ul style="list-style-type: none"> <li>Update web resource pages on affordable housing</li> </ul>	ongoing	+	Updated in February.
Capacity Building for Homelessness	Staff involvement to allocate funds to homelessness projects	ongoing	+	Four projects to date in 2014; one more request expected.
Nanaimo Airport Land Use Planning Process	<ul style="list-style-type: none"> <li>Provide support for Nanaimo Airport Land Use Planning Process</li> </ul>	ongoing	+	Meetings with Nanaimo Airport Commission have taken place.
	<ul style="list-style-type: none"> <li>Continue Phase 2 of the Airport Planning Exercise</li> </ul>	Feb	+	Meetings with Nanaimo Airport Commission re MOU have taken place. A draft MOU is being revised.
	<ul style="list-style-type: none"> <li>Continue Phase 3 – Master Development Plan and OCP / zoning amendments</li> </ul>	2015	+	To follow completion of Phase 2.
Ministry of Agriculture seaweed harvesting licence	Respond to public inquiries and licencing process to MOA	Ongoing (2014-2015) <b>New</b>		Response to permit issuance by Province. Impact to work/activity in Long Range Planning significantly affected in direct response to application submissions and public enquiries.

<b>Community Planning</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Cedar Main Street Plan	Implement Cedar Main Street Plan		+	No active projects.
Electoral Area 'A' OCP Implementation	<ul style="list-style-type: none"> <li>Complete zoning bylaw amendments</li> <li>Review of Yellowpoint Aquifer DPA</li> </ul>	Dec Mar	+	No active projects. Bylaw amendments adopted in June.
Agricultural Area Plan Implementation	Initiate implementation of Agricultural Area Plan	Jan	✓	<ul style="list-style-type: none"> <li>5-year action plan adopted by Board.</li> <li>Drafting terms of reference for bylaw/policy review.</li> <li>Education with Outreach underway.</li> </ul>
Official Community Plans	Initiate amendments to zoning and OCPs to address agriculture, affordable housing and renewable energy	Sept	+	Part of bylaw review initiated in March.

<b>Current Planning</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Board ALC Comment Policy review	Complete review of Board policy re comments to the ALC and provide options for Board consideration	Mar.	✓	AAC and Director comments on ALR applications approved by the Board February 2014.
Housing Action Plan	Assist with implementation of secondary suites bylaw amendments and supporting policy	Apr	✓	Secondary suites bylaws adopted by the Board May 27, 2014.
Delegation of Authority Bylaw review	Review of Bylaw No. 1166 in consideration of potential amendments to improve business efficiency	May Nov		Review underway. To be considered in concert with recommendations on opportunities to improve efficiency coming out of the Operational & Efficiency Review.
Rural Area Signage	Report on a proposed consultative process with the intent of identifying rural signage concerns and reducing any impediments to effective signage	Sept Nov		Process to be informed by community identification signage pilot project underway in Nanoose and EA 'H' sign dialogue with community members and MOTI currently taking place.

Communication tower siting protocol	Review RDN's role in communication tower siting and provide options for Board consideration	Sept Nov		Review underway to include implications of February 2014 changes to Industry Canada's tower siting policy. Staff met with City of Nanaimo (CON) staff in April to discuss coordinating development of RDN and CON communication tower siting policy.
Nanaimo Airport Land Use Planning Process	Assist Long Range Planning in the Airport planning process	July	+	Discussions underway with NAC.
Development Permit Area Exemption review	Assist in review of DPA exemptions in consideration of potential amendments to improve business efficiency	Aug	+	Review underway and likely to be informed by the outcome of the Operational & Efficiency review.
Regional Park zoning	Complete zoning bylaw amendments for Reg. Parks	Sept 2015	-	Parks zones in draft. Background work taking place in 2014 between Parks/Planning staff. Bylaw introduction 2015.
Climate Change adaptation	Review RDN bylaws and policies with consideration to climate change adaptation	Sept	+	Review underway to be informed by Overcoming Barriers to Green Buildings project under Energy and Sustainability. Electoral Are Directors seminar held in August. PIMs scheduled for September.
Zoning Bylaw No. 500 review	Review Bylaw No. 500 for housekeeping amendments and consistency with Board Strategic Plan	Oct	+	
Communication	Review and update website and other sources of business information to ensure accurate, accessible and understandable information	Nov ongoing	+	Date changed to "ongoing" to reflect that ensuring sources of information are accurate and effective is an ongoing process. BOV section created for RDN website. Home based business section to be updated in June.
Lakes District & Schooner Cove Plan implementation	Actions to support subdivision development within the LD & SC pending adoption of the ZA bylaws and PDA:	TBD	+	Met with developer in July and August to discuss anticipated development timeline and development approvals process going forward under the PDA. Follow-up meeting scheduled for Oct 2014.
	<ul style="list-style-type: none"> <li>Establish processes for review of development applications under PDA</li> </ul>		+	Underway. Anticipated to be in place concurrently with PDA approval.
	<ul style="list-style-type: none"> <li>Assist in establishment of an RDN stormwater service area</li> </ul>		+	Discussions underway with MOTI to establish respective roles with regard to stormwater management in LD & SC area. Met in March. Meeting scheduled for June. RUC is now taking the lead on this.

Sustainable Communities	Assist in review of RDN bylaws and policies to better accommodate renewable energy initiatives	ongoing	+	
Area Agriculture Plan Implementation	Support the AAC in implementation of the Agricultural Area Plan	ongoing	+	<ul style="list-style-type: none"> <li>• 3 year action plan approved by the Board November 2013.</li> <li>• Terms of reference for bylaw &amp; policy review in draft.</li> <li>• Education and outreach underway.</li> </ul>
Medical marihuana licencing process	Respond to public inquiries and licencing process to Health Canada	Ongoing <b>New</b>	+	Response to Notice of Intent by application. Impact to work/activity in Current Planning significantly affected in direct response to application submissions and public enquiries.

<b>Energy &amp; Sustainability</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Communication	<ul style="list-style-type: none"> <li>• Maintain outreach to staff on energy use, emissions and climate change</li> <li>• Continue public seminars on green buildings, renewable energy systems, emission reductions, and other sustainability topics</li> <li>• Distribute one regional newsletter focused on energy and sustainability topics</li> <li>• Continue development of Green Building Guidebook series</li> <li>• Coordinate a community symposium on Climate Science</li> <li>• Provide interdepartmental support, and coordinate investment in corporate energy efficiency initiatives through the Corporate Climate Action Fund</li> <li>• Revise and update the RDN Strategic Energy Management Plan</li> </ul>	ongoing Sept/Oct June/July Nov Oct ongoing Aug-Nov.	+	<p>Sustainability Coordinator participation in staff meetings, lunch and learn sessions, etc. No specific actions scheduled for 2014.</p> <p>Green Building Speaker series scheduled for the period of Sept. 16 – October 18.</p> <p>No newsletters planned for 2014.</p> <p>Will initiate guidebook after Green Building Bylaw Amendments project is complete. Guidebook for 2014 will reduce the Renewable Energy Guidebook into a series of smaller documents and brochures.</p> <p>Scheduled for October 18 at the Nanaimo convention centre. Partnering with the City of Nanaimo, PICS and the Climate Action Secretariat.</p> <p>\$15,000 released in June for an independent building assessment of the D69 Arena. Additional projects coming forward to September Sustainability Select Committee Meeting.</p> <p>Initial work underway. Will focus on SEMP more heavily beginning in November. Aligns better with budget planning for 2015 capital projects and with completion of the asset management project.</p>

	<ul style="list-style-type: none"> <li>Develop and implement regional emission reduction projects</li> </ul>	Dec	+	Preparing report for September SSC for recommendations/direction on project types.
	<ul style="list-style-type: none"> <li>Assist with the development of renewable energy projects within the region</li> </ul>	ongoing	+	Incorporated into green building incentives (Community) and strategic energy management plan. Currently working with Director Houle and the Gabriola Commons Society to consider a renewable energy project on Gabriola Island.
	<ul style="list-style-type: none"> <li>Assess vulnerability of RDN communities &amp; infra-structure to predicted impacts of climate change</li> </ul>	Sept	✓	Transferred to Wastewater services. Direction provided on RFP. No longer an Energy and Sustainability Project.
Sustainable Communities	<ul style="list-style-type: none"> <li>Review RDN bylaws and regulations and revise to better accommodate residential and utility scale renewable energy systems and green building practices</li> </ul>	ongoing	+	Underway. Bylaw Amendments proposed. Supported by EA directors at Seminar held Aug. 26. Public Information Meetings scheduled for September 16, 17 and 18.
	<ul style="list-style-type: none"> <li>Continue Green Building Incentive Program for Electoral Area and Lantzville</li> </ul>	ongoing	+	Program to be initiated April 1, 2014. Additional funds for woodstove exchange program supported in June. Application for additional funding to be completed in September.
	<ul style="list-style-type: none"> <li>Develop pilot integrated community identity and wayfinding signage program for Electoral Area 'E'</li> </ul>	May-July	+	Staff changes at MOTI, and conflicting program information have slowed progress. Reassessing signage in public right of way. Currently considering community signage on private lands.
	<ul style="list-style-type: none"> <li>Continue administration of the Northern Communities Economic Development Service</li> </ul>	ongoing	+	NCED Select Committee scheduled for October 16.
Monitoring and Reporting	<ul style="list-style-type: none"> <li>Monitor and report on corporate energy use and emissions</li> </ul>	quarterly	+	Initiating monthly tracking of all energy purchases. Quarterly reporting to SSC.
	<ul style="list-style-type: none"> <li>Continue support for interdepartmental reporting relating to Board Strategic Priorities, as well as other reporting requirements as requested</li> </ul>	ongoing	✓	<ul style="list-style-type: none"> <li>Final CARIP report submitted. Rebate amounting to \$112,558 received.</li> <li>Assisted Finance with annual financial report (Apr); Completed RDN Integrated Asset Management Strategy RFP.</li> <li>Prepare for Board Strategic Planning (Nov).</li> </ul>



# TRANSPORTATION AND SOLID WASTE SERVICES

## WORK PLAN PROJECTS AND ACTIVITIES

+	On track
✓	Complete
-	Behind schedule / due date changed
X	Significantly delayed or reprioritized

	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Operational Efficiency and Services Review	All departments within the Transportation and Solid Waste Service Area will participate in the review	Dec	+	Ongoing.
<b>Transportation Services</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
New Flyer CNG Project	Implement	Apr	✓	25 new CNG buses now operating throughout RDN Transit system- Project came in on budget.
Facilities shop CNG upgrade	Design and construct	May	✓	Project now complete and came in on budget.
CNG Compressor Station	Design and install	Mar	✓	Complete and on budget.
Transit Business Plan	Bring Transit future plan to Board for approval	Sept	✓	Board has approved Future Plan.
Work order inventory system	Design and install new system for Mechanics	Dec - 2015	-	Will work with BC Transit and other local governments to determine best route forward.
Google type trip planner	Design and implement	June - 2015	-	Working with BC Transit. (may involve GPS project and new BC Transit Scheduling software).
Update Operations Manual	Review and update the manual	Apr	✓	Complete.
Dispatcher Operations Manual	Design and implement the manual	June	✓	Complete.
Driver Routing Manual	Design and implement a manual	Dec - 2015	+	Project tied to new Scheduling software from BC Transit.

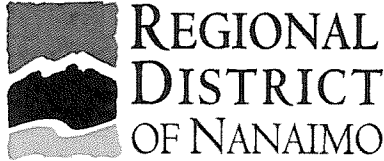


Prideaux Street Transit Exchange	Implement lighting upgrades	Feb - 2015	✓	
Downtown Transit Exchange	Preliminary design of a new Transit Exchange	Oct - 2014	✓	On track. Currently working with the City of Nanaimo and BC Transit to coordinate.
Woodgrove Transit Exchange	Preliminary design for upgrade and expansion	June - 2015	+	
HandyDART Fleet (Arboc)	Implement replacements	May - 2015	✓	
On-time performance monitoring	Design and implement new monitoring program	Dec - 2014	+	Currently testing new monitoring units.
GPS bus monitoring	Design and install	Dec - 2014	+	This project may involve Google planner project so will need to work closely with BC Transit on implementation.
Bus stop implementation plan	Prepare report for Board approval	Dec	✓	Report to Board was approved.
District 68 – Cedar – Ladysmith – VIU link options	Prepare report for Board approval	Nov - 2014	+	Will need to consult with School Board, VIU, Ladysmith, CVRD and BC Transit for preparation of options. Staff have contacted Ladysmith and will coordinate meeting with CVRD.
Greens Landing Wharf	Prepare a status report for Board	Timing depends on Fed. Gov.	+	Federal Public Works have indicated a desire to transfer responsibility of wharf to RDN which will require an agreement that is approved by the Board. First Nations consultation must be completed by Federal Government.
Emergency Wharf	Repair Wharf	October - 2014	+	Consultant preparing scope for RFP.
Bus Advertising Contract	Update advertising plan and implement with BC Transit	July - 2015	+	BC Transit will need to be consulted.
Taxi Saver program for Gabriola	Report on options for Board	Oct - 2014	-	Draft agreement complete now. Bylaw and final report need to be completed.
Raven Underground Coal Mine	Report to Board	Timing depends upon Prov. Govt.	+	Ongoing. Waiting for applicant information.

<b>Solid Waste Services</b>					
<b>Zero Waste Programs:</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>	
Solid Waste Management Plan	Review, update and amend	Dec - 2015	+		
SWMP Public Consultation Program	Develop and implement	Dec - 2015	+		
Commercial Food Waste Ban Expansion	Communicate, collaborate, enforce	Dec - 2015	+	Will be addressed during SWMP.	
North Nanaimo Yard Waste Drop-Off	Award cost recovery contract	March - 2015	+	Report has gone to Board; currently reviewing options.	
Construction/Demolition Waste Recycling Options	Undertake study; report to Board	March - 2015	+	Will be updated during SWMP.	
WSML License Application Process	Review and update process	Dec	+		
WSML License Compliance	Monthly, Quarterly inspections (12 sites)	ongoing	+	Inspections have been completed and follow-up investigations are planned for those that are not in compliance.	
Illegal Dumping Enforcement Program	Respond to public inquiries/complaints	ongoing	+		
Region-Wide Zero Waste Newsletters	Prepare and distribute two newsletters	Nov	+	One newsletter has been completed and a second will be completed by November.	
Review flow control	Study of issue	Oct - 2015	+	Will be addressed during SWMP.	

<b>Curbside Collection Program:</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Curbside Collection Bylaw	Update and amend Bylaw No. 1591	Mar	✓	
Multi-Material BC PPP Recycling Program	Implement and monitor service contract	ongoing	✓	Implementation began in May 2014 and we are now in the monitoring stage.
Amend curbside collection contract with BFI Canada	Revise and amend contract language and term to reflect changes to Provincial recycling program	July	✓	

<b>Disposal Facilities:</b>	<b>action</b>	<b>due date</b>	<b>progress</b>	<b>comment</b>
Bylaw 1531 – 2013 Tipping Fees	Review and amend	Nov	✓	
Cell One Nature Park Phase 1	Preliminary design	Oct - 2015	+	May be delayed due to new MOE criteria. Letter has been sent to MOE but no response to date.
Operations Building at Landfill	Detailed design for new operations building	Sept - 2015	+	Currently reviewing location options.
Maintenance Building at Landfill	Detailed design for new maintenance building	Sept - 2015	+	Currently reviewing location options.
North Berm	Detailed design for berm	Sept - 2015	+	Currently reviewing location options.
Underground Utilities (North Berm)	Detailed design, tender award and construction	Nov - 2014	+	Construction has started.
Tire and Equipment Wash Down Facility	Detailed Design and Construction of facility	Sept - 2015	+	Currently reviewing location options.
Procedures Manual	Prepare procedures manual for Solid Waste facilities	Sept - 2014	+	Ready to go to print.
Alternate Daily cover initiative	Prepare alternate cover procedure that will reduce operational costs	Oct - 2014	+	Staff currently being trained.
Alternate bird Control initiative	Prepare alternate procedures to reduce operational costs	Nov - 2014	+	



RDN REPORT	
CAO APPROVAL <del>###</del>	
EAP	
COW	✓
OCT 01 2014	
RHD	
BOARD	

**MEMORANDUM**

**TO:** Dean Banman  
Manager of Recreation Services

**DATE:** September 29, 2014

**FROM:** Hannah King  
Superintendent of Recreation Program Services

**FILE:**

**SUBJECT:** Gabriola Recreation Society Agreement Renewal 2015 - 2018

**PURPOSE**

To provide information and a recommendation regarding the renewal of the Recreation Services Agreement between the Regional District of Nanaimo and the Gabriola Recreation Society (GRS).

**BACKGROUND**

The current Recreation Services Agreement between the RDN and the Gabriola Recreation Society for the provision of recreation services is set to expire December 31, 2014. The Society oversees the planning and implementation of direct community recreation programming, coordinating programs for residents of all ages and interests. The majority of the program line up is offered on site at Gabriola Elementary, although other sites are utilized depending on suitability. The Society also manages the custodial contract within Rollo McClay Park and provides some onsite support in the management of Huxley Community Park.

The Regional District and the Gabriola Recreation Society have been working in partnership in the provision of recreation services since 2002. Based on the Society’s satisfactory service to date as per the terms of the Agreement, staff are seeking to renew the Agreement for another three year term (2015-2017) attached as Appendix ‘A’.

**ALTERNATIVES**

1. To approve the renewal of the Recreation Services Agreement with the Gabriola Recreation Society as presented in Appendix ‘A’.
2. To not approve renewal of the agreement and provide staff with alternative direction.

**FINANCIAL IMPLICATIONS**

A total of \$75,960 has been allocated within the 2015 preliminary budget to be transferred to the Gabriola Recreation Society for the purpose of providing recreation (\$72,600) and parks (\$3,360) services as outlined in the renewed Agreement . The \$72,600 amount is an increase of \$2,004 from what

is currently within the 5 year Financial Plan. As per the terms and conditions of the Agreement in year two (2016) the transfer amount will be the year one amount of \$75,960 plus CPI (Victoria). Year three (2017) payment will amount to the year two payment plus CPI.

**STRATEGIC PLAN IMPLICATIONS**

This Agreement demonstrates the Regional District’s commitment to fostering economic viability by way of ensuring the provision of recreation programs, grants in aid and park management for the community of Gabriola Island in a cost effective manner.

Service Agreements such as this, which include requirements for reporting and clearly outline expectations of service delivery, supports the Board’s priority to provide monitoring and communication.

The other goal achieved by way of this agreement is that of developing existing park spaces through management plans. The Gabriola Recreation Society has and will continue to serve as a conduit to the community as staff work towards the development of Huxley Park.

**SUMMARY**

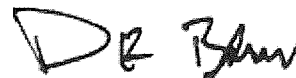
The Gabriola Recreation Society and the RDN have worked collaboratively for the past twelve years to provide recreation and park services. Staff and the GRS Executive are confident in the relationship and its future continued success. The current approved Financial Plan includes annual funding to be transferred to the Society.

**RECOMMENDATION**

That the Agreement attached as Appendix ‘A’ with the Gabriola Recreation Society be renewed for a three year term from January 1, 2015 through December 31, 2017.




\_\_\_\_\_  
Report Writer



\_\_\_\_\_  
Manager Concurrence



\_\_\_\_\_  
General Manager Concurrence



\_\_\_\_\_  
C.A.O. Concurrence

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_, 2014

BETWEEN:

REGIONAL DISTRICT OF NANAIMO  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2

OF THE FIRST PART

AND:

GABRIOLA RECREATION SOCIETY  
PO Box 355  
Gabriola, BC  
V0R 1X0

(Herein called the "Society")

OF THE SECOND PART

- A. WHEREAS the Regional District did, by Bylaw No. 1023 ("Bylaw 1023") and subsequent amendments, establish a service known as the Gabriola Island Recreation Local Service Area, within a portion of the Electoral Area 'B', and did within that Local Service Area authorize the Regional District to undertake and carry out or cause to be carried out and provide for recreation services in and for the Service Area;
- B. And WHEREAS the Society was incorporated on the February 14, 2002 and the objects of the Society are to provide recreation services;
- C. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services and the Board wishes to engage the Society to provide recreation and parks services as set out in this Agreement;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, terms and conditions to be hereinafter contained (the receipt and sufficiency of which is hereby acknowledged), the parties hereto covenant and agree each with the other as follows:

**INTERPRETATION**

In this Agreement the following terms have the following meanings:

**"Board"** means the Board of the Regional District of Nanaimo.

**"Lands"** means Rollo McClay Community Park and Huxley Community Park.

**"Recreation Services"** means the services set out in *Schedule 'A'* to this Agreement.

“**Parks Services**” means the services for both Rollo McClay Community Park and Huxley Community Park as set out in *Schedule ‘B’* to this Agreement.

“**Service Area**” means the Gabriola Island Recreation Local Services Area established under the Regional District’s Bylaw 1023.

“**Year End**” means the calendar year ending December 31<sup>st</sup>.

#### **TERM**

1. The term (the “Term”) of this Agreement is for a three (3) year Term and will commence on January 1, 2015 and end on December 31, 2017, unless otherwise terminated under this Agreement as provided herein. The Agreement may be renewed for further terms at the sole option of the Board.

#### **SERVICE AREA**

2. The Society will, under the terms hereof and subject to any applicable bylaw of the Regional District and any Federal or Provincial enactment, provide the Recreation and Parks Services in and for the Service Area.

#### **COST**

3. It is acknowledged, understood and agreed that the cost of providing for establishing and equipping the Society for the purpose of carrying out the Recreation and Parks Services within and for the Service Area shall be borne by the owners of land within the Service Area.

#### **RECREATION AND PARKS MANAGEMENT SERVICES**

4. The Society shall provide the Recreation and Parks Services attached as *Schedules ‘A’, ‘B’,* respectively, in accordance with the Society’s Constitution and Bylaws.

#### **FUNDING AND PAYMENT**

5.
  - a) In consideration of the Society providing the services outlined in *Schedules ‘A’ and ‘B’,* the Regional District will provide funds to support the Society as outlined herein.
  - b) In addition to the annual funding provided under this Agreement, the Regional District agrees to pay the annual fees associated with the preparation of the Society’s review engagement statement as described in Paragraph 9 The Society shall inform the Regional District , upon submission of the annual Recreation Services budget, of a quote for completing a review engagement statement.
  - c) A brief narrative summary reviewing the goals, objectives and the results achieved for the year for the Recreation Services; which would also include challenges encountered, Recreation Services program cancellations, and any other significant issues addressed.

6. The funding described herein is subject to the Regional District being satisfied in each year of the Term that the Society has performed in accordance with *Schedules 'A' and 'B'* and has satisfied all other terms of this agreement.
7. The Society shall annually by September 15 of each year provide the Regional District for the upcoming year of the Term:
  - a) a detailed proposed budget showing the revenues and expenditures projected for the Recreation Services;
  - b) a statement of the goals and objectives for the following year with respect to the Recreation Services being provided, including program content related specifically to the Recreation Services;
  - c) a brief written narrative highlighting any significant Recreation Services program changes, deletions, and/or additions in relation to specific line items in the budget;
  - d) any other significant issues that may pertain to the Recreation and Parks Services being provided.
8. On or before February 15 of each year of the Term, the Society shall provide the Regional District, an annual report regarding the Recreation and Parks Services. The annual report shall include at a minimum:
  - a) a preliminary summary of Recreation Services operating results showing revenues and expenditures to December 31<sup>st</sup> of the preceding year;
  - b) a summary of Recreation Services programs showing registration statistics and number of sessions held; and,
  - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year for the Recreation and Parks Services; which would also include challenges encountered, Recreation Services program cancellations, and any other significant issues addressed.
9. On or before March 31 of the year following the end of the Society's Year End, the Society will have prepared by a Certified General Accountant or Chartered Accountant qualified to practice publicly in British Columbia, a review engagement statement of its accounts containing particulars of assets and liabilities, and a statement of revenue and expenditures for the year which shall include the public funds provided under PAYMENTS in this Agreement. The statements shall be submitted to the Manager of Recreation Services.
10. The Regional District shall provide the following funding with the respect to this agreement:
  - a) FOR THE CALENDAR YEAR 2015

For the **Recreation Services**, two installments equal to the sum of \$72,000.00



- i. On or before January 10<sup>th</sup>, \$36,000.00
- ii. On or before July 1<sup>st</sup>, \$ 36,000.00

For **Parks Services** related to Rollo McClay Park as outlined in *Schedule 'B'*; two installments equal to the sum of \$3,315:

- i. On or before January 10<sup>th</sup>, \$1,580
- ii. On or before July 1<sup>st</sup>, \$1,735

**b) FOR THE CALENDAR YEARS 2016-2017**

- i. Funding for 2016 shall be \$72,714 and \$3,315 respectively for the Recreation Services and the Parks Services, each increased by the change in the Consumer Price Index for Vancouver Island (Victoria) as stated as November 30, 2015.
- ii. Funding for 2017 for each service shall be the amount calculated under 18 (b)(i) above and adjusted for the change in the Consumer Price Index for Vancouver Island (Victoria) as stated at November 30, 2016.
- iii. In each year, on or before January 10<sup>th</sup> – 50% of the funding for the year.
- iv. In each year, on or before July 1<sup>st</sup> – 50% of the funding for the year.

The Society shall administer the funds in accordance with the budget approved by the Regional District.

**SEPARATE FUNDS AND FINANCIAL STATEMENTS**

- 11. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the Regional District 's Director of Finance or their designate.
- 12. The public funds provided under PAYMENTS in this Agreement shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
- 13. The Society shall maintain a separate bank account for Regional District PAYMENTS as well as revenues from the Recreation Services and shall keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
- 14. The Regional District 's auditors may rely on the Society's review engagement report, but in any case may require and shall have access to the working papers of the Society's accountant for examination during the Year End audit of the Regional District .

15. The Society will prepare, in a form approved by the Regional District's Director of Finance a budget related to the Recreation and Parks Services being provided, which reflects its anticipated income and expenses for its next fiscal year as referenced in Section 10.
16. The Recreation Services budget shall contain details as to the funds anticipated to be required by the Society for the annual operation of its Recreation Services, both of a capital and operating nature for the purpose of operating, equipment and other facilities and chattels utilized by the Society for the purpose of providing and carrying out the Recreation Services.
17. The budget shall be presented to the Regional District's Director of Finance on or before September 15 of each year of the Term to prepare the Regional District's budget for the following calendar year. The Regional District will review the budget and may either approve the budget or return the budget for amendment by the Society, which will return the budget as amended to the Regional District for its approval on or before the day specified by the Director of Finance for the purpose of completing the Regional District's budget for the following calendar year.
18. Any accumulated surplus or deficit from the prior year as recorded in the Society's records must be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
19. A deficit incurred in a prior year may or may not be funded by the Regional District and is subject to the Regional District's approval of the Society's budget which forms part of the Regional District's overall financial plan for the relevant year.
20. The Society will not expend or contract for or otherwise commit the Society to any expenditure in any calendar year except one that has first been approved in a budget by the Regional District as above provided and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the Regional District, as provided in the budget adopted for that year by the Board. General program costs are an acceptable line item within the submitted budget.

#### **RIGHT OF AUDIT**

21. At any time, the Regional District may give to the Society written notice that it desires its representatives to examine the books of account of the Society, and the Society shall produce for examination to such representative within ten days after receipt of such notice, its books of account, and the said representative shall have a right of access to all records, documents, books, accounts and vouchers of the Society and shall be entitled to require from the Directors and Officers of the Society such information and explanations as, in his/her opinion, may be necessary to enable the staff to report to the Board on the financial position of the Society.

#### **OPERATION**

22. The Society will provide and carry out the Recreation and Parks Services without negligence and in accordance with standards comparable to those of similar services provided within the Regional District of Nanaimo, and in accordance with any operational guidelines as may be established from time to time by the Regional District in consultation with the Society.

23. The Regional District may consult the Society with respect to operational guidelines but shall retain the sole right to determine whether a guideline shall apply to the Society.

*Should the need arise the Society may seek permission to use the Portable for office and or programming space on an as needed basis with the agreement that all required insurance is in place.*

#### **CAPITAL ASSETS**

24. The parties to this Agreement acknowledge and agree that all the items, furniture, supplies and equipment, currently owned by the Regional District and all other items, furniture, supplies and equipment purchased by the Society with public funds, listed in *Schedule 'C'* to this Agreement, will remain the property of the Regional District free and clear of any claim by the Society and the Society shall not mortgage, charge, pledge, hypothecate or otherwise post such property as security for any purposes whatsoever. *Schedule 'C'* shall be updated for additions and replacements annually after the Year End and a certified copy shall be forwarded to the Regional District's Director of Finance. Subsequent amendments to *Schedule 'C'* shall automatically replace previous schedules and shall become a part of this Agreement.
25. During the Term of this Agreement, the Society, subject to the terms of this Agreement, shall have be responsible for, at all times, equipment listed in *Schedule 'C'* and all other items, furniture, supplies and equipment subsequently purchased out of funds obtained from the Regional District, for the purpose of providing the Recreation and Parks Services within the Service Area.

#### **MAINTENANCE**

26. The Society will, to the satisfaction of the Regional District, maintain, all items, furniture, supplies and equipment, and any chattels paid for out of funds obtained through the Regional District and provided by the Regional District to the Society for the purpose of providing the Recreation and Parks Services in a good working condition so that equipment is available at all times for the purpose of providing the Recreation and Parks Services.
27. The Society agrees to return Regional District owned equipment to the Regional District upon request.

#### **INSURANCE**

28. The Society shall provide a copy of each insurance certificate each year upon renewal to the Director of Finance of the Regional District.
29. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, Directors and Officers of the Society.
30. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance and declaring the Regional District as an additional named insured, against claims for personal injury, bodily injury, death or property damage arising out of the Recreation and Parks Services provided by the Society in an amount of

not less than three million (\$3,000,000) dollars per single occurrence or such amount as the Regional District may require from time to time. The Policy shall include a cross liability clause and a waiver of subrogation in favour of the Regional District. The Society shall provide a copy of each year's renewed policy to the Regional District's General Manager of Financial and Information Services.

31. In the event of any injury to person(s) on the premises and/or involved in the Recreation and Parks Services or, the Society shall forthwith notify the Regional District of such event. Failure to notify the Regional District within one week of knowledge of an injury or loss may result in the termination of this Agreement.

#### **INDEMNITY**

32. The Society shall indemnify and save harmless the Regional District from and against all actions, causes of action, claims, liabilities, damages, losses, costs, fees, fines, charges or expenses which the Regional District may incur, be threatened by or be required to pay by reason of or arising out of the provision of the Recreation and Parks Services by the Society, the Society's use of and occupation of the Portable or any facility where Recreation and Parks Services are provided, the breach by the Society of any term of this Agreement, or by the Society's contravention of any law, enactment or regulation of a federal, provincial or local government.

33. This indemnity shall survive the expiry or sooner termination of this Agreement.

#### **COMPLIANCE WITH LAWS**

34. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements under and authorized by the *Workers Compensation Act*.

35. The Society shall file a copy of its annual Society Act filing with the Regional District's Director of Finance.

#### **DIRECTORS**

36. At all times, while this Agreement is in force, a representative of the Regional District nominated by the Regional District shall be entitled to attend all meetings of the Board of Directors of the Society.

#### **REMEDIAL ACTION**

37. If the Society fails to do anything required of the Society under this Agreement, the Regional District may fulfill or complete such thing at the cost of the Society and may, if necessary, by its agents, Officers, employees or contractors enter onto the Lands to fulfill and complete all or part of such thing as the Regional District determines in its sole discretion. If the Society leaves any property, goods or chattels on the Lands or in the Portable after the expiry of the Term, the Regional District may remove them and dispose of them in its sole discretion, and may retain any proceeds of its disposition to cover all costs incurred as a result of the default of the Society to fulfill such thing.

38. The Society releases the Regional District , its elected officials, appointed Officers, employees and agents from and waives any claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability which the society may have against any or all of them in respect of an act of the Regional District under Section 48 except insofar as such claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability arises from the negligence of the Regional District , its elected officials and appointed Officers, employees, agents or contractors.

#### TERMINATION

39. The Regional District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the Regional District or any successor to the Regional District provide alternate Recreation and Parks Services, within the Service Area.
40. The Regional District may terminate this agreement immediately without notice to the Society or other party should:
- a. the Society, in the opinion of the Regional District , fail to perform any of the terms of its obligations or covenants of the Society hereunder and such failure shall continue beyond thirty (30) days from delivery by the Regional District to the Society of written notice specifying the failure and requiring remedy thereof;
  - b. should the Society fail to file its annual report or provide an annual audited financial statement;
  - c. the Society makes an assignment in bankruptcy or is declared bankrupt;
  - d. the Society ceases, for any reason, to be current in its obligations under the *Society Act* and fails to maintain the Society in good standing.
41. The Society may terminate this Agreement upon giving not less than ninety (90) days written notice to the Regional District of its intention to so terminate in the event of breach by the Regional District of a material term of this Agreement.

#### DISPUTE RESOLUTION

42. The parties agree that both during and after the performance of their responsibilities under this Agreement, each of them shall:
- a. make bona fide efforts to resolve any disputes arising between them by amicable negotiations; and
  - b. provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate those negotiations.

If the dispute cannot be settled within sixty (60) days the parties will refer the matter to the arbitration of a single arbitrator mutually agreed to by the parties. If the parties cannot agree on an

arbitrator, the dispute shall be referred to and finally resolved by arbitration pursuant to the *Commercial Arbitration Act* (B.C.). The cost of arbitration shall be borne equally by the parties.

## NOTICE

43. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:

- a) if delivered by hand or
- b) if mailed from any government postal outlet in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the REGIONAL DISTRICT :

Manager of Recreation Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2

if to the Society:

President  
Gabriola Recreation Society  
PO Box 355  
Gabriola, BC  
V0R 1X0

44. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed seventy-two (72) hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

## MISCELLANEOUS

45. Time is to be the essence of this Agreement.

46. The execution and delivery of this Agreement and the completion of the transactions contemplated by this Agreement, if any, have been duly and validly authorized by all necessary corporate action of the Society, and this Agreement constitutes a legal, valid and binding

obligation of the Society enforceable against the Society in accordance with its terms and the persons signing this Agreement on the Society's behalf are duly authorized to do so.

47. This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors and permitted assignees.
48. The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.
49. Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.
50. No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.
51. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

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

**For the REGIONAL DISTRICT OF NANAIMO**

\_\_\_\_\_  
Chairperson

(Seal)

\_\_\_\_\_  
Senior Manager of Corporate Administration

**For the GABRIOLA RECREATION SOCIETY**

\_\_\_\_\_  
Authorized Signatory

(Seal)

\_\_\_\_\_  
Authorized Signatory

## **SCHEDULE 'A'**

### **Recreation Services**

The Gabriola Recreation Society (GRS), as part of this agreement will provide the following Recreation Services:

1. Offer a wide variety of structured and unstructured recreation programs and/or special events, and other related recreation services deemed appropriate by the Board throughout the year in a variety of community venues in the Service Area, whether coordinated by volunteer or paid staff.
2. Provide a Grant program for the purpose of providing funds to assist local recreation organizations in providing a variety of recreation services to residents of Gabriola Island in addition to the services provided by the Society.
3. Maintain an accurate service evaluation program to include numbers of residents being served and a qualitative and quantitative evaluation of recreation programs and services being offered.



**SCHEDULE 'B'**  
**Parks Services**

**Rollo McClay Community Park:**

The Gabriola Recreation Society (GRS), as part of this agreement will provide the following Rollo McClay Community Park Services:

**GRS Responsibilities:**

1. GRS is responsible for all field scheduling. GRS will coordinate between all sports groups, recreation programmers and special events organizers in an attempt to meet the scheduling requirements of all users. GRS will consider the wear and tear on the field when scheduling and will provide for field recovery time between heavy use groups. GRS will close the field when it is too wet for use, after discussion with the Regional District and the mowing contractor, and will inform the user groups and post signage.
2. GRS will ensure that the Field House is clean and safe for the public. This will include regular janitorial work such as cleaning and stocking of the washrooms, cleaning of the coaches' room, cleaning and garbage pick-up around the building, and coordinating the emptying of garbage containers with the contractor. Any damage, vandalism or equipment failures will be reported to the Regional District immediately.
3. GRS will monitor the fence around the detention pond to ensure it is secure. Any damage, vandalism or major equipment failures will be reported to the Regional District immediately. GRS will work with the contractor when setting the irrigation timer to ensure that the field receives adequate water while giving consideration to the fact that the pond must remain at a level to serve the field throughout the season. The irrigation system and timer are the responsibility of the contractor and any proposed changes to the system need to be vetted through the Regional District and contractor. The contractor is responsible for cleaning the filter system. The drilled well is not to be used for irrigation at any time.
4. GRS will monitor the field maintenance and garbage collection contractors to ensure those services are delivered in a timely manner and that the services meet the standards set out by the Regional District in the contracts. Any issues related to these services that arise to be reported to the Regional District. Minor issues can be discussed directly with the contractor.
5. Coordination of Permits and Commercial events – GRS will provide information, permit applications and permit requirements to parties interested in holding special events. The GRS will liaise with and provide information to the Regional District and will forward the completed application and documentation.

### **Regional District of Nanaimo Responsibilities:**

The Regional District of Nanaimo will, as part of this agreement, carry out and be responsible for the duties listed below.

1. General Maintenance to Field House/Well Water System – The Regional District will undertake repairs to the Field House and Well Water System. This includes repairs/replacements of fixtures, doors, eaves troughs and any major structural damage. The Regional District will regularly test the concession water through the Vancouver Island Health Authority (VIHA).
2. General Pump House/Irrigation System – The Regional District will repair any damage or equipment failure to the pump, pond lining, the fence surrounding the pond and the pump house building.
3. Contracting of Field Maintenance and Garbage Collection – The Regional District will tender, select and award contracts for Field Maintenance and Garbage Collection in accordance with Regional District Purchasing Policies. The Regional District will pay for these services. The Regional District will establish the scope of work and standards, in collaboration with the GRS.
4. Capital Improvements – The Regional District is responsible for all capital improvements to the field, buildings and fixtures. The Regional District will work with the GRS to ensure timely asset replacement. The Regional District will create plans and the budget for asset replacement with input from the GRS. The Regional District will award any contracts in accordance with Regional District Policy.
6. Issuing of Permits – The Regional District will approve or deny any permit application forwarded from the GRS and will notify both the GRS and the applicant of the decision. The Regional District reserves the right to deny any permit applications which are in contravention to the Parks Bylaw 1399 or could damage the field.
7. Contracting of general park maintenance services – The Regional District will tender, select and award the contracts in accordance with Regional District Purchasing Policies. The Regional District will pay for these services. The Regional District will establish the scope of work and standards, in collaboration with the GRS. The Regional District will provide GRS staff with copies of established schedules as per the contract as soon as available (spring annually).

## SCHEDULE 'B' (Continued)

### **Huxley Community Park:**

The Gabriola Recreation Society (GRS), as part of this agreement will provide the following Huxley Community Park Management Services:

#### **GRS Responsibilities:**

1. Scheduling of Huxley Community Park – GRS is responsible for park facility and event scheduling and ensuring this information is effectively disseminated to the community including accurate and up to date signage information on site if required.
2. GRS will monitor park maintenance contractors to ensure that service is delivered in a timely manner and that the service meets the standards set out by the Regional District in the contract. Any issues related to these works that arise to be reported to the Regional District. Minor issues can be discussed directly with the contractor.
3. Coordination of Permits and Commercial events – GRS will provide information, permit applications and permit requirements to parties interested in booking park facilities for scheduled use and/or holding special events in close consultation with the RDN. The GRS will forward the completed application and documentation to the Regional District for approval.
4. GRS will coordinate with the Island Health (IH) for the issuance of any operation/health permits if required. All vendors must be Foodsafe certified.

#### **Regional District of Nanaimo Responsibilities:**

The Regional District of Nanaimo will, as part of this agreement, carry out and be responsible for the duties listed below.

1. Capital Improvements/Replacement – The Regional District is responsible for all capital improvements/ replacements to Park facilities. The Regional District will work with the GRS to ensure timely asset replacement. The Regional District will create plans and the budget for asset replacement with input from the GRS. The Regional District will award any contracts in accordance with Regional District Policy.
2. Issuing of Permits – The Regional District will approve or deny any permit application forwarded from the GRS and will notify both the GRS and the applicant of the decision. The Regional District reserves the right to deny any permit applications which are in contravention to the Parks Bylaw 1399 or could damage the park.
3. Contracting of general park maintenance services – The Regional District will tender, select and award the contracts in accordance with Regional District Purchasing Policies. The Regional District will pay for these services. The Regional District will provide GRS staff with copies of established schedules as per the contract as soon as available (spring annually).

## SCHEDULE 'C'

### GABRIOLA RECREATION SOCIETY – Equipment Inventory February, 2012

#### MISCELLANEOUS

- 1 computer – Dell Studio One
- 1 computer – old (disposal?)
- 1 Dell laptop
- 1 printer – Brother MFC
- 1 microwave (not working – disposal?)
- 1 T.V.
- 1 V.C.R. (not working – disposal?)
- 1 paper cutter
- 4 filing cabinets
- 1 long blue cabinet
- 1 long wooden cabinet
- 7 black chairs
- 1 office desk
- 2 office chairs
- 15 gray folding chairs
- 3 folding tables (two broken) / 1 non-folding
- 1 large whiteboard / 1 small corkboard
- 1 dustpan / 3 brooms
- 1 aluminum ladder
- 1 phone / 1 Panasonic portable stereo
- Totes – 3 gray, 3 green, 1 blue
- 1 Foosball table? (at Gathering Place?)
- 2 large mesh net ball bags
- 3 nylon mesh badminton nets
- 3 Wilson beach volleyballs
- 7 junior tennis racquets
- 5 first aid kits
- 18 Dragon Boat paddles
- 6 yoga mats / 6 yoga blocks
- 40 fitness bands
- 1 football
- 1 Yakima van roof storage unit

#### FENCING

- 6 masks
- 8 foils
- 8 jackets
- 1 epee

#### BASKETBALL

- Balls – 6 (7 – 9 lbs.); 1 (4 – 6 lb.)
- 2 ball pumps
- Pinnies – 15 blue; 14 red
- Balls

#### **SOCCER**

- 19 (size 4); 12 (size 3)
- Pinnies  
10 red, 10 yellow, 9 blue, 9 green
- 2 hand pumps
- 2 metal frame soccer goals (one broken)  
*(2 on soccer field Rollo McClay or possibly 2 stored at the Gathering Place?)*
- 1 Genie 50 field liner  
*(Virginia to explore whereabouts?)*
- 4 corner markers
- 8 (9") safety cones/ 20 saucer markers

#### **GYMNASTICS**

- Incline mats – 1 small, 1 large
- 1 junior jumper
- 1 step/ 1 donut
- 1 cartwheel mat
- Trapezoids – 1 small, 1 large
- 1 large trampoline
- 10 2" x 4' x 8' blue Team Skyline
- 4 panel mats (medium density)
- 5 2" x 4' x 8' black Team Skyline
- 4 panel mats (high density)
- 10 5' blue single panel mats
- 10 4' blue single panel mats
- 2 large 6" x 8' blue/red floor mats
- 1 large rollout blue floor mat (approx. 4' x 20')

#### **SAILING**

- 5 Sabots (incl. sails, rigging, etc.)
- 1 utility trailer  
(stored at Andre's home)

#### **SWIMMING**

- 6 kick boards
- 1 spineboard
- 8 youth lifejackets

#### **AEROBICS**

- 9 2 lb. weights

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE  
DISTRICT 69 RECREATION COMMISSION REGULAR MEETING  
HELD ON THURSDAY, SEPTEMBER 18, 2014 AT 2:00PM  
AT OCEANSIDE PLACE POND

**Attendance:** Scott Tanner, Councillor, Town of Qualicum Beach  
Gordon Wiebe, Electoral Area 'E'  
Richard Leontowich, Electoral Area 'H'  
Bill Veenhof, Director, RDN Board Appointee  
David Edgeley, Electoral Area 'F'

**Staff:** Tom Osborne, General Manager of Recreation and Parks  
Dean Banman, Manager of Recreation Services  
Ann-Marie Harvey, Recording Secretary

**Regrets:** Joe Stanhope, Director, RDN Board, Electoral Area 'G'  
Peter Morrison, Councillor, City of Parksville  
Ross Milligan, Trustee, District #69 School Board

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**CALL TO ORDER**

Chair Tanner called the meeting to order at 2:02pm

**DELEGATION**

**S. Miller – RE: Admission Rates and RAC Schedule**

Mr. Miller explained his concern for the admission rate increases at Ravensong Aquatic Centre and its effect on those on fixed income and families struggling to find affordable activities.

**MINUTES**

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the Minutes of the Regular District 69 Recreation Commission meeting June 19, 2014 be approved.

CARRIED

**COMMUNICATIONS/CORRESPONDENCE**

MOVED Commissioner Veenhof, SECONDED Commissioner Wiebe that the following correspondence be received:

D. Banman, RDN, to City of Parksville, **RE: Permissive Tax Exemption Application**

T. Osborne, RDN to R. Koop, SD 69, **RE: Facility Use Partnership Opportunities with SD 69**

D. Banman, RDN to Employment and Social Development Canada, **RE: Support for PCC Funding for New Horizons for Seniors Program.**

S. Miller, Patron to D. Banman, RDN, **RE: Rate Increase at Ravensong Pool**

N. Douglas, Parksville Curling Club, to T. Osborne, RDN, **RE: Financial Report**

K. Cenerin, Patron to Recreation and Parks Department, **RE: Bigfoot Summer Feedback**

CARRIED

## REPORTS

### **Monthly Update – Oceanside Place – June 2014**

### **Monthly Update – Oceanside Place – July-August 2014**

Mr. Banman gave a summary of the Oceanside Place June, July-August report. He noted that the Parksville Curling Club assessment had been done and a staff report and the engineering report will be on the October Commission agenda.

### **Monthly Update – Ravensong Aquatic Centre – June –August 2014**

Mr. Banman gave a summary of the Ravensong June – August report.

### **Monthly Update – Northern Recreation Program Services – July 2014**

### **Monthly Update – Northern Recreation Program Services – August 2014**

Mr. Banman gave a summary of Northern Recreation Program Services reports. He noted that staff will present a review of the summer programs at the October Commission meeting.

### **Monthly Update of Community and Regional Parks and Trails Projects (Handout)**

Mr. Osborne gave a summary of the Community and Regional Parks and Trails projects for District 69 area.

MOVED Commissioner Veenhof, SECONDED Commissioner Edgeley that the Monthly Update reports be received.

CARRIED

## BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

### **Consider reducing or rolling back the special rate fees.**

MOVED Commissioner Veenhof SECONDED Commissioner Edgeley that S. Miller's correspondence is received for information and his concerns are considered at the next Fees & Charges Sub-committee meeting and review.

CARRIED

## COMMISSIONER ROUND TABLE

**Commissioner Veenhof** offered to include department program information in the regular email he sends out to residents of Electoral Area 'H'.

Staff will add all commission members to the distribution list for programs and events. Commission members were requested to let staff know at any time if they wish to be removed from the distribution list.

**Commissioner Leontowich** John Sanders approached the Lions club about starting up a slow-pitch club and requested that 5 mounds of dirt to be removed and will approach people in the club to do that. He is going to check into recreation grants as well.

**Commissioner Edgeley** asked about a request from Bob Herbison for more road side parking where the Errington Farmers Market is located at the community park. Mr. Osborne noted that it would be a MoTI item but would check with Jonathan Lobb and Wendy Marshall for details.

**Commissioner Tanner** commented on the 100 years celebration of the Qualicum Train Station. It was a great celebration and gathering spot.

#### **ADJOURNMENT**

MOVED Commissioner Leontowich that the meeting be adjourned at 3:20 pm.

CARRIED

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Chair