

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, MARCH 10, 2015
7:10 PM**

(RDN Board Chambers)

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 4-5 **Brian Hunter, Oceanside RCMP**, re Overview of 2014 and Priorities for 2015.
- 6 **Paul Manly**, re Petition to Bring the Jump Lake Community Drinking Watershed Under Public Ownership.
- 7 **June Ross**, re Establishment of a Watershed Board.

MINUTES

- 8-17 Minutes of the Regular Committee of the Whole meeting held Tuesday, February 10, 2015.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

- 18-37 **Lynn and Robert Raffle**, re Proposed Cell Tower at 1957 Plecas Road, South Wellington.
- 38-41 **Sharon Gaetz, Fraser Valley Regional District**, re Minister of Environment's Rejection of Bylaw 280.

FINANCE

- 42-53 Preliminary Operating Results for the Period Ending December 31, 2014.
- 54-57 Gas Tax – Strategic Priorities Fund Infrastructure Stream.
- 58-70 Bylaw No. 1722 – Regional District of Nanaimo 2015 to 2019 Financial Plan.

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

- 71-129 Nanoose Bay Peninsula Water Service Development Cost Charge Bylaw.
- 130-133 Bylaw No. 1655.03 – Water User Rate Amendments 2015.
- 134-147 Sanitary Sewer User Rate Amendments.
- 148-150 Georgia Basin Inter-Regional Education Initiative.

WASTEWATER

- 151-154 Bylaw Amendment 988.09 to change the septage user fee to \$.023 per gallon.
- 155-162 Garry Oak Drive and Spruce Lane Watermain Upgrade – Construction Tender Award.
- 163-165 Greater Nanaimo Pollution Control Centre – Engineering Services for the Secondary Treatment Project.

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

- 166-174 Cedar Road Landfill Gas/Cedar Road Bioenergy.

STRATEGIC AND COMMUNITY DEVELOPMENT

LONG RANGE PLANNING

- 175-181 Use of Island Health Homelessness Funding.
- 182-209 2014 Annual Report on Regional Growth Strategy Implementation and Progress.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Friends of Morden Mine Society – Tipple Stabilization.

Referred from February 24, 2015 Board meeting:

That the budget be amended to include a \$45,000 grant to the Friends of the Morden Mine Society to cover the immediate cost of alleviating the potential damage at the site based upon approval from the Provincial Government to perform those improvements.

Electoral Area 'A' Noise Bylaw Amendment.

At the February 24, 2015 Board meeting, Director McPherson advised that he would be bringing the following motion to the March 10, 2015 Committee of the Whole Agenda:

That staff be directed to investigate and report back to the Board on options to amend the existing provisions of the Noise Bylaw in effect in Electoral Area 'A' to address community concerns regarding intense noise and activities that generate intense noise over extended periods of time. Options for consideration should include the narrowing of the current times of day and/or days of the week during which the generation of noise is allowed.

IN CAMERA

That pursuant to Sections 90(1)(e), (f) and (j) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to land acquisitions, law enforcement and third party business interests.

ADJOURNMENT

Re: Overview of 2014 and Priorities for 2015

From: Brian HUNTER

Sent: Monday, February 16, 2015 1:43 PM

Subject: RDN Presentation

I've marked my calendar for March 10 @ 7:00 PM.

I will send you my presentation material ahead of time. I do not need audio/visual equipment.

Cheers - Brian

Brian HUNTER, S/Sgt.

Detachment Commander

Oceanside RCMP Detachment

MAYOR'S REPORT

Rural - Year to Date as at December 31, 2014

ITEM Reporting	Number of Incidents Reported as at December 31		
	2012	2013	2014
Assaults	101	87	103
B & E Business	25	10	16
B & E Residence	43	60	62
Theft of Motor Vehicle	38	36	46
Theft from Motor Vehicle	108	84	108
Theft (over + under \$5,000)	151	176	164
Mischief - Business & Other	123	96	86
Mischief - Residential	97	80	66
Cause Disturbance	59	71	55
Drugs	85	82	71
Impaired Driving	18	12	8
IRP 90 Day (Fail)	19	30	25
IRP 90 Day (Refuse)	5	9	5
Liquor Act Offences	39	46	34
Motor Vehicle Accidents	313	247	280

Re: Petition to Bring the Jump Lake Community Drinking Watershed Under Public Ownership

Delegation rescheduled to the March 10, 2015, Committee of the Whole Meeting.

From: Paul Manly

Sent: Tuesday, January 06, 2015 9:28 AM

Subject: Delegation Request for Committee of the Whole Meeting February 10th, 2015

I am writing to request to appear before the Board at their Feb. 10th, 2015, Committee of the Whole Meeting.

I will be speaking on behalf of the Mid Island Council of Canadians concerning our petition to bring the Jump Lake community drinking watershed under public ownership.

Thank you

Paul Manly

paulmanly@shaw.ca

250 729-1254

www.ManlyMedia.com

Re: Establishment of a Watershed Board

Delegation rescheduled to the March 10, 2015, Committee of the Whole Meeting.

From: June Ross

Sent: Monday, January 05, 2015 5:22 PM

Subject: Delegation Request for Committee of the Whole Meeting February 10th, 2015

I am writing to request to appear before the Board at their Feb. 10th, 2015, Committee of the Whole Meeting.

I will be speaking on behalf of Vancouver Island Water Watch Coalition concerning the establishment of a Watershed Board.

Thank you in advance.

Sincerely,

June Ross

#5, 3400-Rock City Road,

Nanaimo, BC

V9T 6E4

(250) 729-0185

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY FEBRUARY 10, 2015 AT 7:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

Director J. Stanhope	Chairperson
Director C. Haime	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. Veenhof	Electoral Area H
Director B. McKay	City of Nanaimo
Alternate	
Director D. Brennan	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Alternate	
Director S. Powell	City of Parksville
Alternate	
Director B. Avis	Town of Qualicum Beach

Regrets:

Director B. Bestwick	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

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

CALL TO ORDER

The Chairperson called the meeting to order and welcomed Alternate Directors Brennan, Powell and Avis to the meeting.

DELEGATIONS

Ken Neden, Arrowsmith Search and Rescue, re Activities of the ASAR.

Ken Neden provided a slide presentation to accompany his overview of how funding was allocated in 2014 including training exercises and capital projects, and asked for the Board's support by providing a funding grant for 2015.

Sarah Poole, re Oceanside Task Force on Homelessness.

Sarah Poole provided an update on the status of homelessness in the Oceanside area and highlighted the progress in finding affordable housing, outreach support, and access to services for the homeless in the region over the last year.

Violet Hayes, re Coldest Night of the Year Walk on February 21.

Violet Hayes updated the Board on the progress made on raising awareness of homelessness in the community and asked the Board to support the Coldest Night of the Year walk, and to provide a letter of support for their initiative to open a shelter to provide beds and to provide drop-in access to services for the homeless year round.

Carla Sampson, Ladysmith RCMP Victim Services, re Programs Provided in Electoral Areas 'A' and 'C'.

Carla Sampson provided an overview of the services provided by the RCMP Ladysmith Victim Services program in Electoral Areas 'A' and 'C' and asked for the Board's support by providing \$1,000 to fund additional staff support.

LATE DELEGATIONS

MOVED Director Young, SECONDED Director Avis, that late delegations be permitted to address the Board.

CARRIED

Steve Quinn, re Rogers Cell Tower on Plecas Road.

Steve Quinn thanked the Board for supporting the motion on January 27, 2015 and advised the Board that a package including petitions, letters of support from the residents, and alternate sites for the cell tower is forthcoming.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Committee of the Whole meeting held Tuesday, January 13, 2015.

MOVED Director Veenhof, SECONDED Director Houle, that the minutes of the Committee of the Whole meeting held Tuesday, January 13, 2015, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Andrew Gage, West Coast Environmental Law, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Andrew Gage, West Coast Environmental Law, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

CARRIED

Glen Davidson, Ministry of Forests, Lands & Natural Resource Operations, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Glen Davidson, Ministry of Forests, Lands & Natural Resource Operations, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

CARRIED

Douglas Marshall, Marshall & Lamperson, re Water Well/Utility at 2729 Parker Road, Nanoose Bay.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Douglas Marshall, Marshall & Lamperson, regarding the Water Well/Utility at 2729 Parker Road, Nanoose Bay, be received.

CARRIED

Greg Field, Arrowsmith Search and Rescue, re Project Status Update.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Greg Field, Arrowsmith Search and Rescue, regarding the project status update be received.

CARRIED

George Williamson, Lighthouse Country Marine Rescue Society, re Appreciation for RDN Grant-in-Aid Funding.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from George Williamson, Lighthouse Country Marine Rescue Society, regarding their appreciation for the Regional District of Nanaimo Grant-in-Aid funding be received.

CARRIED

Todd G. Stone, Ministry of Transportation and Infrastructure, re Wembley Road.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Todd G. Stone, Ministry of Transportation and Infrastructure, regarding Wembley Road be received.

CARRIED

Norm Letnick, Ministry of Agriculture, re Proposed Review of Section 11.1 of the *Livestock Act*.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Norm Letnick, Ministry of Agriculture, regarding the proposed review of Section 11.1 of the *Livestock Act* be received.

CARRIED

Heather Sarchuk, North Cedar Improvement District, re Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone I - \$1,831,800.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Heather Sarchuk, North Cedar Improvement District, regarding Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone I - \$1,831,800 be received.

CARRIED

Eric Costen, Health Canada, re Concerns with Potential Marijuana Production Site.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Eric Costen, Health Canada, regarding concerns with a potential marijuana production site be received.

CARRIED

Ross Peterson, Ian Birtwell, re Seaweed Harvesting – Reliability of Ministry of Agriculture Information.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Ross Peterson and Ian Birtwell regarding Seaweed Harvesting – Reliability of Ministry of Agriculture Information, be received.

CARRIED

George Hanson, Vancouver Island Economic Alliance, re membership with the Vancouver Island Economic Alliance.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from George Hanson, Vancouver Island Economic Alliance, regarding membership with the Vancouver Island Economic Alliance be received.

CARRIED

Bruce R. Barlow, re Bridge from Gabriola to Vancouver Island.

MOVED Director McPherson, SECONDED Director Rogers, that the correspondence from Bruce R. Barlow regarding a bridge from Gabriola Island to Vancouver Island be received.

CARRIED

CAO

2014 Departmental Activities and Accomplishments.

MOVED Director Kipp, SECONDED Director Powell, that the Board receive the summary of activities and departmental accomplishments for the Regional District of Nanaimo for 2014.

CARRIED

2014 Updates and 2015 Service Area Work Plan Projects and Activities.

MOVED Director Haime, SECONDED Director Avis, that the Board receive the progress report on the status of the 2014 and 2015 Service Area work plan projects and activities for information.

CARRIED

CORPORATE SERVICES

ADMINISTRATION

Disclosure of Contracts 2014 - Section 107(1) of the *Community Charter*.

MOVED Director Haime, SECONDED Director Rogers, that the report titled "Disclosure of Contracts 2014 - Section 107(1) of the *Community Charter*" be received for information.

CARRIED

Amendment to Regional Growth Management Service.

MOVED Director Houle, SECONDED Director Powell, that "Regional Growth Management Service Amendment Bylaw No. 1553.03, 2015" be introduced and read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED

FINANCE

2015 Proposed Budget Request for Additions.

MOVED Director Houle, SECONDED Director Young, that the report on the 2015 funding requests from community groups be received and that the Board provide direction to staff on any further analysis or information required regarding the seven requests as detailed above, or that the individual requests be approved/amended or denied as submitted.

CARRIED

Arrowsmith Search and Rescue – Funding Request.

MOVED Director Fell, SECONDED Director Rogers, that the Board grant \$5,000 to Arrowsmith Search and Rescue for a one-time funding bequest for 2015; and that staff provide the Board with options to create a District 69 Search and Rescue Service Area for 2016 and onwards.

CARRIED

Ladysmith RCMP Victim Services – Funding Request.

MOVED Director McPherson, SECONDED Director Young, that the \$1,000 funding request from Ladysmith RCMP Victim Services for providing victim services for Electoral Areas 'A' and 'C' be approved.

CARRIED

Nanaimo & Area Land Trust (NALT) – Funding Request.

MOVED Director Brennan, SECONDED Director Kipp, that the budget be amended to include the \$30,000 funding request from Nanaimo & Area Land Trust.

CARRIED

Acknowledgement of the Three First Nations in the Regional District of Nanaimo.

MOVED Director Houle, SECONDED Director Powell, that staff be directed to set aside \$30,000 dollars in the 2016 Grants-in-Aid budget to acknowledge the three First Nations in the Regional District of Nanaimo, and that acknowledgement be in the form of significant art work from each of the three First Nations.

CARRIED

2015-2019 Financial Plan.

W. Idema presented a powerpoint summary of the 2015 – 2019 Financial Plan report.

MOVED Director Veenhof, SECONDED Director Brennan, that the Board receive the report on the 2015 budget and 2015 – 2019 Financial Plan.

CARRIED

MOVED Director Veenhof, SECONDED Director McKay, that the Zamboni detailed on page 301 of the budget be the cheapest model that will still “do the job”.

CARRIED

MOVED Director Veenhof, SECONDED Director Kipp, that an Electoral Area Planning Committee meeting be held once annually in each Electoral Area, and that the meeting be followed by a town hall session. Regional District of Nanaimo staff are to report back on the financial implications and recommendations for additional funding to the Electoral Area Administration budget to support these meetings which are to commence in 2015.

CARRIED

MOVED Director Veenhof, SECONDED Director Young, that the currently funded Long Range Planning position recently vacated by Lisa Bhopalsingh be filled as soon as possible, with the focus and priority of this position's duties being First Nations liaison.

DEFEATED

MOVED Director Houle, SECONDED Director Veenhof, that staff be directed to undertake the establishment of a half-time position focused on First Nations relationships and issues of inter-governmental affairs for 2015.

CARRIED

Transit Reserve Fund Operating Transfer.

MOVED Director Thorpe, SECONDED Director Powell, that the report be received for information.

CARRIED

REGIONAL AND COMMUNITY UTILITIES

WATER AND UTILITY

Inter-Water Service Area Supply Water Use Regulation Amendment Bylaw.

MOVED Director Veenhof, SECONDED Director Powell, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015" be introduced and read three times.

CARRIED

MOVED Director Veenhof, SECONDED Director Powell, that "Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.01, 2015" be adopted.

CARRIED

Bylaws 813.54 and 889.70 – Inclusion of Electoral Area 'G' Property into the French Creek Sewer Service – 838 Reid Road.

MOVED Director Powell, SECONDED Director Veenhof, that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.54, 2015" be introduced and read three times.

CARRIED

MOVED Director Powell, SECONDED Director Veenhof, that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.70, 2015" be introduced and read three times.

CARRIED

WASTE WATER

French Creek Pollution Control Centre Decontamination Building Proposal Award.

MOVED Director Avis, SECONDED Director Thorpe, that the Board award the French Creek Pollution Control Centre Decontamination Building replacement project to Manley Design + Construction Management Ltd. for the lump sum price of \$347,585.

CARRIED

Duke Point Pollution Control Centre “Regionally Significant Projects Program” Discussions.

MOVED Director McPherson, SECONDED Director Brennan, that the Board direct staff to pursue discussions with the City of Nanaimo in regards to the allocation of capacity at the Duke Point Pollution Control Centre, for the purposes of drafting a new Agreement and expanded sewer service area bylaws for Cedar Village Centre and Cable Bay areas.

CARRIED

Supply of Ferrous Chloride – Agreement with Tree Island Industries.

MOVED Director Pratt, SECONDED Director Thorpe, that the Board recommend that the Regional District of Nanaimo enter into a new 5-year agreement with Tree Island Industries Ltd. for ferrous chloride supply for \$237,833.

CARRIED

Departure Bay Sewage Pumping Station Pump No. 1 Replacement Project Award.

MOVED Director Brennan, SECONDED Director Powell, that the Board award the construction contract for the Departure Bay Sewage Pumping Station Pump No. 1 Replacement contract to C.M.F. Construction for a value of \$535,760.

CARRIED

Transition from Wastewater Service Requisition to User-Pay System for Septage Disposal.

MOVED Director Veenhof, SECONDED Director Houle, that the Board directs staff to draft bylaw amendments for presentation to the Board in March 2015, for the purpose of converting septage disposal to a user-pay system, whereby user-fees will increase from \$0.18/gallon to \$0.23/gallon to recover treatment costs, effective July 1, 2015.

CARRIED

TRANSPORTATION AND SOLID WASTE

SOLID WASTE

Bylaw 1591.05 – Solid Waste and Recycling Collection Service – Rates and Regulations Amendment Bylaw.

MOVED Director Powell, SECONDED Director Houle, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015" be introduced and read three times.

CARRIED

MOVED Director Powell, SECONDED Director Houle, that "Regional District of Nanaimo Solid Waste and Recycling Collection Service Rates and Regulations Amendment Bylaw No. 1591.05, 2015" be adopted.

CARRIED

Waste Stream Management License Application – Coast Environmental Ltd.

MOVED Director McPherson, SECONDED Director Hong, that the Board receive the report on the Waste Stream Management License application from Coast Environmental Ltd.

CARRIED

ADVISORY AND SELECT COMMITTEE, AND COMMISSION

Englishman River Water Service Management Board.

Minutes of the Englishman River Water Service Management Board Meeting held Thursday, November 13, 2014.

MOVED Director Powell, SECONDED Director Haime, that the minutes of the Englishman River Water Service Management Board meeting held Thursday, November 13, 2014, be received for information.

CARRIED

Regional Solid Waste Advisory Committee.

Minutes of the Regional Solid Waste Advisory Committee Meeting held Thursday, December 11, 2014.

MOVED Director Haime, SECONDED Director Houle, that the minutes of the Regional Solid Waste Advisory Committee meeting held Thursday, December 11, 2014, be received for information.

CARRIED

Transit Select Committee.

Minutes of the Transit Select Committee Meeting held Thursday, January 22, 2015.

MOVED Director Avis, SECONDED Director Houle, that the minutes of the Transit Select Committee meeting held Thursday, January 22, 2015, be received for information.

CARRIED

Transit Select Committee Terms of Reference.

MOVED Director Thorpe, SECONDED Director McKay, that the Transit Select Committee Terms of Reference be amended to accommodate general discussion of transit related issues in the Region.

CARRIED

Future Plan and Executive Summary.

MOVED Director Haime, SECONDED Director Houle, that staff provide a report outlining costs per bus per service hour, and figures regarding cost recovery.

CARRIED

Regional District of Nanaimo/Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding.

MOVED Director McPherson, SECONDED Director Haime, that the Regional District of Nanaimo and Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding be received for information.

CARRIED

Extension of Transit Service to the Qualicum First Nation Reserve.

MOVED Director Rogers, SECONDED Director Fell, that staff be directed to work with BC Transit and the Qualicum First Nation on a one month trial to extend transit to the reserve via Route 99 and that staff report back to the Transit Select Committee on the results of the pilot.

CARRIED

Extension of Transit Service to Electoral Area 'H' and Courtenay.

MOVED Director Rogers, SECONDED Director Fell, that staff be directed to work with BC Transit and the Area Director to examine all opportunities to efficiently and effectively connect the Regional District of Nanaimo and the Comox Valley Regional District public transit service.

CARRIED

Agricultural Advisory Committee.

Minutes of the Agricultural Advisory Committee meeting held Friday, January 23, 2015.

MOVED Director Houle, SECONDED Director Thorpe, that the minutes of the Agricultural Advisory Committee meeting held Friday, January 23, 2015, be received for information.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

North Cedar Improvement District – Gas Tax Funding – Capital Infrastructure Project Additional Reservoir Zone 1 - \$1,831,800.

MOVED Director Fell, SECONDED Director Rogers, that staff be directed to prepare correspondence to the North Cedar Improvement District from the Regional District of Nanaimo Chair that the Board is not in a position to support the application for grant funding for the project(s) as proposed given:

1. That there is a need for a shovel ready plan before the Regional District of Nanaimo can reasonably entertain prioritizing applications for any grant fund programs. This plan should clearly identify the effect North Cedar Improvement District is trying to achieve and how it will be achieved and provide a supporting timeline. It should be noted that all planning, technical evaluation, staff and legal costs need to be borne by the North Cedar Improvement District as they are not supported by any of the grant funding programs; and
2. That the North Cedar Improvement District needs to clearly and fully detail their funding plan. This funding plan should also detail the North Cedar Improvement District approach if no exterior (gas tax) funding is available and how the North Cedar Improvement District can support 1/3 funding (assuming North Cedar Improvement District project planning and design completed and supported for prioritization) if the proposal received support on a 2/3 funding basis from the Federal and Provincial governments.

CARRIED

Letter of Support for the Society of Organized Services and the Island Crisis Care Society.

MOVED Director Powell, SECONDED Director Avis, that the Board provide a letter of support to BC Housing for funding for the Society of Organized Services and the Island Crisis Care Society for their joint initiative to create a shelter, drop in centre, supported housing and outreach office space in Parksville for Oceanside residents.

CARRIED

NEW BUSINESS

Amendment of Animal Control Bylaw No. 941, 1994 in Electoral Area 'F'.

MOVED Director Fell, SECONDED Director Avis, that staff be directed to prepare a report on amending "Animal Control Bylaw No. 941, 1994" to add regulations for the control of dogs at large in Electoral Area 'F' for the Board's consideration.

CARRIED

Bill C-638 – Derelict and Abandoned Vessels Legislation.

MOVED Director Houle, SECONDED Director Brennan, that staff be directed to prepare a letter for the signature of the Chair in support of Member of Parliament Jean Crowder's private member's Bill C-638, derelict and abandoned vessels legislation.

CARRIED

IN CAMERA

MOVED Director Avis, SECONDED Director McKay, that pursuant to Sections 90(1)(e), (f) and (j) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to land acquisitions, law enforcement and third party business interests.

TIME: 9:34 PM

ADJOURNMENT

MOVED Director Avis, SECONDED Director Powell, that this meeting be adjourned.

CARRIED

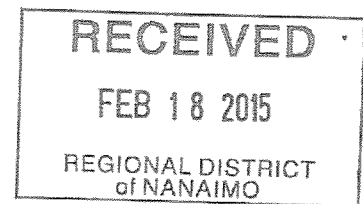
TIME: 9:50 PM

CHAIRPERSON

CORPORATE OFFICER

February 17, 2015

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



Dear Sir/Madam:

RE: Proposed cell tower at 1957 Plecas Road, South Wellington – Nanaimo, BC

Rogers notified the residents of South Wellington of their proposal to construct a 50 metre monopole structure with wireless telecommunications antennas in their community. The proposed site is a private lot within the Regional District of Nanaimo. The public consultation period closed February 15, 2015.

I am not in agreement with the location of this tower. Our community is very concerned with our future health from radio frequencies, major decrease in property values and the very unsightly and ugly view of this tower against our natural rural wooded properties. The reality is that this tower is very close to homes, in fact one residence is 23m from the structure. Industry Canada does not consider the relevancy of concern for health or property values.

I find it astounding that a for-profit company and a private landowner can dictate my future, without any real support from government. This tower belongs in an industrial site and not in the middle of a very unique rural neighbourhood. An alternative site must be found. We have made other suggestions for alternative sites to Rogers.

I urge you begin work so that a plan for the development of a cell tower placement protocol for residential areas be put in place so that neighbourhoods cannot be assaulted and destroyed by these structures.

I am enclosing a copy of my questions and comments sent to Rogers Communications Inc. In addition, for your information I have attached newspaper articles with regard to this cell tower. Thank you for your kind consideration in this matter.

Respectfully submitted,

Handwritten signatures in black ink. The signature on the left is "Lynn Raffle" and the signature on the right is "Robert Raffle".

Lynn Raffle and Robert Raffle
2045 Plecas Road,
Nanaimo, BC V9X 1R9

February 12, 2015

Rogers Communications Inc.
c/o Leifka Vissers
Altus Group Ltd. Agents for Rogers
1040 West Georgia Street
Vancouver, BC
V6E 4H1

Dear Sir/Madam:

Re: Proposed Rogers Communication Inc. Telecommunications Tower project at
1957 Plecas Road, Nanaimo, BC

I am writing in response to Rogers Telecommunications invitation to provide comments with respect to the proposed cell tower. I am vehemently opposed to the chosen location of this cell tower. The following paragraphs contain questions that will require a response from Rogers Communication Inc. and consideration from Industry Canada.

I am a resident of Plecas Road and property owner falling within the notification radius of the proposed tower, as asked by the RDN, of 500 metres. Plecas Road is one of the last pockets of a semi-rural area that exists in Nanaimo. Much of the land remains as farmland and the parcels that have been developed are larger than a standard city sized lot. We purchased a five acre rural property 27 years ago and continue to develop this property with the notion that all improvements will increase the value of our property.

The Regional District of Nanaimo, along with members of our community support, through the district's Official Community Plan, the desire to preserve rural values. As mentioned in the community plan the rural character provides residents with a lifestyle that is different than what would be expected in an urban environment.

Emphasis is placed on the protection and enhancement of the natural environment. This proposed cell phone tower threatens our very unique rural environment. This 164 foot cell tower will vastly limit the potential purchaser who desires to live in a “clean environment”. The natural beauty is one of this rural area’s most appealing features and this proposed tower would definitely detract from this beauty by towering above our properties and the treeline.

Our community, in particular, Plecas Road residents have been blindsided by this proposal by Rogers. We ask ourselves how we as rural property owners, stop a private for-profit company and a greedy property owner (the only willing landowner in the area willing to host the tower on their property) from impacting our passion, our land and our future. This is an enormous structure and the photo shop portrayal of a tiny finger emerging from the trees doesn’t relay the visual nightmare of the tower. When driving through the pristine valley of South Wellington, the face of the tree line above the valley will forever be changed; a community where generations of the same families have resided and looked at this same view.

Our community is a mix of acreages, rural residences, vast acres of farmland, some light industrial properties and home based businesses, many making use of the very fertile farmland to produce food for the table, including livestock production.

Health concerns are part of my opposition to this proposed tower. Health Canada’s own website makes reference to the fact that the International Agency for Research on Cancer (IARC) classified Radio Frequency energy as possibly carcinogenic to humans. Health Canada is in agreement with both the World Health Organization (WHO) and IARC that additional research in this area is warranted. WHO will be conducting a formal assessment of all studied health outcomes from radiofrequency field’s exposure by 2016.

It makes sense to reduce specific exposures to potentially harmful agents on the basis of credible 'early warnings'. Why do property owners on Plecas Road need to be test cases; must we wait ten, twenty or more years to learn the effects of radio frequencies?

The approval authority for cell tower placement is Industry Canada, but its decision is contingent on the support of the Regional District of Nanaimo. We as a community have indicated to Rogers that we are quite willing to explore and research alternative sites so that our rural neighbourhood will not be destroyed by this tower. The reality is that this tower is very close to homes on all bordering properties – 23 meters from the corner of one residence. Even the location of the residence of the property owner is at a farther distance from the pole!

This tower will be located right in the middle of a very unique neighbourhood where families reside; this is not an isolated area. The location of the proposed cell tower on the subject property is very small in comparison to other properties along Plecas Road. The size of the property is 1.976 acres, a very long and narrow property which makes its proximity to neighbouring residents extremely close. It is noted that in May 5, 2010, the National Research Council of Canada issued a report stating their belief that cell towers should not be placed within 500m of residential properties. Could Rogers act as a good corporate citizen and consider an alternative site? It is reasonable to ask for additional precautions with respect to safety in the placement of towers near residences. I am not expecting that these technologies be removed, just asking for a safer site – not in a residential area.

The Plecas Road is not a safe site for this cell tower. Consideration should be given to locations that maximize the distance from residential areas; preferably industrial and commercial areas or more remote locations, which are in abundance in this area. Has any consideration been given to the stability of the ridge? What is known about an extensive coal workings directly underneath?

I fear that Rogers, after finding a willing property owner who has already offered his land, may not be readily open to negotiate other alternative sites. This site is extremely convenient and inexpensive for Rogers; a paved road already in place

and accessibility to power at the expense of a very unique rural area. Areas such as the properties along Plecas Road and the valley below are rapidly diminishing and must be preserved at all costs. I urge the Regional District of Nanaimo to take this into consideration.

Rogers referred to their open house as part of the consultation process. It is not consultation when a company signs a pending contract with the property owner months before they inform the affected residents and community about the proposal. Something that obviously has already been planned extensively behind the backs of the community? Why were the residents not informed that these discussions were taking place in their very own neighbourhood?

I would like to address the timeliness of the information document, dated January 12, 2015 and its receipt in our household. The envelope was actually stamped by Canada Post December 24, 2014. The envelope was picked up at our rural mailbox in the week of January 22, 2015 – certainly not providing the full 30 days for written comment. There is a discrepancy on the comment sheet provided in the information document; it is suggested that it be returned by February 15, 2015. The published advertisement makes reference to providing comments with respect to this matter by February 16, 2015 – which date is correct?

Rogers, what other sites were considered and ruled out? I request a detailed account of the other sites looked at, contacts made, dates and the reason why the sites were ruled out.

Industry Canada's own mandate states "that it is important that antenna systems be deployed in a manner that considers local surroundings'. I ask that consideration be given to our local surroundings. Has this consideration been given and how? The acreages of Plecas Road ridge are privately owned, there is nothing preventing logging from taking place at any time, either now or in the future. How will this tower be screened from view then? The information

document contained a reference that the tower will be minimally visible from the Island Highway. This does not concern Plecas Road residents', we already have a Rogers tower located near the Island Highway, the top of which I can see from my house. In addition, there is another cell tower on South Wellington Road approximately 2km away. It would seem that with this proposed tower there will be a proliferation to cell towers within our community. That's three cell towers already within a 2km range. Do we really need another and how many others are proposed?

It is a requirement of Industry Canada's public notification process that all land-use authorities be notified of the proposed antenna system. Our property at 2045 Plecas Road falls under the Regional District of Nanaimo Electoral District "Area C". It is noted that there are some properties below the ridge that Plecas Road follows that are within the City of Nanaimo. Has the City of Nanaimo been notified of the proposed cell tower at 1957 Plecas Road? The impact of the tower upon the tree line of Cinnabar Valley will also be significant and properties running along the base of the ridge will be in close proximity to the tower. Have the citizens of Cinnabar Valley been informed of the proposed cell tower at 1957 Plecas Road?

The South Wellington area is already covered by two other cell tower locations. Reference is made that the existing Rogers tower 1.94km from the site cannot provide adequate coverage to the "under-serviced area". Please describe the underserviced area to me. Cell coverage in the South Wellington area as provided by another carrier is more than adequate for me. There were statements made by a Rogers representative in a recent newspaper article, dated January 28, 2015 that there was a very weak, if any signal in the community and cited improved cellular phone service in the rural area. I ask again, what "community" and "rural area" is this in reference to. To my knowledge Rogers has never spelled out just who would benefit from the cell tower being placed on Plecas Road. Please provide proof to support this claim. If the tower is installed, what additional coverage would be provided in the South Wellington area and how would it be improved? Would the additional coverage be for the benefit of Cinnabar Valley?

Would this coverage extend to the community of Extension? It appears that in the Cinnabar Valley area, there is a potential for continued expansion of subdivisions, couldn't the tower location be moved to a more distant location to take into consideration this future development?

At the public meeting which took place with Rogers representatives at the Extension Community Hall, the question was raised about fire coverage – who would provide it? We were advised that the towers generally weren't subject to fire. There is the potential for fire, it could happen – our local community fire department, with its one fire truck and one pumper truck couldn't reasonably and adequately protect anyone's property in the event of a fire. The properties along the Plecas Road ridge are all on wells with very limited water capacity, there are no fire hydrants in this area. Does the property owner have a water supply at the proposed site? Who would be responsible for providing adequate fire coverage in the event of fire? Has our fire department been contacted and asked this question? This is not the safest site for the installation – it is bordered on one side by the steep terrain on the ridge and with no water capacity, could prove disastrous not only for Plecas Road residents but Cinnabar Valley as well.

We have a precarious water situation on Plecas Road, all the properties rely on wells for their water supply; these wells do not have unlimited amounts of water. The aquifer is very limited and can easily be disturbed. It is with this in mind that I pose the question as to how this proposed tower is going to be anchored. Is there drilling and blasting involved; how can you guarantee that wells will not be affected and disturbed in the construction process? Would property owners be compensated for any disturbance with their wells?

Is Rogers insured to provide compensation in the event of a tower collapse, fire or other catastrophic event? Is the property owner required to carry any type of liability insurance and if so what is the coverage? Has the property owner been made aware of the Radio Frequency radiation hazards associated with the lessee's equipment?

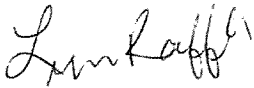
One of the many attributes of the Plecas Road ridge is a park located at the end of the road and adjacent to the property which is opposite the subject tower. This is a natural five-acre designated park within the Nanaimo Regional District Area "C". This park is used by children and adults alike. There is reference made on the Health Canada's own website that from recommendations made by the Royal Society of Canada that reference levels be made more restrictive in some frequency ranges to ensure larger safety margins for all Canadians, including newborn infants and children. Why place a cell phone tower so close to a park and a natural area which children use? This goes without saying that children could well reside in residences surrounding the tower – 23m, in actual fact!

Regional Districts and municipalities must work together with Industry Canada and telecommunication's companies to develop a cell tower placement protocol to prevent the continued assault and the destruction of neighbourhoods. The proposed placement this cell tower to the residence on Plecas Road at 23m away is indeed a travesty. Other properties along the road are all impacted greatly by this proposal.

It is of note for consideration that other locations for proposed cell towers have been recommended by Regional District of Nanaimo to not proceed. Major concerns cited were the proposed location for the cell tower "is in close proximity to an existing residential area" and also that residents had shown that they were "strongly opposed". A proposal was made in 2011 that the Regional District develop a cell tower placement protocol. It is my fervent hope that the work on this will be forthcoming in the immediate future.

I ask that all parties concerned show sensitivity to our community's grave concern that this cell tower does not belong in this residential/rural area. The fact that the statement made by Rogers is that there is "little impact" to the residents is simply untrue. Rogers there are other options for your company. Do the right thing, reconsider this location; do not skip over the consideration of alternative locations.

Respectfully submitted,

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

Lynn Raffle

cc Industry Canada

cc Regional District of Nanaimo

cc Doug Routley, MLA

cc Jean Crowder, MP

February 12, 2015

Rogers Communications Inc.
c/o Leifka Vissers
Altus Group Ltd. Agents for Rogers
1040 West Georgia Street, Suite 630
Vancouver, BC
V6E 4H1

Dear Sir/Madam:

RE: Proposed Rogers Telecommunications cell tower on private property at 1957 Plecas Rd.

On January 26, 2015 Rogers Telecommunications held a public consultation on the above-mentioned proposal. Rogers requested that comments be sent with respect to this tower. I am writing to express my strong opposition to Rogers' proposal, with the following concerns to be noted and addressed;

Major concerns on the current proposed cell tower location:

1. Property Devaluation – 14 adjacent properties ranging from 400 to 600 thousand dollars for an estimated value of 7 million dollars. At an average reduction of value at 20% creates a loss of \$100,000 per property. This is for properties on the ridge on Plecas Road and doesn't take into consideration properties under the ridge that lie directly beneath the tower.
2. With respect to the aquifer – this is an extremely sensitive area with only limited water, often with wells averaging only 1-2 gallons per minute. Any drilling or blasting used for foundation, support anchors, road construction or burying of power lines could alter water availability and water courses further rendering existing properties worthless. Can you tell me if this has been considered by Rogers? Are you aware that these properties rely on well water?
3. Liability Insurance – Rogers is denying any liability for the tower after construction. The land owner could never acquire enough liability insurance to compensate any disaster such as collapse, or my biggest concern – fire. Our community is serviced by a very small volunteer fire department with no hydrant capacity, small pumper truck and the close proximity to neighbouring homes makes aerial assault not feasible. What is the requirement of Rogers in the event that the tower is subject to fire? Who is liable for the possible loss of our properties?

4. Lot size in relationship to other properties – The property that Rogers is proposing for the location of the cell tower is the smallest one in the area, with under 2 acres within 66 feet of a neighbouring house. The value of this land is only half of neighbouring properties due to virtually no water and barely enough usable soil for a properly coded septic system. Please explain why the smallest lot was chosen for the location of this tower, the size of the lot makes for extreme closeness to other homes on both sides this property.

5. As per Industry Canada recommendations the tower should be installed on existing power transmission corridors, industrial lands or vacant large tracts wherever possible. These types of sites are all within very close proximity of proposed tower and some sights actually will offer coverage to more outlying areas. These sites have been laughed off by Rogers by admitting poor relations with BC Hydro, Island Timber and Alpine Industrial Waste Company. I contest that they have poor relations with our community also but it appears that Rogers can just run roughshod over the property owners. I believe that this site was chosen as the cheapest option and would be completed in fast order. The savings over the long haul due to reduced rental costs would more than override the initial installation costs if site is moved to other sites.

Rogers used the excuse that any other sites were too low in elevation. I personally drove to other alternative sites and took elevation measurements with GPS and proved this to be untrue. Some sites were even higher; a difference of 10m is negligible. Can you provide details of the other sites considered and the reasons why they were not acceptable?

6. Alternative sites that can be considered are at the opposite end of Cinnabar Valley and have a site line that is better for the valley as well as for the Extension area and will also compliment the tower in the Hub City Pit area.

7. If the compensation to the property owner at the proposed site at 1957 Plecas Road is compensated at the rate of \$900 per month, that equates to \$10,800 per year and over 25 years \$270,000. The rent paid to a property on the alternative site would be considerably less due to the fact that those properties are mainly sold rock and are not appropriate to build homes on.

8. These alternative sites are also on a main artery with power at the property lines. They are in an area that is 1km from a city water hydrant, yet they are outside city limits. This would be of great benefit in the event of fire which is a huge concern. We live on a rock bluff that has a strong tendency for dryness in the summer.

9. Consideration could be given to purchasing a lot of 1-2 acres in size which could work out to substantially less than the amount paid to the property owner at 1957 Plecas Road.

I ask Rogers to work with the community on alternative sites suggested by me and others. I ask that this cell tower not proceed as proposed; this cell tower does not belong in our neighbourhood.

Sincerely,



Robert Raffle
2045 Plecas Road
Nanaimo, BC

cc Industry Canada
cc Nanaimo Regional District

Nanaimo News Bulletin



Cell tower panned

By Nanaimo News Bulletin

Published: **February 11, 2015 11:00 PM**

Updated: **February 11, 2015 03:403 PM**

To the Editor,

Re: *Residents oppose cell tower, Feb. 3.*

I take exception to the statement made by a Rogers spokesman that the proposed location of the tower would have the "least impact" on residents. I am a resident of Plecas Road and am devastated by this proposal - "least impact" on who - their own financial picture?

The reality is that this cell tower is very close to homes, about 23 metres. No one is in agreement with this location right in the middle of a very unique rural neighbourhood.

This tower belongs in an industrial site and not 23 metres away from an existing residence; there are no trees in place that will mask this tower. Plecas Road is not a safe site for a cell tower and alternative sites must be explored.

Emphasis must be placed on the preservation and protection of this rural neighbourhood; properties like those on Plecas Road are becoming very scarce and would be altered greatly by this proposal. These properties have been nurtured over many years to enjoy a rural lifestyle which does not include a cell tower flashing above our heads.

We do not agree with the tower location and vehemently oppose it.

Lynn Raffle
Nanaimo

To the Editor,

Re: *Residents oppose cell tower, Feb. 3.*

This neighborhood all feels the same way when it comes to the idea of a 50-metre cellphone tower. We moved here onto a street with country lots away from the city. We are surrounded by wildlife and nature. No street light pollution to spoil our starry nights. We are all outraged with the proposed cellphone tower. Rogers called an information meeting for the community on Jan. 26 and 70 angry homeowners attended.

Land owners worry about property value dropping; Rogers claims it has no bearing on it. Would you move to the country beside a cell tower with blinking bright lights? Would you worry about the perception that the towers cause cancer and other side effects? Whether or not it's proven, people believe it's true and some studies support the fear. Studies in the U.S., Austria, Germany, and Israel, dating as far back as the 1970s, all shared similar findings: living within a certain proximity to a cellphone tower increased the risk of cancer anywhere from two to 121 times.

Please let our voices and frustration be heard. Please let a community have a say in what happens in our area.

<http://www.nanaimobulletin.com/opinion/letters/291586471.ht...> 2015-02-12

R. Trienke
Nanaimo

Find this article at:

<http://www.nanaimobulletin.com/opinion/letters/291586471.html>

<http://www.nanaimobulletin.com/opinion/letters/291586471.ht...> 2015-02-12

Cellphone tower seen by community as negative

Greg Stolz / Daily News
February 11, 2015 12:00 AM

Nanaimo - Just over one year ago, the residents of South Wellington lost a very hard-fought battle with the district school board trustees which resulted in the closing of our only elementary school.

This has now made the marketability of our area, when we wish to sell our properties, undesirable to anyone with children that need to attend school. As a possible result several of us experienced an average of \$30,000 decrease on our latest property assessment. One year later and we will be taking another substantial hit to our property/area value by having a cellphone tower built directly over residences.

Fundamentally, we are all making mortgage payments from year to year yet don't have a chance of building equity in our homes due to decisions being made by government bureaucrats (the school board), and Rogers making decisions to solely meet their customers and shareholders needs. Andrew Garas, representing Rogers in the information session we attended, was quoted recently as saying "Plecas Road would be the best location to maximize coverage in the community while having the least impact on residents."

His statement is so far from the truth. It will carry a profound and life-changing financial impact for residents, not to mention the health impact, if they put it where they are proposing. The community has suggested an ideal alternate site on city property which is in a treed area with no residents around or beneath it.

The only reason Rogers wants to put it here and didn't even look at the woodlands first is that they would then have a higher capital startup cost for infrastructure. Rogers has clearly put their bottom line/shareholder interest above human impact again, completely lacking good corporate citizenship.

Greg Stolz Nanaimo

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Nanaimo News Bulletin



Residents oppose cellular tower

By Nanaimo News Bulletin

Published: **February 03, 2015 11:00 AM**

Updated: **February 02, 2015 01:59 PM**

Geological concerns are among reasons why a proposed Rogers Communications cellphone tower site should be relocated from South Wellington, say residents.

Shari Barker, whose property is 23 metres from the proposed Plecas Road site, said her main concern relates to safety – the proposed tower is located on a slip fault and over an abandoned coal mine.

"It's right on an unstable cliff. They're putting it right on the edge and there's also coal mine workings underneath it – extensive ones," said Barker. "Basically, if there's an earthquake, and not even that, just shifting of the plates like the little tremors, that thing will slump. It's not designed to handle that."

While residents are against Plecas Road, they do suggest an alternative site situated in Cinnabar Valley. Ed Garner, another resident, told the Regional District of Nanaimo board at its Jan. 27 meeting about the 40-hectare parcel, belonging to the City of Nanaimo.

Based on conversations with city staff, Garner said there are no definite plans for the land. It would involve no residents in the area whatsoever, he said.

"The only concern they have there is getting maintenance stuff, but it suits every one of [Rogers'] needs," said Barker. "It hooks up to their other antennas, it's not near schools, so we'd like them to take a more serious look at that."

Andrew Garas, a spokesman for Rogers, said Plecas Road would be the best location to maximize coverage in the community while having the least impact on residents. Rogers will continue to examine feasibility of all available sites in the area, however.

"We were recently made aware of some new geotechnical information about the site," Garas said in an e-mail. "Before proceeding with construction, we would complete a geotechnical study to review soil stability to make sure it meets all of the requirements for the foundation of our tower."

The federal government regulates decisions on tower sites and Garas said Rogers is in the consultation phase. Once a comment period ends Feb. 15, it will respond to all comments within 60 days. Feedback will be collected and sent to the regional district seeking agreement on installation.

The regional district board approved a motion Jan. 27, requesting Rogers examine additional sites, hold and advertise additional public information meetings and extend the required consultation period by at least 90 days from Feb. 15.

Find this article at:

<http://www.nanaimobulletin.com/news/290429501.html>

<http://www.nanaimobulletin.com/news/290429501.html?print=...> 2015-02-11

Many residents still have concerns over cell tower

Rod Hancock / Daily News
February 3, 2015 12:00 AM

Nanaimo - Re: 'Residents outline cellphone tower concerns' (Daily News, Jan. 28)
I wonder what meeting Rogers spokesman Andrew Garas attended when he declared he received "positive" feedback regarding the proposed cellphone tower. Not the one I was at, apparently. And the letter to the editor from Steve Quinn seems to indicate his response is not all that "positive" either, as does the article 'Residents Will Fight Proposed Cellphone Tower,' also printed in your paper.

My guess is Mr. Garas would have seen Little Big Horn as a "positive" outcome for General Custer and the 7th Cavalry.

Mr. Garas also stated that only 15 metres of the tower would be visible as it would be surrounded by tall trees - we don't have a whole lot of trees that tall in this area. I am thinking he is using the Trans Canada Highway as a viewpoint to obtain such results. That viewpoint is about quarter mile from the proposed site and the trees would screen it some as the site is in the valley behind my property.

However, a 164-foot tower, including guy wires, support shack at base, chain link fence surrounding the site and flashing red lights as required to warn aircraft is a 164-foot tower in someone's back yard. Everyone I know gets excellent cellphone coverage in this area, despite Mr. Garas' claim the service is "very, very weak, if at all." I have no trouble using my cell phone anywhere between Nanaimo, Ladysmith and Cedar in this area.

If anyone who lives out here cancels their Rogers contract and signs up with one that works here, there will be no overlap with competitors and Rogers won't need to build the tower; won't earn Rogers any more money but will save them some.

Mr. Garas suggests sending all and any questions and concerns to comments.agi@altusgroup.com before Feb. 15, and I suggest everyone do the same. The only thing we agree on.

Rod Hancock
Nanaimo

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Residents have serious concerns over cell tower

Steve Quinn / Daily News
January 30, 2015 12:00 AM

Nanaimo - Re: 'Residents outline cellphone tower concerns' (Daily News, Jan. 28)
My wife and I attended a crowded open house regarding a cell tower on Jan. 26 at Extension community hall.'

The article suggesting "positive" feedback from the meeting couldn't be further from the truth. The mood in the room was a very upset, frustrated and concerned community for the health and welfare of its residents.

Here is some truth about this process. This billion-dollar outfit doesn't want to spend a little money to find a more safe and suitable site. Someone from Plecas Road asked "what about our property value?" The Rogers representative said, "no studies have proven that your property value drops." Imagine having a 168-foot tower full of antennas and flashing red lights, right next door, not affecting your property value. Wow.

And Rogers expects us to believe them when they say there is no adverse health effects on humans and wildlife from these cell towers? The sad truth is the big government and big corporations make the rules of the game. Credit to the young Rogers staff for agreeing to take questions from emotional residents. Framing a story in favour of the big corporation is not credible or honourable journalism. The real news from the meeting is the community feels residential areas are not suitable for cell towers.

Steve Quinn
Nanaimo

- See more at: <http://www.nanaimodailynews.com/residents-have-serious-concerns-over-cell-tower->

Residents outline cellphone tower concerns

Spencer Anderson / Daily News
January 28, 2015 12:00 AM

Rogers Communications says it received "positive" feedback from residents following an open house event Monday on a proposed 50-metre telecommunications tower at 1957 Plecas Rd. in South Wellington.

Rogers spokesman Andrew Garas said approximately 25 people came out to the event to ask questions and sound out their concerns with the project.

"I think the concerns varied from health concerns to visual impacts (and) property value concerns," said Garas, adding the tower would provide improved cellular phone service in the rural area, which he described as "very, very weak, if at all."

Garas said residents have until Feb. 15 to send their comments or questions about the proposed tower to comments.agi@altusgroup.com, the end of a 30-day consultation period. Some residents have expressed fears that the tower will mar the local landscape. One resident, Lynn Ruffle, said last week that she and her husband are also concerned about the effects of short-wave radio signals emanating from the tower.

Garas said only 15 metres of the tower will be visible, as the structure will be located approximately one kilometre off of the Island Highway and will be surrounded by trees. He also said there was "no evidence to substantiate" health concerns from cell towers, a claim supported by the federal regulator Health Canada and the BC Centre for Disease Control. Industry Canada will ultimately decide the fate of the project. However, if the company proceeds, it will seek a letter of concurrence from the RDN board. That step has not yet taken place, said RDN planning manager Jeremy Holm.

Sanderson@nanaimodailynews.com 250-729-4255

© Nanaimo Daily News

Residents will fight proposed cellphone tower plan

Darrell Bellaart / Daily News
January 24, 2015 12:00 AM

Some South Wellington residents are ready to fight a cellphone tower proposed for their semi-rural community.

Rogers Communications has plans for a 50-metre tower at 1957 Plecas Rd.

The site overlooks a shallow valley that runs roughly parallel to the Trans-Canada Highway, south of the Duke Point Highway turnoff, east of Ruckledge Store.

It's quiet and bucolic, and residents like it that way.

They protested vocally in 2002 when the first whisperings of a possible closure of their tiny elementary school were heard from trustees on the board the Nanaimo-Ladysmith school district.

"It's a very pristine area," said Lynn Ruffle.

"When I look up, that tower will be 50 metres tall - 150 feet - and potentially it will have a red light in the dark and it will be looming above me."

Ruffle and her husband Bob are organizing a meeting to measure public opposition to the proposal. They worry about its effect on property values, and wonder about the effects from short-wave radio signals.

Ruffle owns a cellphone, but she said the area is surrounded by wilderness, and "there are a lot of animals, and I am concerned about my health, even though Health Canada says it's safe."

Large trees will minimize visibility and only the top 15 metres "can be seen above the treeline," said Andrew Garas, Rogers Communications spokesman. Residents meet Sunday, 2-4 p.m. at Cranberry Fire Hall, 1555 Morden Rd. A petition is in the works and "many people will draft letters with their comments," Ruffle said.

An open house is Monday at 6 p.m. at Extension Community Hall, 2140 Ryder St. Comments must be made to comments.agi@altusgroup.com no later than Feb. 16.

DBellaart@nanaimodailynews.com 250-7294235

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FRASER VALLEY REGIONAL DISTRICT

45950 Cheam Avenue, Chilliwack, British Columbia V2P 1N6
 Phone: 604-702-5000 Toll Free: 1-800-528-0061 (BC only) Fax: 604-792-9684
 Website: www.fvrd.bc.ca e-mail: info@fvrd.bc.ca

February 26, 2015

Regional District of Nanaimo
 6300 Hammond Bay Road
 Nanaimo, BC V9T 6N7

RDN CAO'S OFFICE			
CAO		GM R&P	
GMS&CD		GM T&SW	
GM R&CU		DF	
MAR - 2 2015			
DCS		BOARD	<input checked="" type="checkbox"/>
CHAIR			

File No: 5360-22-009

Attention: Board of Directors

Re: Minister of Environment's Rejection of Bylaw 280

The Fraser Valley Regional District (FVRD) opposed Metro Vancouver's draft Bylaw 280 that was rejected by the Minister of the Environment late last year. It is our understanding that your Regional District provided a letter of support for the bylaw and therefore, in the interest of mutual ongoing dialog on important issues, we are writing to respectfully explain the reasons for our opposition.

The FVRD argued against the rejected bylaw on the grounds that it was unnecessary, reinforced the agenda for increased waste incineration, would result directly in higher fees and taxes for residents of Metro Vancouver, and indirectly for taxpayers throughout the rest of British Columbia. Also troubling, the rejected bylaw functionally prevented Advanced Material Recovery Facilities (MRFs) from maximizing recycling and re-use of materials, undermining the principles of Zero Waste.

The FVRD opposed the bylaw on the grounds that its function is inextricably linked to the agenda of increased waste incineration:

- First, by establishing a monopsony on disposal, Metro Vancouver could drastically increase its disposal fee to pay for a \$500+ million facility, and
- Second, by functionally preventing Advanced MRFs from operating, Metro Vancouver would ensure that a high percentage (approximately 30% according to their own statistics) of high-calorific "fuel" for incineration (paper and plastics), which represents approximately 70% of the heating value in waste, remains in the waste stream headed for incineration.

Rejected Bylaw 280 Conflicted with Recycling Goals

Metro Vancouver is legally bound to maximize recycling and material recovery, as stated in Goal 2 of its Integrated Solid Waste and Resource Management Plan (ISWRMP). Its waste composition estimate for the incineration feedstock indicate more than 70% of the heating value would come from burning recyclables (plastics and paper); this contradicts any notion that incineration is compatible with recycling.

On the surface the proposed bylaw seemed to support the establishment of Advanced MRFs. But, a thorough read of the document revealed the bylaw actually imposed prohibitive restrictions on these facilities. The proposed bylaw suggested an advanced MRF could not accept loads that contain more than 5% recyclables. This restriction alone defeats the purpose

of a MRF, which is to extract recyclables from unsorted waste; the same “garbage” Metro Vancouver is currently sending straight to disposal through incineration or landfilling. According to Metro Vancouver’s own analyses, their disposal facilities receive waste which contains 17% plastics and 15% paper.

Metro Vancouver’s responsibility is to set overarching licensing requirements that are not unnecessarily restrictive or complex, and allow the private sector to innovate and take the responsibility and investment risk of performance, as well as marketing of the recovered commodity for recycling.

Since 2008, when Metro Vancouver declared its intention to focus on incineration, Advanced MRFs have emerged as a much more economical and environmentally-sound option which deserves consideration and fair opportunity.

The Hidden Agenda of Rejected Bylaw 280

Flow control is not a tool to maximize recycling. The real reason for flow control is to secure long-term feedstock for Metro Vancouver’s proposed new incinerator. The region cannot assume the debt and long-term risk of an unnecessary \$500+ million facility without the security provided through flow control. However, flow control would not be required if industry was allowed to play a role and assume the risk of maximizing recycling at a competitive tipping fee rate.

Sensible tipping fees driven by market forces will make it unprofitable for haulers to take materials out of region, so top-down flow control is not required in a healthy market. Unless of course, the region intended to artificially and dramatically raise tipping fees to pay for its \$500+ million facility. Incineration of waste and recyclables strengthens the region’s dependency on landfills (for the disposal and management of ash), so it does not help make progress toward Zero Waste.

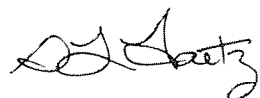
The Economics of [Rejected] Bylaw 280

In 2014, University of Toronto Economics Professor Jack Carr, presented a brief on the economic effects of Metro Vancouver’s then proposed Flow Control Bylaw. The content of Dr. Carr’s brief is attached to this letter as Appendix A.

We, in the Fraser Valley, who are directly impacted by chemicals released into our airshed, are keenly interested in establishing and maintaining communication on best practices in Solid Waste Management and offer this alternative position for your consideration.

We ask that you please place this letter on your Board agenda so that it is available for review and discussion. We would appreciate the opportunity to discuss this particular issue further, at your convenience.

Sincerely,



Sharon Gaetz, Chair
Fraser Valley Regional District Board

Appendix "A"

The Economics of Bylaw 280

2014 Dr. Jack Carr, University of Toronto, Economics

Economic theory defines a sole seller of a product or service as a monopoly and a sole buyer of a product or service as a monopsony. What is the economic rationale for Metro Vancouver to set up a monopsony, where there is a sole buyer of waste materials? With monopsony, competition in disposing of waste is completely eliminated.

A possible rationale for Metro Vancouver to institute Flow Control is the belief that incinerators or waste to energy facilities are the most efficient method of waste disposal and flow control is needed to ensure adequate long run supplies of waste materials for the incinerators. I believe this rationale for Flow Control is incorrect and that the imposition of Flow Control will impose a number of harmful effects on the economy of Metro Vancouver.

1. If incinerators or waste to energy facilities were the most efficient technology then they would prevail in the free market without the need for flow control. If incinerators or waste to energy facilities were the most efficient technology then private firms would build them on their own and because they were the most efficient technology these private incinerators would be able to charge lower tipping fees than the tipping fees currently charged by existing waste disposal technologies. These private firms would be able to enter into long term supply arrangements with existing haulers to provide for a sufficient supply of waste materials for the incinerator.
2. The fact that Bylaw 280 forces private collectors of waste to send their materials to the incinerator and the fact that the proposed tipping fees are higher than the fees charged by existing competing technologies means that the incinerator or waste to energy facilities are not the most efficient technology. The incinerators or waste to energy facilities require significant subsidies to make them economically viable.
3. It is inefficient and wasteful of resources to implement the inefficient technology of incinerators and waste to energy facilities. It is not clear why the Region of Metro Vancouver is pursuing an inefficient waste disposal technology.
4. The subsidies to make incinerators and waste to energy facilities viable will result in higher costs to the residents of Metro Vancouver and in addition these subsidies will slow economic growth.
5. There is competition in the waste hauling business. Higher tipping fees will be passed on to the end user. Higher tipping fees for commercial waste will result in higher costs of waste collection for commercial users and this will increase the cost of doing business in Metro Vancouver. An increased cost of business will depress economic activity in Metro Vancouver. In the uncertain economic times facing North America, there is no need for policies which further depress economic activity.
6. Higher tipping fees for residential users will result either in higher costs for waste disposal (if waste is privately collected) or higher taxes (if collected by the municipality). These higher user costs or higher taxes will also have a negative impact on economic activity.
7. Flow Control does not give direct subsidies to incinerators. Flow Control results in hidden subsidies (via higher tipping fees) to the incinerators or waste to energy facilities. As such the public may not realize the full cost of Flow Control. Good public policy requires full transparency of the costs and benefits of the policy.

8. If Flow Control and incineration were an efficient policy, it would be expected to be increasingly adopted. As of 2011, there are 89 waste to energy facilities in the US but since 1997 only one new facility has been built due to public opposition because of high costs of such facilities, the identified health risks and the increase in practices such as recycling and composting.
9. The American Economic Review (AER) is one of the leading economic journals. An article in the August 2011 AER by Nicholas Z. Muller, Robert Mendelsohn and William Nordhaus concluded that the Solid Waste Combustion and Incineration Industry had the highest Gross External Damages (i.e. Air Pollution) relative to the value added of the industry. Specifically air pollution costs from the solid waste combustion and incineration industry were 6.72 times the value added of this industry. This value exceeded the values of all other industries.
10. It is significant to note that the pollution costs from the solid waste combustion and incinerator industry exceeded the value added of this industry.

CONCLUSIONS

The elimination of competition in the waste disposal industry will have significant negative economic effects. It will result in higher costs for the end users of waste disposal and this will depress economic activity. The subsidization of an inefficient disposal technology will result in a waste of resources which will also depress economic activity.



RDN REPORT		#11
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MEMORANDUM

TO: Wendy Idema
Director of Finance

DATE: February 24, 2015

FROM: Manvir Manhas
Senior Accountant

FILE:

SUBJECT: Preliminary Operating Results for the Period Ending December 31, 2014

PURPOSE:

To present an overview of the preliminary operating results for the period ending December 31, 2014.

This report provides information on the operating fund results for the year ending December 31, 2014. Final results and consolidated results including capital and reserve funds will be presented after the annual audit is complete later this year. Attached as appendices to this report are the following:

- Appendix 1 Consolidated Summary
- Appendix 2 Summary Operating Results by Department

Overall Summary (Appendix 1)

Consolidated Revenues:

Revenues are grouped into categories as follows:

- Grants planning studies, capital works, BC Transit operating agreement;
- Operating Revenue permit fees, water/sewer user fees, solid waste tipping fees, recreation registrations and rentals;
- Other Revenue transfers from reserves, interdepartmental recoveries, interest income, municipal debt transfers and other non-operating amounts.

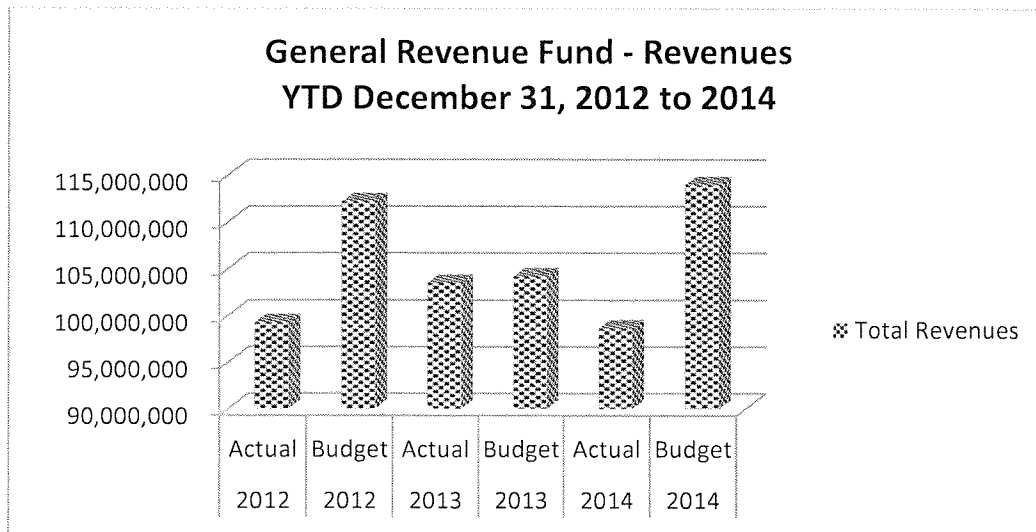
Grant Revenues are at 77% of budget largely as a result of the CNG fueling facility construction costs being paid directly by BC Transit vs: being run through the RDN with \$860,000 grant funding by BC Transit as was budgeted. The year to date total of \$9.2 million consists of \$5.4 million in operating grants vs: \$6.0 million budget (BC Transit cost sharing) and \$3.8 million in other grant funding. Other grants include grants in lieu as well as a number of operating/capital project grants. The largest projects undertaken this year with the assistance of grant funds include Outfall land section repairs under the Southern Community Wastewater (\$2 million) and the Fortis BC grant (\$119,500) for the CNG shop upgrades to the Transit Building.

Community Recreation Grant funds from the Province of BC were applied to the construction of the Cedar Skate Park in Area A (\$92,400) and for the Meadowood Park project in Area F (\$54,300). Community Works Funds under the Gas Tax Program were used for the Whiskey Creek water system capital upgrades (\$21,000), the community bus and bus shelters on Gabriola Island (\$11,600), San Pareil Water System upgrades (\$316,000), Extension Miners Bridge project (\$13,000), Gabriola Village Trail study (\$31,000), Westurne Heights Water Study (\$10,000), Morden Colliery Bridge Crossing project (\$37,000) and Lighthouse Community Centre transfer for capital repairs and upgrades (\$20,000).

Operating Revenues overall are at 100% of budget. Corporate Services exceeded budget in this area largely due to better than expected interest income. Development Services exceeded budget (110%) due to building permit revenues being \$165,000 higher than anticipated. The Regional and Community Utilities division shows operating revenues at 127% of budget as a result of higher septage receiving revenue (\$189,000) and higher than budgeted recoveries from BC Hydro (\$54,000) from electricity generated through the Co-generation project. Recreation and Parks is at 112% of budget due to better than expected revenues for Northern Community Recreation (\$60,000 over budget) and Ravensong Pool (\$44,000 over budget). Transportation and Solid Waste is at 96% as a result of reduced tonnage received at the landfill.

Other Revenues are at 56% of budget at \$15.9 million largely due to timing of capital projects funded by development cost charges, reserves and grants. Of the \$28.4 million budget for Other Revenues, \$15.7 million is a combination of debt proceeds, development cost charges, and general capital reserve funds that offset budgeted capital costs of \$24.9 million. On a year to date basis actual transfers from general operating and Development Cost Charges reserve funds in the amount of \$2.19 million (budgeted - \$14.2 million), and debt financing of \$0.61 million (budgeted - \$1.48 million) were applied against capital costs totaling \$8.09 million – resulting in approximately \$5.29 million of capital expenditures funded from operations in 2014. The unused transfers from development cost charge and general reserves will be carried over to the 2015 budget along with the capital projects they fund. These project carryovers have no net impact on the 2015 budget.

As noted above “Other Revenues” include interdepartmental recoveries (\$6.3 million) and municipal debt payment transfers (\$4.8 million). The following chart shows an annual comparison of total budgeted vs total actual revenues with 2014’s lower number a result of the carry forward capital projects that are offset by DCC/Reserve/loan revenues as noted above.



Consolidated Expenditures:

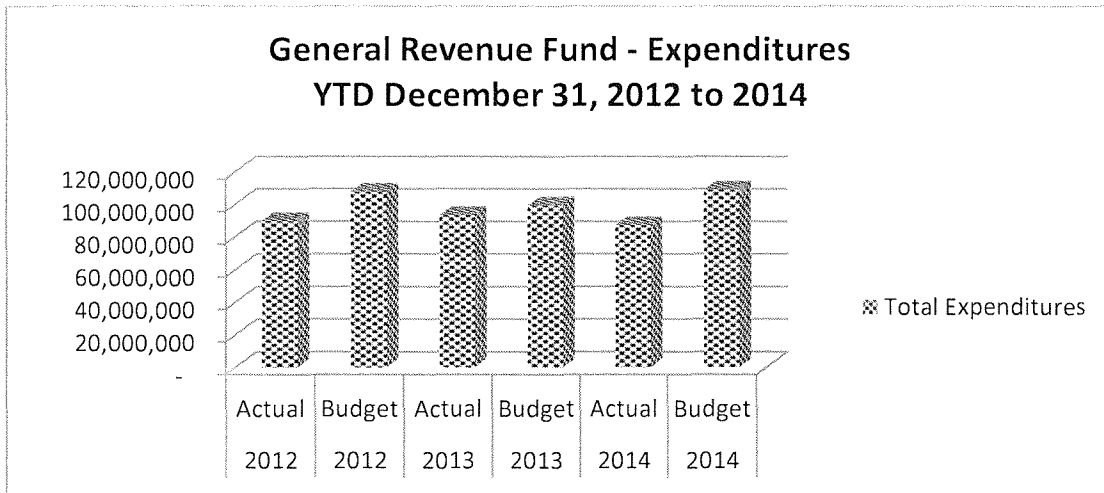
On a consolidated basis expenditures are at 80% of budget and all operating divisions performed better than budgeted. A significant contributor to the accumulated surplus is a \$2.2 million impact of projects started in 2014 which are being carried forward for completion in 2015.

Two types of expenditures typically show the largest budget to actual variances at the end of the year – Professional Fees (50%) and Capital Expenditures (32%). Professional Fees cover assignments for special

purpose studies such as infrastructure development plans/designs and park management plans, as well as operational assignments such as sewer and solid waste leachate flow monitoring, instrument systems monitoring and maintenance, benchmarking and general operational advice.

The Professional Fees category also includes allowances for audit and legal costs, negotiations and arbitrations which can be highly variable on an actual to budget basis. The year to date performance in 2014 is not atypical with year to date consolidated expenditures of \$1.4 million versus a budget of \$2.8 million.

This pattern of expenditures is also consistent with previous years as shown in the chart below.



Summary of Operating Results by Department (Appendix 2)

This appendix lists the total year to date revenues, expenditures, and year end surplus (deficit) in comparison to budget for functions within each organizational division. The following services account for the majority of the additional surplus reflected in the consolidated surplus at the end of 2014:

Corporate Services

The Corporate Services division has a consolidated year end surplus of \$1,529,687 compared to a \$821,796 budget most of which is within the Corporate Administration area (\$1,013,165 vs \$457,015 budget). This result is due to a variety of items including investment earnings which exceeded budget by \$146,000, professional fees were \$101,000 less than budgeted due to unused negotiation/arbitration fees and capital purchases were \$165,000 less. Capital allowances are included each year for building repairs and are carried forward if unused.

In general, smaller surpluses were seen in the Fire Protection Services except for the Extension (\$51,840 surplus due to unused operating allowances) and Nanoose Fire Departments (\$107,880 vs \$47,630 budget). The budget for the Nanoose Fire Department included a \$62,000 payment on long term debt interest that was not used as 2014 included only a ½ year’s interest due to timing of the debt issue.

Strategic and Community Development

The Strategic and Community Development division of Appendix 2 shows an overall surplus of \$1,187,210 compared to a \$738,685 budget. The service areas showing the largest variances are as follows:

- Electoral Area Community Planning (\$389,070 vs \$231,770 budget) reflects both current and long range planning functions and is a result of better than expected permit revenues (\$14,000 above budget) and reduced expenses. This included, savings on training, wages and benefits because of staff vacancies (\$46,650), professional fees (\$61,230 vs \$98,000 budget) as well as savings on various office operating and advertising expenses (\$26,000). Professional fees of approximately \$30,000 will be carried forward to 2015 for the Climate Change Adaptation assessment and the Agricultural Plan implementation as well as a policy and regulation review.
- Regional Growth Strategy (\$237,610 vs \$165,015 budget) has the majority of the difference coming from savings in operating costs (\$68,750 vs \$99,200 budget) and professional fees (\$5,500 vs \$72,500 budget). There are \$8,900 savings in wages and benefits due to staff vacancies. Carry forwards for 2015 include professional fees of approximately \$65,000 for the Nanaimo Airport planning process and for the Climate Change Adaptation assessment.
- Building Inspection (\$475,328 vs \$282,817 budget) permit revenues exceeded budget by \$165,000.

Regional and Community Utilities

The Regional and Community Utilities division of Appendix 2 shows an overall surplus of \$3,390,855 compared to a \$1,323,390 budget. The service areas with the most significant variances are as follows:

- Southern Community Wastewater (\$790,365 vs \$142,585 budget) is partially a result of the timing of capital projects. Capital projects carried forward funded from operations in 2015 include Secondary Treatment Detail Design project \$250,000 and replacement of minor equipment \$293,000. There are capital projects for approximately \$7.1 million carried forward to 2015 to be funded from transfers from development cost charge and general reserves. Professional fees of approximately \$100,000 will be carried forward for Centrifuge#2 design, and a DCC review.
- Northern Community Wastewater (\$1,009,595 vs \$282,530 budget) reflects the impact of projects carried forward for completion in 2015 such as the Trickling Filter roof replacement (\$90,000 operations funded) and Decontamination facility (\$392,000), other capital work/equipment such as generators and adding effluent pumping capacity (\$112,000) as well as significant savings in professional fees (\$120,000). Carry forwards for consulting include (\$28,000) for Yamberry Interceptor Protection design and (\$20,000) for a DCC review study. This area also had savings regarding the biosolids service contract (\$28,000) due to less loading of solid organics possibly as a result of the green bin program.
- Nanoose Bay Peninsula Water Service (\$309,225 vs \$103,385 budget) is partially a result of operating revenues exceeding budget by \$63,000 as well as savings on various operating expenses, such as underground utilities maintenance (\$29,000) and building repairs (\$22,000) and savings in wages (\$51,000) related to a vacant position. There are capital projects for approximately \$737,000 carried forward to 2015 to be funded from transfers from general reserves and borrowing as approved in the November referendum.
- Drinking Water Protection (\$187,605 vs \$96,670 budget) relates to the carry forward of a Hydrometric monitoring study (\$18,000) and incentive program rebates (\$30,000). Operating, program and professional fees were less than budgeted for with approximately \$45,000 in savings.
- Whiskey Creek Water/Westurne Heights Water/San Pareil Water Fire Improvements are reporting carry forward deficits at year end. Whiskey Creek Water is the result of the requirement to shut down the system and haul in water during the extreme rainfall event in November; a plan to remediate this problem is underway. San Pareil and Westurne Water

services reflect the capital work being funded by borrowing with the offsetting revenue to be received in 2015.

- Nanoose Bay Sewer Collection/Wastewater Treatment variance (\$308,590 vs \$156,500 budget) is a result of savings across several areas. Treatment material costs were lower than budgeted (\$29,000), the costs for the underground utilities maintenance budget were lower (\$9,000), the costs of hauling sludge were lower (\$23,000), minor equipment related to crude sludge pumps has been deferred to 2015 (\$10,000) and professional fee allowances were not fully required (\$12,000). There is also \$22,000 for building upgrades to 2015 and \$32,000 for capital equipment upgrades being carried forward.

Recreation and Parks Services

The Recreation and Parks division of Appendix 2 shows an overall surplus of \$1,299,100 as compared to a \$411,380 budget which is largely related to the following services.

- Regional Parks (\$405,515 vs \$38,795 budget) relates largely to capital/development projects that have been carried forward to future years such as the Benson Creek Falls Stairs (\$375,000) and engineering and upgrade work for Kennedy Hall at Moorecroft (\$60,000). There was also savings on various operating expenses, such as building rentals/repairs (\$11,000), vehicle & equipment operating (\$10,000), as well as wages (\$26,000).
- Northern Community Recreation (\$114,745 vs \$17,345) reflects operating revenues exceeding budget by \$60,000 as a result of better program enrollment and the extended summer camps during the teachers labour dispute. Unused grants expense of \$16,000 has been carried forward to 2015 and there were savings on various operating and wage accounts.
- The Ravensong Aquatic Centre (\$334,605 vs \$142,825 budget) had better than anticipated revenues for programs/admissions of approximately \$44,000 and some operating costs that were less than budgeted for, in particular for natural gas (\$40,000) and treatment chemicals (\$15,000). Wage expenses were also less than anticipated at (94% = \$84,000 savings) as a result of how the scheduling vs actual usage worked out.
- Oceanside Place Arena (\$101,308 vs \$52,612 budget) revenues were higher than budgeted by \$18,000 along with savings in various operating accounts and program costs.

Transportation and Solid Waste Services

The Transportation and Solid Waste division of Appendix 2 shows an overall surplus of \$3,878,242 vs \$1,538,554 budget.

- Southern Community Transit (\$1,763,165 vs \$726,970 budget) is a result of multiple factors. Reserve and grant funded capital was underspent (\$776,360 vs \$3,543,320) mainly due to the \$2 million CNG fueling station project that was originally planned to be reflected fully in the RDN budget; however, the costs were run through BC Transit resulting in a smaller allocation to RDN projects. There was also \$1 million transfer to the City of Nanaimo budgeted in 2014 for downtown exchange land purchase that is now deferred to 2015. Some minor capital expenses are being deferred to future years for a support vehicle \$18,000 and shop roof repairs \$40,000. There were savings on vehicle fuel of \$200,000 due to lower than budgeted fuel prices during 2014, savings on building operations and maintenance (\$36,000), savings on bus maintenance due to unused allowances related to the new CNG fleet, and wages (\$320,000) due to staff vacancies and more mechanic hours recovered through BC Transit extra billings. Professional fee allowances of \$40,000 were not required in 2014.

- Solid Waste Disposal (\$1,298,065 vs \$470,850 budget) reflects lower expenditures for several reasons. Tonnage related to commercial customers at the scales was down and revenues were significantly lower than budget by \$840,000 (\$7.5 million actual vs 8.3 million budget). As soon as the reduced tipping fees were identified, staff moved to offset this with corresponding reductions in operating costs such as reduced Landfill engineering operating wages (\$249,000 savings), general operating expenses (\$597,000), and vehicle operations (\$160,000). The carry forward surplus is needed to fund 2015 and future operations until a review on tipping fee structure and Solid Waste operations is completed.
- Solid Waste capital items deferred to future years include equipment purchases such as Landfill Site Backhoe replacement - \$60,000, Landfill utility vehicle replacement - \$22,000, LFG analyzing equipment- \$45,000 and other minor equipment purchases \$30,000. The Solid Waste capital project related to construction of the Nature Park Phase 1 funded by reserves in the amount of \$1.5 million is being deferred to 2024 as per the new financial plan. Professional fees were under budget by \$401,000 with approximately \$80,000 being carried forward to 2015 for various annual operations and monitoring study reports (\$70,000) and the Solid Waste Management Plan Review (\$10,000).

SUMMARY:

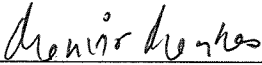
The attached appendices reflect the operating activities of the Regional District recorded up to December 31, 2014. Appendix 1 summarizes the overall results across the organization. At year end 87% of budgeted revenues and 80% of budgeted expenditures have been recorded. Grants (77%) and other revenues (56%) are below the benchmark for timing reasons related to projects as noted above.

Expenditures across all services are lower overall (80%) as well due to the timing of many capital projects (32%) which also impacts professional fees (50%). Community Grants at 11% reflect that the transfer to the Island Corridor Foundation has not been made yet. Across all services, wages and benefits are at 96% of budget for the year, which is in line with expectations.


Final results and consolidated results including capital and reserve funds will be presented after the annual audit is completed later this year.

RECOMMENDATION:


That the summary report of financial results for RDN operations to December 31, 2014 be received for information.



Report Writer



Director Concurrence



C.A.O. Concurrence



GENERAL REVENUE FUND
As of December 31, 2014

	CORPORATE			DEVELOPMENT			REGIONAL & COMM UTILITIES		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
	2014	2014	Var	2014	2014	Var	2014	2014	Var
REVENUES									
TAX REQUISITION	7,144,225	7,144,225	100%	2,532,803	2,532,803	100%	13,604,600	13,608,945	100%
GRANTS	122,875	149,090	82%	11,762	30,135	39%	2,850,824	3,000,985	95%
OPERATING REVENUE	37,694	22,283	169%	1,254,057	1,135,581	110%	2,133,029	1,680,292	127%
OTHER REVENUE	10,831,789	12,195,389	89%	481,355	508,141	95%	2,517,436	11,875,441	21%
PRIOR YEARS SURPLUS (DEFICIT)	1,584,001	1,584,001	100%	1,184,742	1,184,742	100%	2,975,144	2,975,144	100%
TOTAL REVENUES	19,720,584	21,094,988	93%	5,464,719	5,391,402	101%	24,081,033	33,140,807	73%
EXPENSES									
OFFICE OPERATING	175,640	264,348	66%	396,268	416,443	95%	785,833	809,470	97%
COMMUNITY GRANTS	56,032	529,498	11%	0	0	0%	0	0	0%
LEGISLATIVE	467,612	490,785	95%	0	0	0%	0	0	0%
PROFESSIONAL FEES	343,014	362,860	95%	120,920	213,435	57%	407,609	1,234,743	33%
BUILDING - OPER & MAINT	448,597	490,228	92%	66,020	71,213	93%	1,133,811	1,158,003	98%
VEH & EQUIP - OPER & MAINT	313,607	390,659	80%	78,273	87,624	89%	1,105,123	1,005,878	110%
OTHER OPERATING COSTS	1,049,998	1,079,091	97%	638,129	724,207	88%	3,587,429	3,875,115	93%
WAGES & BENEFITS	3,695,021	3,642,678	101%	2,312,666	2,385,757	97%	4,055,107	4,195,110	97%
PROGRAM COSTS	731	1,000	73%	50,451	169,273	30%	104,545	156,050	67%
CAPITAL EXPENDITURES	520,314	2,016,725	26%	70,300	77,975	90%	5,042,933	16,123,557	31%
DEBT - FINANCING - INTEREST	3,465,024	3,399,958	102%	0	0	0%	291,943	303,050	96%
DEBT - FINANCING - PRINCIPAL	2,713,342	2,708,311	100%	0	0	0%	289,499	275,735	105%
CONTINGENCY	0	0	0%	0	0	0%	0	0	0%
TRSF TO RESERVE FUND	639,953	585,228	109%	178,185	140,490	127%	3,886,337	2,680,712	145%
TRSF TO OTHER GOV'T/AGENCIE	4,302,015	4,311,823	100%	366,300	366,300	100%	0	0	0%
TOTAL EXPENDITURES	18,190,900	20,273,192	90%	4,277,512	4,652,717	92%	20,690,169	31,817,423	65%
OPERATING SURPLUS (DEFICIT)	1,529,684	821,796		1,187,207	738,685		3,390,864	1,323,384	

APPENDIX 1

GENERAL REVENUE FUND
As of December 31, 2014

	RECREATION & PARKS SERVICES			TRANSPORTATION & SOLID WASTE			TOTAL	REVENUE	FUND
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
	2014	2014	Var	2014	2014	Var	2014	2014	Var
REVENUES									
TAX REQUISITION	9,848,645	9,848,645	100%	9,077,317	9,077,317	100%	42,207,590	42,211,935	100%
GRANTS	454,961	875,157	52%	5,798,934	8,021,894	72%	9,239,356	12,077,261	77%
OPERATING REVENUE	1,587,206	1,416,215	112%	16,285,748	16,971,837	96%	21,297,734	21,226,208	100%
OTHER REVENUE	183,277	450,133	41%	1,934,194	3,455,040	56%	15,948,051	28,484,144	56%
PRIOR YEARS SURPLUS (DEFICIT)	1,209,488	1,209,488	100%	2,963,015	2,963,015	100%	9,916,390	9,916,390	100%
TOTAL REVENUES	13,283,577	13,799,638	96%	36,059,208	40,489,103	89%	98,609,121	113,915,938	87%
EXPENSES									
OFFICE OPERATING	541,735	553,449	98%	2,032,326	2,065,110	98%	3,931,802	4,108,820	96%
COMMUNITY GRANTS	0	0	0%	0	0	0%	56,032	529,498	11%
LEGISLATIVE	44	1,600	3%	0	0	0%	467,656	492,385	95%
PROFESSIONAL FEES	167,305	200,900	83%	399,884	853,083	47%	1,438,732	2,865,021	50%
BUILDING - OPER & MAINT	769,920	804,193	96%	497,679	529,225	94%	2,916,027	3,052,862	96%
VEH & EQUIP - OPER & MAINT	176,876	215,987	82%	4,987,325	6,171,863	81%	6,661,204	7,872,011	85%
OTHER OPERATING COSTS	741,959	889,397	83%	8,266,340	9,143,721	90%	14,283,855	15,711,531	91%
WAGES & BENEFITS	4,025,814	4,165,247	97%	13,277,880	14,170,526	94%	27,366,488	28,559,318	96%
PROGRAM COSTS	432,619	418,261	103%	0	0	0%	588,346	744,584	79%
CAPITAL EXPENDITURES	892,596	1,899,077	47%	1,564,147	4,842,122	32%	8,090,290	24,959,456	32%
DEBT - FINANCING - INTEREST	704,701	708,993	99%	0	0	0%	4,461,668	4,412,001	101%
DEBT - FINANCING - PRINCIPAL	1,128,133	1,128,135	100%	0	0	0%	4,130,974	4,112,181	100%
CONTINGENCY	0	35,000	0%	0	276,831	0%	0	311,831	0%
TRSF TO RESERVE FUND	820,557	780,777	105%	1,143,725	898,070	127%	6,668,757	5,085,277	131%
TRSF TO OTHER GOV'T/AGENCIES	1,582,216	1,587,240	100%	11,663	0	0%	6,262,194	6,265,363	100%
TOTAL EXPENDITURES	11,984,475	13,388,256	90%	32,180,969	38,950,551	83%	87,324,025	109,082,139	80%
OPERATING SURPLUS (DEFICIT)	1,299,102	411,382		3,878,239	1,538,552		11,285,096	4,833,799	



SUMMARY OF OPERATING RESULTS
For period ending December 31, 2014

	Revenues 2014 Actuals	Revenues 2014 Budget	Variance	Expenditures 2014 Actuals	Expenditures 2014 Budget	Variance	Surplus 2014 Actuals	Surplus 2014 Budget
CORPORATE SERVICES								
Administration	6,454,837	6,759,101	95%	5,441,672	6,302,088	86%	1,013,165	457,013
Electoral Area Administration	856,690	813,802	105%	734,264	709,270	104%	122,426	104,532
Public Safety								
D68 E911	134,868	133,257	101%	123,206	131,762	94%	11,662	1,495
D69 E911	636,747	636,747	100%	572,797	572,797	100%	63,950	63,950
Community Justice	119,419	119,335	100%	119,300	119,300	100%	119	35
Fire Protection								
Fire - Meadowood	139,360	139,360	100%	139,358	139,360	100%	2	0
Fire - Nanaimo River	17,801	17,801	100%	17,792	17,795	100%	9	6
Fire - Coombs Hilliers	381,118	791,837	48%	381,118	791,837	48%	0	0
Fire - Errington	496,916	480,372	103%	496,916	480,372	103%	0	0
Fire - French Creek	485,767	485,556	100%	417,042	428,701	97%	68,725	56,855
Fire - Nanoose Bay	752,507	1,120,120	67%	644,624	1,072,490	60%	107,883	47,630
Fire - Wellington	72,856	72,856	100%	64,712	61,183	106%	8,144	11,673
Fire - Cassidy Waterloo	213,336	211,340	101%	208,660	211,340	99%	4,676	0
Fire - Dashwood	543,028	646,234	84%	543,028	646,234	84%	0	0
Fire - Extension	185,988	185,988	100%	134,145	185,988	72%	51,843	0
Fire - Parksville Local	168,365	168,365	100%	89,758	89,758	100%	78,607	78,607
Fire - Bow Horn Bay	347,175	749,994	46%	347,175	749,994	46%	0	0
Regional Library	2,792,555	2,793,282	100%	2,792,555	2,793,282	100%	0	0
Feasibility Studies	53,433	30,000	178%	54,957	30,000	183%	(1,524)	0
Municipal Debt Transfers	4,846,316	4,718,141	103%	4,846,316	4,718,141	103%	0	0
House Numbering	21,500	21,500	100%	21,500	21,500	100%	0	0
TOTAL	19,720,582	21,094,988	93%	18,190,895	20,273,192	90%	1,529,687	821,796
STRATEGIC & COMMUNITY DEVELOPMENT								
EA Community Planning	1,917,231	1,895,246	101%	1,528,157	1,663,476	92%	389,074	231,770
Economic Development South	152,000	152,000	100%	152,000	152,000	100%	0	0
Economic Development North	50,667	50,623	100%	28,106	50,623	56%	22,561	0
VIHA Homelessness Grants	188,000	188,000	100%	188,000	188,000	100%	0	0
Regional Growth Strategy	665,892	687,312	97%	428,282	522,295	82%	237,610	165,017
Emergency Planning	376,276	398,297	94%	355,500	376,096	95%	20,776	22,201
D68 Search & Rescue	41,898	41,577	101%	39,300	41,300	95%	2,598	277



SUMMARY OF OPERATING RESULTS
For period ending December 31, 2014

	Revenues 2014 Actuals	Revenues 2014 Budget	Variance	Expenditures 2014 Actuals	Expenditures 2014 Budget	Variance	Surplus 2014 Actuals	Surplus 2014 Budget
Building Inspection	1,561,828	1,406,062	111%	1,086,500	1,123,245	97%	475,328	282,817
Bylaw Enforcement								
Bylaw Enforcement	238,908	245,222	97%	238,908	245,222	97%	0	0
Animal Control EA A,B,C,LANTZ	71,782	71,782	100%	64,803	66,906	97%	6,979	4,876
Animal Control E,G & H	93,412	94,257	99%	88,482	89,956	98%	4,930	4,301
Animal Control EA F	33,625	33,375	101%	19,252	19,876	97%	14,373	13,499
Unsightly Premises	15,424	63,424	24%	13,624	58,161	23%	1,800	5,263
Hazardous Properties	9,585	19,585	49%	6,734	17,526	38%	2,851	2,059
Noise Control	48,193	44,640	108%	39,862	38,035	105%	8,331	6,605
TOTAL	5,464,721	5,391,402	101%	4,277,510	4,652,717	92%	1,187,211	738,685
REGIONAL & COMMUNITY UTILITIES								
RCU - Administration	358,889	356,104	101%	358,889	356,104	101%	0	0
Wastewater Management								
Liquid Waste Management Planning	420,644	730,970	58%	215,684	604,361	36%	204,960	126,609
Wastewater Southern Community	9,735,412	16,701,370	58%	8,945,046	16,558,783	54%	790,366	142,587
Wastewater Northern Community	5,314,687	5,565,463	95%	4,305,092	5,282,934	81%	1,009,595	282,529
Wastewater Duke Point	369,044	361,568	102%	207,899	293,605	71%	161,145	67,963
Water Supply								
Water - Surfside	41,772	41,905	100%	22,934	28,803	80%	18,838	13,102
Water - French Creek	152,411	191,450	80%	115,596	169,367	68%	36,815	22,083
Water - Whiskey Creek	111,145	133,691	83%	115,278	119,857	96%	(4,133)	13,834
Water - Decourcey	15,533	15,653	99%	8,544	11,044	77%	6,989	4,609
Water - San Pareil	198,762	193,775	103%	174,753	184,165	95%	24,009	9,610
Water - Driftwood	5,460	5,460	100%	5,458	5,460	100%	2	0
Water - Englishman River	184,978	183,175	101%	130,947	141,516	93%	54,031	41,659
Water - Melrose Place	31,561	32,351	98%	20,469	31,288	65%	11,092	1,063
Water - Nanoose Peninsula	1,730,612	2,398,112	72%	1,421,387	2,294,728	62%	309,225	103,384
Water - Bulk Water Nanoose Bay	927,855	1,606,905	58%	781,369	1,480,160	53%	146,486	126,745
Water - Bulk Water French Creek	96,344	94,885	102%	80,500	85,889	94%	15,844	8,996
Water - San Pareil Fire	948,905	1,057,200	90%	981,006	1,057,200	93%	(32,101)	0
Water - Westurne Heights	0	0	#DIV/0!	1,454	0	#DIV/0!	(1,454)	0
Drinking Water/Watershed Protection	666,433	665,328	100%	478,829	568,656	84%	187,604	96,672
Streetlighting	120,669	120,451	100%	97,386	98,034	99%	23,283	22,417



SUMMARY OF OPERATING RESULTS
For period ending December 31, 2014

	Revenues 2014 Actuals	Revenues 2014 Budget	Variance	Expenditures 2014 Actuals	Expenditures 2014 Budget	Variance	Surplus 2014 Actuals	Surplus 2014 Budget
Sewer Collection								
Sewer - French Creek	899,352	929,823	97%	895,523	924,228	97%	3,829	5,595
7551 / 2851 SewerFairwinds / Wastewater Nanoose	912,861	943,918	97%	604,269	787,418	77%	308,592	156,500
Sewer - Pacific Shores	82,674	81,697	101%	65,716	68,466	96%	16,958	13,231
Sewer - Surfside	29,094	29,046	100%	25,523	27,929	91%	3,571	1,117
Sewer - Cedar	195,962	192,028	102%	162,298	163,163	99%	33,664	28,865
Sewer - Barclay	231,491	224,976	103%	189,536	201,449	94%	41,955	23,527
Sewer - Hawthorne Rise Debt	230,029	258,833	89%	223,985	258,833	87%	6,044	0
Englishman River Stormwater	13,220	13,220	100%	5,385	6,350	85%	7,835	6,870
Cedar Estates Stormwater	9,050	9,050	100%	3,225	5,225	62%	5,825	3,825
Pump & Haul	1,950	2,400	81%	1,950	2,400	81%	0	0
Sewer - Reid Road Debt	12,227	0	#DIV/0!	12,238	0	#DIV/0!	(11)	0
Community Works Fund Projects - Regional & Community Utilit	32,004	0	#DIV/0!	32,004	0	#DIV/0!	0	0
TOTAL	24,081,030	33,140,807	73%	20,690,172	31,817,415	65%	3,390,858	1,323,392
PARKS & RECREATION SERVICES								
Regional Parks	2,524,338	2,678,581	94%	2,118,824	2,639,786	80%	405,514	38,795
Community Parks								
Community Parks - Area A	301,497	331,352	91%	290,504	315,791	92%	10,993	15,561
Community Parks - Area B	252,547	247,296	102%	190,412	213,724	89%	62,135	33,572
Community Parks - Area C (Extension)	83,684	83,558	100%	50,526	57,610	88%	33,158	25,948
Community Parks - Area C (East Wellington)	102,608	102,482	100%	79,117	87,160	91%	23,491	15,322
Community Parks - Area E	124,611	190,341	65%	98,475	176,816	56%	26,136	13,525
Community Parks - Area F	264,578	270,660	98%	236,867	257,661	92%	27,711	12,999
Community Parks - Area G	141,824	184,766	77%	108,197	174,256	62%	33,627	10,510
Community Parks - Area H	153,844	153,097	100%	130,796	143,866	91%	23,048	9,231
Area A Recreation & Culture	213,690	213,690	100%	115,786	190,553	61%	97,904	23,137
Northern Community Recreation	1,647,398	1,587,602	104%	1,532,652	1,570,258	98%	114,746	17,344
Oceanside Place	2,638,783	2,614,837	101%	2,537,475	2,562,225	99%	101,308	52,612
Ravensong Aquatic Centre	3,437,116	3,351,596	103%	3,102,511	3,208,771	97%	334,605	142,825
Gabriola Island Recreation	100,265	100,216	100%	94,417	100,217	94%	5,848	(1)
Southern Community Recreation & Culture	1,157,442	1,157,314	100%	1,158,563	1,157,314	100%	(1,121)	0
Community Works Fund Projects - Parks & Recreation Services	139,350	532,250	26%	139,350	532,250	26%	0	0
TOTAL	13,283,575	13,799,638	96%	11,984,472	13,388,258	90%	1,299,103	411,380



SUMMARY OF OPERATING RESULTS
For period ending December 31, 2014

	Revenues 2014 Actuals	Revenues 2014 Budget	Variance	Expenditures 2014 Actuals	Expenditures 2014 Budget	Variance	Surplus 2014 Actuals	Surplus 2014 Budget
TRANSPORTATION & SOLID WASTE SERVICES								
Transit								
Transit Southern Community	20,176,940	23,628,122	85%	18,413,775	22,901,153	80%	1,763,165	726,969
Transit Northern Community	2,023,452	2,036,214	99%	1,637,421	1,792,011	91%	386,031	244,203
Gabriola Island Emergency Wharf	18,295	14,165	129%	18,295	9,150	200%	0	5,015
Community Works Fund Projects - Transit	11,663	0	#DIV/0!	11,663	0	#DIV/0!	0	0
Transit - EA H (Capital Levy)	12,500	12,500	100%	12,500	12,500	100%	0	0
Solid Waste								
Solid Waste Management	9,374,025	10,472,279	90%	8,075,958	10,001,427	81%	1,298,067	470,852
Solid Waste Collection & Recycling	4,442,334	4,325,823	103%	4,011,355	4,234,308	95%	430,979	91,515
TOTAL	36,059,209	40,489,103	89%	32,180,967	38,950,549	83%	3,878,242	1,538,554
TOTAL ALL SERVICES	98,609,117	113,915,938	87%	87,324,016	109,082,131	80%	11,285,101	4,833,807



RDN REPORT		[Handwritten Signature]
CAO APPROVAL		
EAP		
COW	/	
FEB 27 2015		
RHD		
BOARD		

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: February 27, 2015

FROM: Wendy Idema, Director of Finance
Randy Alexander, General Manager, Regional & Community Utilities

FILE: 1855-04

SUBJECT: Gas Tax – Strategic Priorities Fund Infrastructure Stream

PURPOSE

To bring forward candidate projects for submission for funding under the Gas Tax – Strategic Communities Fund Infrastructure Project Stream.

BACKGROUND

In May 2014, Canada, BC, and UBCM signed the renewed Gas Tax Agreement (GTA) which provides a ten (10) year commitment of federal funding for investments in local government infrastructure and capacity building.

One of the key funding programs established through the GTA, is the Strategic Priorities Fund (SPF), which pools approximately \$28 million annually for strategic investments that are considered larger in scale, regional in impact, or innovative.

The deadline for submitting an application under the first intake for the SPF fund is April 15, 2015. Additional intakes are anticipated, however they have not yet been scheduled.

The program is open to all local governments in BC, outside of the Metro Vancouver Regional District. Program guidelines for the SPF are available at: <http://www.ubcm.ca/EN/main/funding/renewed-gas-tax-agreement/strategic-priorities-fund.html>.

Each eligible local government may submit two (2) applications under the SPF-Capital Infrastructure Projects Stream, and one (1) application under the Capacity Building Stream. This report brings forward projects for consideration under the Infrastructure Stream. A SPF grant can fund up to 100% of eligible costs of an eligible project.

Eligible costs for the Infrastructure Stream are expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset. Eligible costs for the Capacity Building Stream include those related to strengthening local government’s ability to improve local and regional planning, including capital investment plans, sustainability plans, and asset management plans.

Ineligible costs include operating or administrative costs related to tasks normally carried out by staff, purchase of land, legal, and routine repair and maintenance.

Projects are only eligible if the SPF application is submitted prior to award of construction.

Applications must include a Board resolution indicating support for the application.

Eligible project categories for the Infrastructure Stream include:

- Public transit
- Solid waste
- Drinking water
- Wastewater
- Highways
- Short-line Rail
- Culture Infrastructure
- Short-sea Shipping
- Local/Regional Airports
- Tourism Infrastructure
- Sport Infrastructure
- Disaster Mitigation
- Community Energy Infrastructure
- Recreational Infrastructure
- Brownfield redevelopment
- Broadband connectivity
- Local Roads/Bridges/Transport

Selection criteria include:

- How well the project aligns with the objectives of productivity and economic growth, a clean environment; and strong cities and communities.
- Timing of the project and outcomes.
- The capacity of the community to undertake and maintain the project.
- The degree towards which the project supports strategic infrastructure investment decisions, or links to sustainability and capital investment plans.
- The degree towards which asset management practices are considered.
- The degree towards which the project uses sustainability principles.
- The degree the project benefits more than one community or is identified as regional in impact.
- The size/scale of the project in relation to the size of the community.

ALTERNATIVES

1. The Board support application under the NBCF-SCF for the identified projects.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Funding of infrastructure projects under the SPF has the potential to significantly reduce the tax burden associated with those projects. Funding under the SPF is limited, and is expected to primarily benefit local government projects that are larger in scale, regional in impact, or innovative.

Staff have identified the following projects as possible projects for submission to the current intake of the SPF. These projects meet the criteria for eligible projects and align with the SPF objectives of projects that are larger in scale and regional in nature.

Greater Nanaimo Pollution Control Centre Upgrades (2014-2018): \$62 million

The Greater Nanaimo Pollution Control Centre provides primary wastewater treatment to the Nanaimo and Lantzville area. The plant must be upgraded to secondary treatment levels to meet higher treatment standards imposed by federal and provincial governments.

Construction award is anticipated mid 2016, which may preclude applying under future intake opportunities.

Greater Nanaimo Marine Outfall Replacement (2015/2016): \$16 million

The Departure Bay Forcemain is a 3 km long with 36" steel pipe that carries wastewater to the Greater Nanaimo Pollution Control Centre. The pipe, installed in 1973 is reaching end of life, and requires replacement.

Construction award is anticipated mid 2015, which will likely preclude applying under future intake opportunities.

French Creek Pollution Control Centre (2018 - 2020): \$32 million

The French Creek Pollution Control Centre, provides secondary level wastewater treatment to the Parksville, French Creek and Qualicum Beach areas. Capacity expansion is required due to growth.

The scheduling of this project should align with future intake opportunities.

Nanoose Bay Pollution Control Centre Upgrade to Secondary Treatment (2020-2023): \$4.1 million

The Nanoose Bay Pollution Control Centre provides primary level sewage treatment to the Nanoose Bay sewer service area. The plant must be upgraded to meet higher treatment standards imposed by federal and provincial governments.

The scheduling of this project should align with future intake opportunities.

Englishman River Water Service (2015-2016): \$10 million (RDN Share)

The Englishman River Water Service is a joint venture between the City of Parksville and the RDN to provide drinking water to Parksville and Nanoose Bay service areas. The RDN's share of the project is \$10 million. A major component of the project is implementing higher treatment standards imposed by the Provincial Health Authority.

Application for this project will be made by the City of Parksville.

STRATEGIC PLAN IMPLICATIONS

The RDN's 2013-2015 Strategic Plan includes many goals related to the improvement of infrastructure in the RDN within all service areas. As well it clearly identifies balancing the RDN's vision for the region and pursuit of innovation with fiscal responsibility including support to seek out provincial and federal grant funding for infrastructure projects.

SUMMARY/CONCLUSIONS

The Gas Tax – Strategic Communities Fund Infrastructure Project Stream supports local government infrastructure projects that are larger in scale and regional in nature. Program guidelines are available at: <http://www.ubcm.ca/EN/main/funding/renewed-gas-tax-agreement/strategic-priorities-fund.html>.

The deadline for submission of the first intake of the SPF Infrastructure Stream is April 15, 2015. Applications must be accompanied by a Board resolution. For this intake local governments may submit only two applications for funding under the infrastructure stream.

A SPF grant can fund up to 100% of eligible costs of an eligible project. Funding of infrastructure projects under the SPF has the potential to significantly reduce the tax burden associated with those projects. Funding under the SPF is limited, and is expected to primarily benefit local government projects that are larger in scale, regional in impact, or innovative.

Eligible project categories for the 2015 Infrastructure Stream are: Public transit, Solid waste, Drinking water, Wastewater, Highways, Short-line Rail, Culture Infrastructure, Short-sea Shipping, Local/Regional Airports, Tourism Infrastructure, Sport Infrastructure, Disaster Mitigation, Community Energy Infrastructure, Recreational Infrastructure, Brownfield redevelopment, Broadband connectivity, and Local Roads/Bridges/Transport.

Staff have identified two RDN projects as best aligned with the timing, objectives and evaluation criteria for this SPF intake:

- Greater Nanaimo Pollution Control Centre Upgrades - \$62 million.
- Greater Nanaimo Marine Outfall Replacement - \$16 million.

RECOMMENDATION

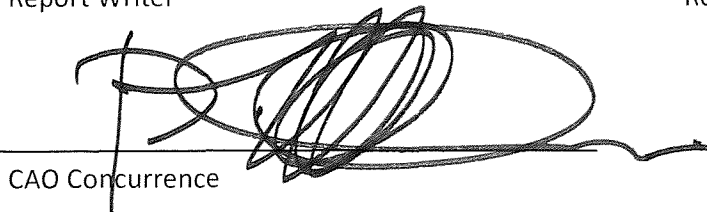
1. That the Board support the following projects for application by the RDN to the Gas Tax – Strategic Priorities Fund Infrastructure Stream for the April 15, 2015 application intake.
 - Greater Nanaimo Pollution Control Centre Upgrades - \$62 million.
 - Greater Nanaimo Marine Outfall Replacement - \$16 million.
2. That the Board continue to support application by the City of Parksville for the Englishman River Water Service project.



Report Writer



Report Writer



CAO Concurrence



CAO APPROVAL ###		
EAP	<input type="checkbox"/>	
COW	<input checked="" type="checkbox"/>	
MAR 04 2015		
RHD	<input type="checkbox"/>	
BOARD	<input type="checkbox"/>	

MEMORANDUM

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: February 27, 2015

FROM: Wendy Idema
Director of Finance

FILE:

SUBJECT: Bylaw No. 1722 – Regional District of Nanaimo 2015 to 2019 Financial Plan

PURPOSE:

To summarize final updates to the 2015 budget and introduce Bylaw No. 1722 to adopt the 2015 to 2019 financial plan.

BACKGROUND:

Staff reported on February 10th that the 2015 proposed budget included consolidated tax revenues of \$45,173,675, a consolidated increase of 7.0% over 2014. The proposed budget since that time has been adjusted for several items, the most significant of which are the changes for the Northern Community Wastewater area to a full user pay system for septage reducing the tax requisition by \$52,805, and reductions to the Transit Service budgets for \$112,250. The revised 2015 budget, included in the financial plan attached with this report, shows consolidated tax revenues of \$45,032,665 (consolidated increase of 6.7%).

The 2015 to 2019 Financial Plan incorporates projects totaling approximately \$3.6 million funded by Gas Tax Transfer Funds. These include the E&N Regional Trail (\$2.6 million), Rural Village Centre Sewer Servicing (\$350,000), French Creek Pollution Control Centre upgrades (\$180,000), Gabriola Island Recycling Centre (\$75,000), and a number of trail projects in electoral areas (\$433,000). Going forward, staff will continue to research alternatives for funding the significant infrastructure plans included in the five year plan and to develop a fully integrated asset management process. Current provincial and federal grant funding programs identify asset management processes as significant criteria for funding.

Table 1 below summarizes the component drivers of the change in consolidated 2015 property tax revenues:

Table 1 Change for General Services Tax Revenues	Change in dollars	Percent change
Changed or New Service Levels	\$1,637,960	4.7%
Changes from Other Jurisdictions	\$117,220	0.3%
Existing Services	\$515,185	1.5%
Year over Year Change for General Services	\$2,270,365	6.5%

Bylaw No. 1722 is introduced with this report to adopt the 2015 to 2019 financial plan.

ALTERNATIVES

1. Approve the 2015 to 2019 financial plan as presented and proceed to adopt Bylaw No. 1722.
2. Amend the 2015 to 2019 financial plan and adopt Bylaw No. 1722 as amended.

FINANCIAL IMPLICATIONS:

Alternative 1

Consolidated tax revenues including local service area taxes have changed since the February 10, 2015 presentation as follows:

Grants in Aid	Increase	\$5,000	Addition for Arrowsmith Search & Rescue
Electoral Areas	Increase	\$10,000	EAPC/Town Hall Meetings in electoral areas
Electoral Area F Community Parks	Increase	\$8,000	Meadowood Community Centre Maintenance
Electoral Area B Feasibility	Increase	\$15,000	Possible Taxi-Saver Program on Gabriola Island
Northern Community Wastewater	Decrease	\$(52,805)	Transition to full user pay system for septage
Southern Community Recreation	Increase	\$6,925	Revised final amounts from City of Nanaimo
Northern & Southern Community Transit	Decrease	\$(112,250)	Adjustments based on final BC Transit information & operating cost revisions
Various Services	Decrease	\$(20,880)	Multiple smaller changes
Total adjustments	Decrease	\$(141,010)	

Regional District tax requisitions include a combination of usage, population, assessment based and parcel taxes. Appendix 1 is a summary list of the tax revenues for each major service provided by the Regional District compared to the initial recommendations. Appendix 2 provides additional details on the parcel taxes levied for various services and the related year over year change. Appendix 3 summarizes the participation of each member in the 2015 budget including estimates of tax rates.

The financial plan forecasts consolidated tax revenue increases between 4.4% and 6.3% annually. Appendix 4 summarizes the forecasted cost for general services for a property valued at \$300,000. In dollar terms, the annual change for properties valued at \$300,000 averages \$17 per year. Proposed capital improvements and expansions to Transit Services along with required infrastructure upgrades to Wastewater Services continue to have the largest impact on annual changes. This is reflected in the higher cost increases forecast for the municipal members in particular.

One item outstanding from the February 24th Board meeting is the possible funding of \$45,000 to the Friends of Morden Mine group to mitigate immediate structural issues at the coal mine head frame and tipple in the Morden Colliery Historic Provincial Park. As this is a Provincial Park, access to the structure, approval for remediation and any associated funding arrangements cannot be confirmed until discussions are undertaken with the Province. The General Manager of Recreation & Parks has begun research on available grants for the much larger capital project that would be required to preserve the tipple. He has identified two heritage related grant programs, with limited funding, that may be

applicable, as well as a potential application through the Island Coastal Economic Trust and the Gas Tax Strategic Priorities Fund in its next intake, pending all of the reviews, discussions and agreements that would need to be completed with the Province prior to pursuing funding. Pursuit of grant funding for this project would need to be considered in conjunction with all of the other significant infrastructure plans in both the Regional & Community Utilities and the Parks divisions of the Regional District that would all benefit significantly from grant funding.

As such, the Board may wish to recommend that the Grants-in-Aid service requisition be increased by \$45,000 in order to have those funds available should the decision be made by the Board later this year to provide funding for the immediate repair requirements. If the funding is not required, it can be returned to the GIA service in 2016 for application to other grants, or to reduce the tax requisition.

Based on the review and recommendations provided to date, staff recommend approval of the 2015 budget and the 2015 to 2019 financial plan.

Alternative 2

The financial plan can be amended further but must be adopted on or before March 31, 2015. The Board's last regularly scheduled meeting will be held on March 24th. Further amendments need to be approved at that meeting.

STRATEGIC PLAN IMPLICATIONS:

The 2015 to 2019 Financial Plan provided represents the consolidated cost of implementing the Strategic Goals and Actions for each of the RDN's five Action Areas:

- The Regional Federation;
- Strategic and Community Development;
- Transportation and Solid Waste;
- Regional and Community Utilities; and
- Parks and Recreation

These Action Areas reflect the traditional organizational structure of the RDN, and each manager and general manager is tasked with identifying how projects and programs planned are consistent with the Board Strategic Plan.

SUMMARY/CONCLUSIONS:

The 2015 budget has been updated to reflect final 2014 operating results, final direction from the Board and final costs related for other jurisdictions such as 9-1-1 services, recreation facilities, and sportsfield cost sharing. A decrease to the requisition of \$141,010 has been included since the financial plan was presented on February 10th as a result of multiple changes noted above. New revenues totaling \$2,005 are also reflected in the 2015 budget as a result of revised parcel numbers for Regional Parks and Drinking Water/Watershed Protection.

The attachments to this report summarize the impact of the 2015 budget on each member as well as the forecast of tax rates over the period 2015 to 2019. In dollar terms, the annual change for properties valued at \$300,000 averages \$17 per year. Transportation and Wastewater Services continue to have the largest impact on annual changes. This is reflected in the higher cost increases forecast for the municipal members in particular. Staff will continue to look at alternatives for funding infrastructure

including revised borrowing/reserve/development cost charge funding and ongoing pursuit of grant funding.

One item outstanding from the February 24th Board meeting is the possible funding of \$45,000 for the coal mine head frame and tipple in the Morden Colliery Historic Provincial Park to mitigate immediate structural issues. As this is a Provincial Park, access to the structure, approval for remediation, and any associated funding arrangements cannot be confirmed until discussions are undertaken with the Province.

The Board may wish to recommend that the Grants-in-Aid service requisition be increased by \$45,000 in order to have funds available should the decision be made by the Board later this year to provide funding for the immediate repair requirements. If the funding is not required, it can be returned to the GIA service in 2016 for application to other grants or to reduce the tax requisition.

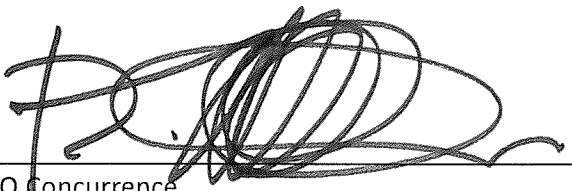
Based on the review and recommendations provided to date, staff recommend adopting Bylaw No. 1722, 2015, which represents the 2015 to 2019 financial plan.

RECOMMENDATIONS:

1. That "Regional District of Nanaimo Financial Plan 2015 to 2019 Bylaw No. 1722, 2015" be introduced and read three times.
2. That "Regional District of Nanaimo Financial Plan 2015 to 2019 Bylaw No. 1722, 2015" be adopted.



Report Writer

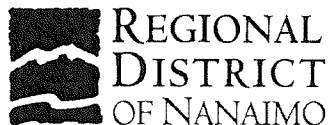


CAO Concurrence



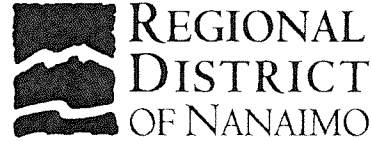
Summary of Tax Revenues/Municipal Participation Agreements

	2014 FINAL Mar 2014	2015 REVISED Jan 2015	2015 FINAL Mar 2015	change from 2014 \$	change from 2014 %
CORPORATE SERVICES					
Corporate Administration	840,747	921,712	926,712	85,965	10.2%
House Numbering	21,500	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	383,125	410,495	420,495	37,370	9.8%
Lantzville Service Participation Agreement	17,723	18,446	18,446	723	4.1%
General Grants In Aid	78,572	475,972	480,972	402,400	512.1%
Southern Restorative Justice/Victim Services	12,500	12,500	13,500	1,000	8.0%
Northern Community Justice	106,725	111,681	111,681	4,956	4.6%
Feasibility Studies/Referendums		7,500	22,500	22,500	NEW
	1,460,892	1,979,806	2,015,806		
STRATEGIC & COMMUNITY DEVELOPMENT					
Electoral Area Community & Long Range Planning	1,382,447	1,437,745	1,437,745	55,298	4.0%
Regional Growth Strategy	413,039	429,561	429,561	16,522	4.0%
Emergency Planning	254,477	259,567	259,567	5,090	2.0%
Lantzville Service Participation Agreement	21,708	22,449	22,449	741	3.4%
District 68 Search & Rescue	40,990	40,990	40,990	0	0.0%
District 69 Search & Rescue		5,000	5,000	5,000	NEW
Economic Development - Southern Community	152,000	164,000	164,000	12,000	7.9%
Economic Development - Northern Community	50,000	50,000	50,000	0	0.0%
Animal Control - Area A ,B,C,Lantzville	64,862	66,159	66,159	1,297	2.0%
Animal Control Area E,G,H	81,620	81,620	81,620	0	0.0%
Animal Control Area F	19,370	18,595	18,595	(775)	-4.0%
Hazardous Properties	7,416	7,564	7,564	148	2.0%
Unightly Premises	6,914	7,260	7,260	346	5.0%
Noise Control	37,960	38,073	38,073	113	0.3%
	2,532,803	2,628,583	2,628,583		
RECREATION & PARKS					
Ravensong Aquatic Centre	2,487,877	2,525,074	2,525,074	37,197	1.5%
Oceanside Place	1,776,645	1,838,828	1,823,828	47,183	2.7%
Northern Community Recreation	1,043,901	1,075,287	1,075,287	31,386	3.0%
Gabriola Island Recreation	95,903	101,839	101,839	5,936	6.2%
Area A Recreation & Culture	177,369	182,690	182,690	5,321	3.0%
Port Theatre/Cultural Centre Contribution	80,675	81,822	81,822	1,147	1.4%
Regional Parks - operating	1,090,960	1,208,237	1,208,237	117,277	10.7%
Regional Parks - capital	866,788	871,585	872,911	6,123	0.7%
Electoral Areas Community Parks	892,145	969,312	977,312	85,167	9.5%
	8,512,263	8,854,674	8,849,000		
REGIONAL & COMMUNITY UTILITIES					
Southern Wastewater Treatment	5,047,850	5,502,157	5,502,157	454,307	9.0%
Northern Wastewater Treatment	3,577,195	3,784,405	3,731,598	154,403	4.3%
Liquid Waste Management Planning	155,678	163,462	163,462	7,784	5.0%
Drinking Water Protection	446,630	466,388	467,068	20,438	4.6%
	9,227,353	9,916,412	9,864,285		
TRANSPORTATION & SOLID WASTE SERVICES					
Southern Community Transit	7,792,818	8,260,390	8,157,890	365,072	4.7%
Northern Community Transit	910,462	974,194	964,444	53,982	5.9%
D69 Custom Transit (Area H)	12,500	12,500	12,500	0	0.0%
Descanso Bay Emergency Wharf	5,684	5,798	5,798	114	2.0%
Solid Waste Management & Disposal	355,853	462,470	462,470	106,617	30.0%
	9,077,317	9,715,352	9,603,102		
GENERAL TAXATION FOR OTHER JURISDICTIONS					
SD 68 Emergency 911	128,470	131,039	130,397	1,927	1.5%
SD 69 Emergency 911	587,715	587,715	587,715	0	0.0%
Southern Community Recreation	1,076,950	1,100,612	1,107,535	30,585	2.8%
Northern Community Sportsfield Agreement	259,432	262,026	260,047	615	0.2%
Vancouver Island Regional Library	1,852,408	1,929,101	1,929,101	76,693	4.1%
	3,904,975	4,010,493	4,014,795		
GENERAL SERVICES PROPERTY TAX REVENUES					
	34,715,603	37,105,320	36,975,571		
	4.9%	6.9%	6.5%		
LOCAL SERVICE AREA TAX REVENUES					
Duke Point Wastewater Treatment	201,904	218,056	218,056	16,152	8.0%
Northern Community Wastewater -other benefitting areas	802,852	858,445	858,445	55,593	6.9%
Fire Protection Areas	3,114,740	3,269,301	3,277,247	162,507	5.2%
Streetlighting Service Areas	78,889	81,624	81,624	2,735	3.5%
Stormwater Management	9,545	9,641	9,641	96	1.0%
Utility Services	3,288,402	3,631,288	3,612,081	323,679	9.8%
	7,496,332	8,068,355	8,057,094		
NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS					
	42,211,935	45,173,675	45,032,665		
	5.2%	7.0%	6.7%		



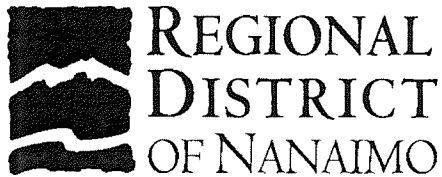
Summary of Tax Revenues/Municipal Participation Agreements

	2014 FINAL Mar 2014	2015 REVISED Jan 2015	2015 FINAL Mar 2015	change from 2014 \$	change from 2014 %
ADDITIONAL DETAILS - GENERAL SERVICES					
PORT THEATRE/CULTURAL CENTRE CONTRIBUTION					
Electoral Area A	14,677	14,897	14,897	220	1.5%
Electoral Area B	26,692	26,912	26,912	220	0.8%
Electoral Area C (Extension)	14,464	14,798	14,798	334	2.3%
Electoral Area C (E.Wellington)	3,776	3,833	3,833	57	1.5%
Electoral Area E	21,066	21,382	21,382	316	1.5%
	80,675	81,822	81,822		
COMMUNITY PARKS					
Electoral Area A	146,650	163,783	163,783	17,133	11.7%
Electoral Area B	179,729	184,222	184,222	4,493	2.5%
Electoral Area C(Extension)	57,819	60,132	60,132	2,313	4.0%
Electoral Area C(E. Wellington)	72,908	82,124	82,124	9,216	12.6%
Electoral Area E	99,174	103,141	103,141	3,967	4.0%
Electoral Area F	101,806	116,000	124,000	22,194	21.8%
Electoral Area G	106,610	109,275	109,275	2,665	2.5%
Electoral Area H	127,449	150,635	150,635	23,186	18.2%
	892,145	969,312	977,312		
ADDITIONAL DETAILS - LOCAL SERVICES TAX REVENUES					
FIRE PROTECTION					
Nanaimo River Fire (Area C)	17,795	17,786	17,786	(9)	-0.1%
Coombs-Hilliers Fire Volunteer (Area F)	361,837	374,083	374,083	12,246	3.4%
Errington Fire Volunteer (Area F)	331,100	419,605	419,605	88,505	26.7%
Nanoose Bay Fire Volunteer (Area E)	592,990	604,850	604,850	11,860	2.0%
Dashwood Fire Volunteer (Area F,G,H)	475,110	502,245	502,245	27,135	5.7%
Meadowood Fire (Area F)	139,355	139,354	139,354	(1)	0.0%
Extension Fire Volunteer (Area C)	143,295	149,027	149,027	5,732	4.0%
Bow Horn Bay (Area H)	286,911	310,058	310,058	23,147	8.1%
Cassidy Waterloo Fire Contract (Area A, C)	191,855	168,319	176,265	(15,590)	-8.1%
Wellington Fire Contract (Area C - Pleasant Valley)	61,200	64,260	64,260	3,060	5.0%
Parksville (Local) Fire Contract (Area G)	96,094	94,172	94,172	(1,922)	-2.0%
French Creek Fire Contract (Area G)	417,198	425,542	425,542	8,344	2.0%
	3,114,740	3,269,301	3,277,247		
STREETLIGHTING					
Rural Areas Streetlighting	15,271	16,035	16,035	764	5.0%
Fairwinds Streetlighting	23,500	23,500	23,500	0	0.0%
French Creek Village Streetlighting	5,875	6,228	6,228	353	6.0%
Highway Intersections Streetlighting (French Creek)	1,020	1,086	1,086	66	6.5%
Morningstar Streetlighting	14,147	14,571	14,571	424	3.0%
Sandpiper Streetlighting	10,650	11,076	11,076	426	4.0%
Hwy # 4 (Area F)	2,962	3,500	3,500	538	18.2%
Englishman River Community	5,464	5,628	5,628	164	3.0%
	78,889	81,624	81,624		
NOISE CONTROL					
Noise Control Area A	6,178	6,610	6,610	432	7.0%
Noise Control Area B	8,661	8,575	8,575	(86)	-1.0%
Noise Control Area C	7,141	7,068	7,068	(73)	-1.0%
Noise Control Area E	7,570	7,496	7,496	(74)	-1.0%
Noise Control Area G	8,410	8,324	8,324	(86)	-1.0%
	37,960	38,073	38,073		
UTILITIES					
Englishman River Community Stormwater	4,820	4,916	4,916	96	2.0%
Cedar Sewer Stormwater	4,725	4,725	4,725	0	0.0%
	9,545	9,641	9,641		



Summary of Tax Revenues/Municipal Participation Agreements

	2014 FINAL Mar 2014	2015 REVISED Jan 2015	2015 FINAL Mar 2015	change from 2014 \$	change from 2014 %	2014 \$	2015 # of parcels	2015 \$	Change
UTILITY SERVICES - PARCEL TAX REVENUES									
WATER UTILITIES									
Nanoose Peninsula (Area E)	717,072	788,779	788,779	71,707	10.0%	287	2,501	315	\$29
Driftwood (Area E)	4,865	5,456	5,456	591	12.1%	374	13	420	\$45
Surfside(Area G)	13,405	13,673	13,673	268	2.0%	344	39	351	\$7
French Creek(Area G)	63,100	67,517	67,517	4,417	7.0%	265	239	282	\$17
Englishman River Community(Area G)	37,230	37,230	37,230	0	0.0%	237	157	237	\$0
Whiskey Creek Water(Area F)	83,901	88,935	88,935	5,034	6.0%	666	126	706	\$40
San Pareil Water(Area G)	121,070	127,124	127,124	6,054	5.0%	420	288	441	\$21
San Pareil Water(Fire Improvements Debt levy)	33,825	106,313	106,313	72,488	214.3%	113	268	397	\$284
Melrose Place(Area F)	21,300	21,939	21,939	639	3.0%	761	28	784	\$23
Decourcey Water(Area A)	7,492	7,642	7,642	150	2.0%	1,498	5	1,528	\$30
Nanoose Bulk Water (Area E)	774,725	852,198	852,198	77,473	10.0%	310	2,503	340	\$31
French Creek Bulk Water (Area G)	4,320	4,320	4,320	0	0.0%	2	2,177	2	(\$0)
Westurne Heights Water		14,599		0	NEW		17	0	\$0
	1,882,305	2,135,725	2,121,126						
SEWAGE COLLECTION UTILITIES									
Hawthorne Rise Debt levy	8,500	3,966	4,029	(4,471)	-52.6%	447	14	288	(\$160)
Reid Road Debt levy		4,671		0	NEW		8	0	\$0
French Creek (Area G)	532,162	588,040	588,040	55,878	10.5%	286	1,882	312	\$26
Fairwinds (Area E)	515,849	537,896	537,896	22,047	4.3%	648	796	676	\$28
Surfside Sewer (area G)	19,803	20,793	20,793	990	5.0%	733	27	770	\$37
Pacific Shores (Area E)	60,443	63,465	63,465	3,022	5.0%	476	128	496	\$20
Barclay Crescent (Area G)	136,484	143,309	143,309	6,825	5.0%	varies	244	varies	
Cedar Sewer Service (Operating)(Area A)	27,096	27,638	27,638	542	2.0%	varies		varies	
Cedar Sewer Service (Capital Financing) (Area A)	105,760	105,785	105,785	25	0.0%	varies	varies	varies	
	1,406,097	1,495,563	1,490,955						
TOTAL UTILITY PARCEL TAX REVENUES	3,288,402	3,631,288	3,612,081						
	8.30%	10.43%	9.84%						



**2015 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

	2014 Final	2015 Final	Change from 2014	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City Of Nanaimo	14,792,344	16,021,728	1,229,384	965,199	0	264,185
General Services Tax cost per \$100,000	\$91.20	\$96.00	8.3%	6.5%	0.0%	1.8%
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$5.00	\$6.00				
	\$109.20	\$115.00				
	\$7.10	\$5.80				
District of Lantzville	723,402	770,741	47,339	26,069	6,966	14,304
General Services Tax cost per \$100,000	\$94.70	\$100.30	6.5%	3.6%	1.0%	2.0%
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$5.00	\$6.00				
	\$112.70	\$119.30				
	\$6.80	\$6.60				
City Of Parksville	4,525,828	4,830,820	304,992	158,527	0	146,465
General Services Tax cost per \$100,000	\$172.20	\$179.80	6.7%	3.5%	0.0%	3.2%
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
District 69 Community Justice	\$4.50	\$4.69				
	\$197.70	\$205.49				
	\$14.96	\$7.79				
Town of Qualicum Beach	3,215,530	3,367,466	151,936	113,195	0	38,741
General Services Tax cost per \$100,000	\$155.00	\$157.60	4.7%	3.5%	0.0%	1.2%
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
District 69 Community Justice	\$4.50	\$4.69				
	\$180.50	\$183.29				
	\$8.16	\$2.79				

**2015 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

	2014 Final	2015 Final	Change from 2014	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A	1,786,764	1,867,755	80,991 4.5%	53,243 3.0%	18,095 1.0%	9,653 0.5%
General Services Tax cost per \$100,000	\$145.30	\$154.90				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$166.30	\$175.90				
	\$6.60	\$9.60				
Electoral Area B	1,019,134	1,083,109	63,975 6.3%	52,702 5.2%	9,053 0.9%	2,220 0.2%
General Services Tax cost per \$100,000	\$83.40	\$90.60				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$104.40	\$111.60				
	\$4.20	\$7.20				
Electoral Area C	983,636	1,058,015	74,379 7.6%	33,641 3.4%	16,740 1.7%	23,998 2.4%
General Services Tax cost per \$100,000	\$138.00	\$141.10				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$159.00	\$162.10				
	\$9.40	\$3.10				
Electoral Area E	2,036,432	2,089,850	53,418 2.6%	50,442 2.5%	12,193 0.6%	(9,217) -0.5%
General Services Tax cost per \$100,000	\$109.00	\$110.40				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$1.67	\$2.08				
District 69 Community Justice	\$4.50	\$4.69				
	\$136.17	\$138.17				
	\$2.36	\$2.00				

**2015 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

	2014 Final	2015 Final	Change from 2014	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area F	1,829,215	1,948,413	119,198 6.5%	53,850 2.9%	18,746 1.0%	46,602 2.5%
General Services Tax cost per \$100,000	\$148.40	\$148.80				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$1.67	\$2.08				
District 69 Community Justice	\$4.50	\$4.69				
	\$175.57	\$176.57				
	\$5.56	\$1.00				
Electoral Area G	2,362,874	2,447,341	84,467 3.6%	80,512 3.4%	14,197 0.6%	(10,242) -0.4%
General Services Tax cost per \$100,000	\$150.40	\$151.80				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$1.67	\$2.08				
District 69 Community Justice	\$4.50	\$4.69				
	\$177.57	\$179.57				
	\$4.56	\$2.00				
Electoral Area H	1,440,443	1,490,337	49,894 3.5%	51,258 3.6%	8,830 0.6%	(10,194) -0.7%
General Services Tax cost per \$100,000	\$144.90	\$146.00				
Regional Parcel Taxes						
Regional Parks	\$13.00	\$13.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$1.67	\$2.08				
District 69 Community Justice	\$4.50	\$4.69				
	\$172.07	\$173.77				
	\$2.96	\$1.70				
General Services Tax Revenues	34,715,602	36,975,575				
	4.9%	6.5%				
Local Services Tax Revenues	7,496,333	8,057,090				
Tax Revenues/Municipal Participation Agreements	42,211,935	45,032,665				
	5.2%	6.7%				

REGIONAL DISTRICT OF NANAIMO
 FORECAST OF RESIDENTIAL
 TAX RATES 2015 TO 2019
 (PROPERTY VALUED AT \$300,000)

JURISDICTION	2015	2016	2017	2018	2019
City of Nanaimo	\$307	\$331	\$363	\$398	\$422
Dollar Change	\$15	\$24	\$32	\$35	\$24
% change	5%	8%	10%	10%	6%
District of Lantzville	\$320	\$328	\$345	\$360	\$373
Change	\$18	\$8	\$17	\$15	\$13
% change	6%	3%	5%	4%	4%
City of Parksville	\$565	\$591	\$618	\$648	\$670
Change	\$24	\$26	\$27	\$30	\$22
% change	4%	5%	5%	5%	3%
Town of Qualicum Beach	\$498	\$519	\$543	\$567	\$586
Change	\$9	\$21	\$24	\$24	\$19
% change	2%	4%	5%	4%	3%
Electoral Area A	\$486	\$501	\$519	\$536	\$550
Change	\$29	\$15	\$18	\$17	\$14
% change	6%	3%	4%	3%	3%
Electoral Area B	\$293	\$293	\$303	\$313	\$322
Change	\$22	\$0	\$10	\$10	\$9
% change	8%	0%	3%	3%	3%
Electoral Area C	\$444	\$474	\$494	\$511	\$525
Change	\$9	\$30	\$20	\$17	\$14
% change	2%	7%	4%	3%	3%
Electoral Area E	\$359	\$372	\$382	\$394	\$406
Change	\$6	\$13	\$10	\$12	\$12
% change	2%	4%	3%	3%	3%
Electoral Area F	\$474	\$494	\$510	\$525	\$538
Change	\$3	\$20	\$16	\$15	\$13
% change	1%	4%	3%	3%	2%
Electoral Area G	\$483	\$504	\$521	\$541	\$555
Change	\$6	\$21	\$17	\$20	\$14
% change	1%	4%	3%	4%	3%
Electoral Area H	\$466	\$473	\$480	\$487	\$499
Change	\$5	\$7	\$7	\$7	\$12
% change	1%	2%	1%	1%	2%

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1722

A BYLAW TO ADOPT THE 2015
TO 2019 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, pursuant to Section 815 of the *Local Government Act*, adopt by bylaw a five year financial plan;

AND WHEREAS an expenditure not provided for in the financial plan or the financial plan as amended, is not lawful unless for an emergency that was not contemplated;

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

1. Definitions

“Emergency” means a present or imminent event that:

- a) is caused by accident, fire explosion or technical failure or by the forces of nature; and
- b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

2. Financial Plan

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2015 to December 31, 2019.

3. Financial Plan Amendments

- a) Funds may be reallocated in accordance with the Regional District of Nanaimo’s purchasing policy for new projects.
- b) The officer responsible for financial administration may transfer unexpended appropriations to Reserve Funds and accounts for future expenditures.
- c) The Board may authorize amendments to the plan for Emergencies as defined herein.

4. Citation

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2015 to 2019 Bylaw No. 1722, 2015”.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

CONSOLIDATED FINANCIAL PLAN 2015 TO 2019

Chairperson

Corporate Officer

	2014 Budget	2015 Proposed	2016	2017	2018	2019	Total
Operating Revenues		6.7%	4.9%	6.3%	6.3%	4.4%	
Property taxes	(37,892,155)	(40,416,421)	(42,449,850)	(45,219,752)	(48,154,272)	(50,388,256)	(226,628,551)
Parcel taxes	(4,017,616)	(4,312,126)	(4,486,822)	(4,700,459)	(4,907,179)	(5,035,836)	(23,442,422)
Municipal agreements	(302,164)	(304,118)	(310,545)	(317,377)	(324,084)	(328,205)	(1,584,329)
	(42,211,935)	(45,032,665)	(47,247,217)	(50,237,588)	(53,385,535)	(55,752,297)	(251,655,302)
Operations	(2,450,763)	(3,089,353)	(3,094,494)	(3,117,537)	(3,155,812)	(3,179,340)	(15,636,536)
Interest income	(150,000)	(150,000)	(125,000)	(100,000)	(100,000)	(100,000)	(575,000)
Transit fares	(4,366,943)	(4,457,681)	(4,604,906)	(4,734,450)	(4,874,899)	(5,014,327)	(23,686,263)
Landfill tipping fees	(8,285,750)	(7,266,784)	(7,266,784)	(7,339,452)	(7,412,846)	(7,486,975)	(36,772,841)
Recreation fees	(435,020)	(526,826)	(542,631)	(558,910)	(571,239)	(625,693)	(2,825,299)
Recreation facility rentals	(540,345)	(547,250)	(563,668)	(580,577)	(597,995)	(624,055)	(2,913,545)
Recreation vending sales	(9,500)	(4,500)	(4,500)	(4,500)	(4,500)	(4,500)	(22,500)
Recreation concession	(4,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(15,000)
Recreation other	(385,410)	(400,560)	(412,577)	(424,954)	(437,702)	(644,404)	(2,320,197)
Utility user fees	(4,748,477)	(4,469,620)	(4,623,297)	(4,782,631)	(4,880,122)	(4,979,037)	(23,734,707)
Operating grants	(6,530,205)	(6,694,515)	(6,539,976)	(6,835,318)	(7,176,860)	(7,313,609)	(34,560,278)
Planning grants	(7,100)	(7,100)	(7,100)	(7,100)	(7,100)	(7,100)	(35,500)
Grants in lieu of taxes	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(149,645)	(748,225)
Interdepartmental recoveries	(6,425,414)	(6,664,633)	(6,753,784)	(6,240,680)	(6,522,133)	(6,550,382)	(32,731,612)
Miscellaneous	(5,833,209)	(6,661,073)	(6,418,032)	(6,553,544)	(6,416,734)	(7,326,391)	(33,375,774)
Total Operating Revenues	(82,533,716)	(86,125,205)	(88,356,611)	(91,669,886)	(95,696,122)	(99,760,755)	(461,608,579)
Operating Expenditures							
Administration	4,105,520	4,188,717	4,186,578	4,187,010	4,197,589	4,208,193	20,968,087
Community grants	529,498	522,602	39,303	39,303	39,303	39,303	679,814
Legislative	492,385	485,432	480,109	486,325	582,469	515,963	2,550,298
Professional fees	2,865,021	2,432,841	1,763,067	1,895,686	1,764,569	1,739,956	9,596,119
Building ops	3,052,862	3,267,767	3,298,103	3,347,768	3,394,877	3,617,889	16,926,404
Veh & Equip ops	7,862,991	7,853,555	7,983,925	8,131,610	8,282,215	8,469,101	40,720,406
Operating costs	16,011,162	16,308,679	17,764,467	19,715,095	22,056,319	22,503,872	98,348,432
Program costs	745,904	870,364	806,899	814,331	813,384	823,555	4,128,533
Wages & benefits	28,231,414	29,069,465	29,554,841	30,145,938	30,718,847	31,530,627	151,019,718
Transfer to other gov/org	6,265,363	6,531,825	6,427,901	6,596,418	6,725,672	6,886,018	33,167,834
Contributions to reserve funds	5,085,277	7,179,659	6,124,668	5,931,731	4,681,394	3,046,136	26,963,588
Debt interest	4,461,601	4,667,084	4,347,662	4,290,036	4,259,467	4,072,560	21,636,809
Total Operating Expenditures	79,708,998	83,377,990	82,777,523	85,581,251	87,516,105	87,453,173	426,706,042
Operating (surplus)/deficit	(2,824,718)	(2,747,215)	(5,579,088)	(6,088,635)	(8,180,017)	(12,307,582)	(34,902,537)
Capital Asset Expenditures							
Capital expenditures	24,954,456	35,947,273	34,182,004	45,564,519	51,950,051	14,330,992	181,974,839
Transfer from reserves	(14,236,617)	(27,503,536)	(17,129,624)	(20,576,035)	(7,671,886)	(4,937,118)	(77,818,199)
Grants and other	(5,390,311)	(4,388,476)	(987,500)	(987,500)	(141,000)	(478,320)	(6,982,796)
New borrowing	(1,482,800)	(1,616,665)	(13,119,676)	(22,150,715)	(42,225,114)	(6,789,483)	(85,901,653)
Net Capital Assets funded from Operations	3,844,728	2,438,596	2,945,204	1,850,269	1,912,051	2,126,071	11,272,191
Capital Financing Charges							
Existing debt (principal)	4,062,581	4,424,157	4,205,480	3,501,724	3,502,177	3,402,074	19,035,612
New debt (principal & interest)		30,832	344,690	1,585,756	3,813,724	6,881,577	12,656,579
Total Capital Financing Charges	4,062,581	4,454,989	4,550,170	5,087,480	7,315,901	10,283,651	31,692,191
Net (surplus)/deficit for the year	5,082,591	4,146,370	1,916,286	849,114	1,047,935	102,140	8,061,845
Add: Prior year (surplus) / deficit	(9,916,390)	(11,280,947)	(7,134,577)	(5,218,291)	(4,369,177)	(3,321,242)	(31,324,234)
(Surplus) applied to future years	(4,833,799)	(7,134,577)	(5,218,291)	(4,369,177)	(3,321,242)	(3,219,102)	(23,262,389)



RDN REPORT	
CAO APPROVAL	
EAP	
COW	✓
MAR 02 2015	
RHD	
BOARD	

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: February 24, 2015

FROM: Mike Donnelly
Manager, Water & Utility Services

FILE: 5500-22-NBP-01

SUBJECT: Nanoose Bay Peninsula Water Service Development Cost Charge Bylaw

PURPOSE

To bring forward the Nanoose Bay Peninsula Water Service Development Cost Charge Bylaw for the Board’s consideration.

BACKGROUND

At the November 2013 meeting of the Board, staff were directed to develop a combined Development Cost Charge (DCC) bylaw for both Nanoose Bay Peninsula Water Service Area (NBPWSA) and the Nanoose Bay Bulk Water Service. The resulting bylaw has been developed using the Province’s DCC Best Practices Guide, and in consultation with the public and development community (See Appendix 1).

At the September 2014 Board meeting, the Board gave first reading to the Nanoose Bay Peninsula Water Service Development Cost Charge Bylaw No 1715, 2014, and directed staff to obtain public and development community input prior to 2nd and 3rd reading. Meetings with the development community and the general public were held to obtain that input.

The purpose of the proposed bylaw is to capture those capital improvements needed to address development and to ensure the development community contributes to those costs. This bylaw addresses growth centres identified in the Regional Growth Strategy, Nanoose Bay Official Community Plan including Red Gap, Lakes District and Schooner Cove.

Koers and Associates Engineering Ltd. were retained to develop the DCC plan including the inventory of all projects required up to 2031 to meet existing and future improvements to the water system along with costs and relative benefit assessments for both existing and future users. That report is attached for information.

The DCC bylaw addresses both the existing NBPWSA and the Englishman River Water Service (ERWS) projects as they are both integral to the supply and long term security of the water system. For the NBPWSA, projects relate to costs for upgrades to the existing infrastructure. For ERWS, projects would reflect costs associated with the Arrowsmith Dam, river intake and treatment process. The bylaw includes a provision to rescind the existing Nanoose Bay Bulk Water Development Cost Charge Bylaw No. 1088, 1997 on final adoption of the proposed DCC bylaw.

The DCC bylaw was presented to the Oceanside Development & Construction Association on May 21, 2014 where Regional District of Nanaimo (RDN) staff presented the draft DCC Technical report. Subsequent meetings were held on August 27, 2014 and December 10, 2014 to address concerns arising from the draft bylaw. The final draft was discussed with ODCA members at the December 10, 2014 meeting with a response provided by RDN staff by letter on February 4, 2015.

In a letter from the ODCA dated February 10, 2015, they were pleased to see the RDN had addressed a number of their concerns (See Appendix 2). The remaining concerns noted in their response letter referred to the naming of the “Fairwinds Reservoir” and two typographical errors that have since been addressed. The naming of the reservoir will be addressed as part of a larger exercise to update naming practices for Water & Utility Services infrastructure.

Following is a listing of the concerns raised as part of the public consultation process along with the RDN staff response.

Major Renovations

The ODCA expressed concern that DCC’s would be applicable to household renovations of \$50,000 or more without an additional burden being placed on the water system.

This lower limit has been raised to \$100,000 in the bylaw. This will allow for extensive renovations within a household without incurring DCC charges. Property owners will always have the ability to challenge DCC charges with respect to not creating an additional burden should they wish to do so. This is provided for in the *Local Government Act* under Section 933(3). *“A development cost charge is not payable if (a) the development does not impose new capital cost burdens on the municipality, regional district or greater board.”*

Multi Family Sub Categories

ODCA has requested that the multi-family land use category be broken into subcategories. It was suggested condos reflect a lower burden on the water system and result in a lower development cost charge for these units.

The request for sub categories within the Multi Family designation was reviewed with amending language developed to address the concern. Multi Family now refers to three categories reflecting Low, Medium and High density. This change in the Multi Family designation will provide for improved flexibility in meeting future market demands and more closely reflects the burden on the water system.

Secondary Suites

The ODCA requested information on how DCC's will be applied to Secondary Suites.

The RDN will be working through the Board motion noted below. The outcome of that process will provide direction on possible exemptions for secondary suites in a future amendment.

“That staff be directed to review the existing building permit, development cost charges, and utility fee structure and prepare a report on options for providing incentives for secondary suites.”

Student Enrolment

ODCA requested that RDN planning discuss projected student enrollment with School District 69.

School District 69 provided the detailed population estimates for the Nanoose Elementary School which reflect the planning numbers used in the report (see attached). The 2011 projected enrollment was 204 and the 2029 projected enrollment was 305. That’s an enrollment increase of 49.5% to 2029. The DCC horizon is 2031, so a slight increase in that number could be expected.

Reservoir Costs

It was noted that the cost estimate for the “Fairwinds Reservoir” was increased to suit the ERWS - CH2M Hill report. Also, it was suggested that the name be changed from “Fairwinds Reservoir” to something more generic.

Costs for this reservoir were developed by CH2M Hill with information supporting the costs provided to ODCA.

The responses to those concerns noted above have been included in the final draft DCC bylaw attached. Following is a list of changes incorporated in the proposed bylaw resulting from the public consultation process.

Schedule “A”:

Category	Subdivision		Building Permit	
	As at First Reading	Proposed	As at First Reading	Proposed
Single Family	\$7,740.20 per lot being created.	\$7,917.24 per lot being created.	\$7,740.20 per residential unit constructed.	\$7,917.24 per residential unit constructed.
Multi-Family			\$6,684.72.20 per residential unit constructed.	Removed and replaced with new Multi-Family designations below.
Low Density Multi-Family		\$7,557.37 per residential unit permitted to be constructed under zoning; or		\$7,557.37 per residential unit constructed.
Medium Density Multi-Family		\$6,837.62 per residential unit permitted to be constructed under zoning; or		\$6,837.62 per residential unit constructed.
High Density Multi-Family		\$5,038.24 per residential unit permitted to be constructed under zoning; or		\$5,038.24 per residential unit constructed.
Commercial			\$35.09 per square meter of building gross floor area.	\$35.89 per square meter of building gross floor area.
Industrial (all uses except Airport)			\$0.00 per square meter of building gross floor area.	\$0.00 per square meter of building gross floor area.
Institutional			\$17.71 per square meter of building gross floor area.	\$17.99 per square meter of building gross floor area.
Senior Living Units			\$3,888.62 per residential unit constructed.	\$3,977.56 per residential unit constructed.

Section 3(c) - Charges

As at First Reading	<i>Proposed</i>
A building permit for any new floor area which has a construction value in excess of \$50,000 or where the total of the building permits issued for the same parcel of land within the preceding 2 years exceeds \$50,000 shall pay, at the time of the approval of the subdivision or the issuance of the building permit, the applicable development cost charge as set out in Schedule “A” attached to and forming part of this bylaw.	A building permit for any new floor area which has a construction value in excess of \$100,000 or where the total of the building permits issued for the same parcel of land within the preceding 2 years exceeds \$100,000 shall pay, at the time of the approval of the subdivision or the issuance of the building permit, the applicable development cost charge as set out in Schedule “A” attached to and forming part of this bylaw.

ALTERNATIVES

1. That the Board give the Nanoose Bay Peninsula Water Service Development Cost Charge Bylaw No. 1715, 2014 second and third reading.
2. Do not proceed with the bylaw.

FINANCIAL IMPLICATIONS

Total estimated net expenditures for system improvements to 2031 are \$20,388,394. The development community would be responsible for \$9,575,906 of those costs after the 1% assist factor and \$145,000 currently held in Bulk Water DCC’s are taken into consideration. Existing residents would be responsible for \$10,704,363 of the total costs including the 1% assist factor.

STRATEGIC PLAN IMPLICATIONS

The establishment of a DCC structure that address the long term costs of growth in the NBPWSA assists in the progressive development of efficient water management systems in the region.

SUMMARY/CONCLUSIONS

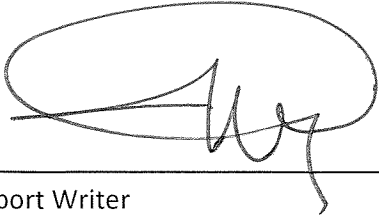
The Nanoose Bay Peninsula Water Service Area will see significant growth over the coming years which will result in a need for updated and improved water supply and distribution infrastructure. The proposed Development Cost Charge bylaw provides the mechanism by which the financial burden for future system upgrades and improvements can be shared equitably between existing and future users.

Staff recommend that the bylaw be given second and third reading by the Board. Once the Board has given 3rd reading to the bylaw it will then be forwarded to the Ministry of Community, Sport and Cultural Development for their approval.

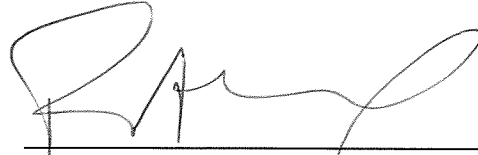
RECOMMENDATIONS

1. That the Board amend “Nanoose Bay Peninsula Water Service Development Cost Charge Bylaw No. 1715, 2014” as outlined in this report.
2. That the Board give second reading, as amended, to “Nanoose Bay Peninsula Water Service Area Development Cost Charge Bylaw No. 1715, 2014”.

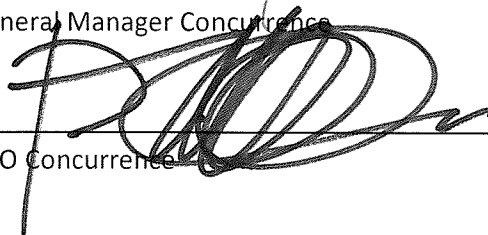
3. That the Board give third reading to "Nanoose Bay Peninsula Water Service Development Cost Charge Bylaw No. 1715, 2014" and forward it to the Ministry of Community, Sport and Cultural Development for approval.



Report Writer



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1715

**A BYLAW TO IMPOSE DEVELOPMENT COST CHARGES
WITHIN THE NANOOSE BAY PENINSULA WATER SERVICE AREA**

WHEREAS the Board may, pursuant to Section 933 of the *Local Government Act*, impose development cost charges under the terms and conditions of that section;

AND WHEREAS development cost charges may be imposed for the sole purpose of providing funds to assist the Regional District to pay the capital cost of providing, constructing, altering or expanding water facilities, including treatment plants, trunk lines, pump stations and other associated works in order to serve, directly or indirectly, the development for which the charges are imposed;

AND WHEREAS in establishing the development cost charges under this bylaw, the Board has considered the future land use patterns and development, and the phasing of works and services within the boundaries of the Nanoose Bay Peninsula Water Service Area;

AND WHEREAS the Board is of the opinion that the development cost charges imposed under this bylaw:

- (a) are not excessive in relation to the capital costs of prevailing standards of service,
- (b) will not deter development, and
- (c) will not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land,

within the Regional District of Nanaimo.

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

1. CITATION

This bylaw may be cited as “Nanoose Bay Peninsula Water Service Area Development Cost Charge Bylaw No. 1715, 2014”.

2. INTERPRETATION

In this bylaw:

“Assisted Living Units” means a building or buildings used for multiple family residential use, where there may be common facilities and a cafeteria or eating area, but where residents are ambulatory and live in private rooms or units which can be locked and which are not automatically accessible to care staff.

"Building" means any structure and portion thereof, including mechanical rooms, that is used or intended to be used for the purpose of supporting or sheltering any use or occupancy.

"Commercial Use" means the use of land or buildings for any retail, tourist accommodation, restaurant, personal or professional services, commercial entertainment or commercial recreational use, and any other business use which is not an industrial or institutional use.

"DCC" means a development cost charge.

"Dwelling Unit" means one self-contained unit with a separate entrance intended for year-round occupancy, and the principal use of such dwelling unit is residential, with complete living facilities for one or more persons, including permanent provisions for living, sleeping, cooking and sanitation.

"Duplex" means a building containing two dwelling units on a lot.

"Gross Floor Area" means the total of the horizontal areas of all floors in a building, including the basement, measured to the outside of the exterior walls of the building.

"Industrial Use" means the use of land or buildings for any manufacturing, processing, repair, storage, wholesaling or distribution of goods.

"Institutional Use" means the use of land or buildings for any school, hospital, correctional facility, care facility, or for the purposes of a public body or publicly regulated utility, but does not include "assisted living" "senior living" uses.

"Lot" means a parcel created by registration of subdivision under the *Land Title Act* (British Columbia) or the Bare Land Strata regulation under the *Strata Property Act* (British Columbia)

"Low Density Multiple Family Residential" means a building or buildings containing three or more dwelling units on a lot where the total amount of units is between 3 and 25 units per hectare, which includes row housing, cluster housing, townhouses, apartment and "assisted living" uses.

"Medium Density Multiple Family Residential" means a building or buildings containing three or more dwelling units on a lot where the total amount of units is between 26 and 50 units per hectare, which includes row housing, cluster housing, townhouses, apartment and "assisted living" uses.

"High Density Multiple Family Residential" means a building or buildings containing three or more dwelling units on a lot where the total amount of units is greater than 50 units per hectare, which includes row housing, cluster housing, townhouses, apartment and "assisted living" uses.

"Single Family Residential" means a building containing one dwelling unit on a lot.

“Senior Living Units” means a building or buildings used for multiple family residential use, where there may be common facilities and a cafeteria or eating area, where meals are provided, housekeeping, and a common area where health care, skilled nursing, cultural, social and other services may be provided.

3. CHARGES

Every person who obtains:

- a) approval of the subdivision for any purpose of a parcel of land under the *Land Title Act* or the *Strata Property Act* which creates fee simple or bare land strata lots which are zoned to permit no more than two dwelling units, or
- b) a building permit authorizing the construction, alteration or extension of a building, including a building containing less than four self-contained dwelling units and that will, after the construction, alteration or extension, be put to no other use other than the residential use in those dwelling units, or
- c) a building permit for any new floor area which has a construction value in excess of \$100,000.00 or where the total of the building permits issued for the same parcel of land within the preceding 2 years exceeds \$100,000.;

shall pay, at the time of the approval of the subdivision or the issuance of the building permit, the applicable development cost charges as set out in Schedule ‘A’ attached to and forming part of this bylaw.

4. The charges outlined on Schedule ‘A’ will apply to properties outlined on Schedule ‘B’, attached to and forming a part of this bylaw.
5. The charges outlined on Schedule ‘A’ will be based on the actual use of the building not the zoning category of the property; and,
 - a) where there is more than one use, each use is subject to the charge based on the actual use and there may be more than one category applied per building.
 - b) mezzanines, storage or similar areas within a building are subject to development cost charges based on the same use that the majority area of the building contains.
 - c) where a building is vacant and its future use cannot be determined, development cost charges are payable in accordance with the zoning category for the land upon which the building is situated.

6. EXCEPTIONS

- a) Section 3 does not apply to a subdivision or building in respect of which the imposition of a development cost charge is prohibited by statute.

- b) If by statute or by operation of law, this Bylaw does not apply to an application to subdivide or an application for a building permit made prior to the adoption of this bylaw, any bylaw repealed by this bylaw shall remain unrepealed and in force and effect in relation to such applications, so far as is necessary to impose development cost charges under that bylaw at the time of subdivision approval or issuance of the building permit.

7. **EFFECTIVE DATE**

This bylaw will come into full force and effect 60 days from the adoption of the bylaw.

8. **SEVERABILITY**

In the event that any portion of this bylaw is declared invalid it shall be severed and the remainder of the bylaw shall continue in full force and effect.

9. **REPEAL**

On the effective date of this bylaw "Nanoose Bay Bulk Water Local Service Area Development Cost Charge Bylaw No. 1088, 1997", and all amendments thereto are hereby repealed.

Introduced and read a first time this 30th day of September, 2014.

Read a second time, as amended, this day of .

Read a third time this day of .

Approved by the Inspector of Municipalities this day of .

Adopted this day of .

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany Nanoose Bay Peninsula Water Service Area Development Cost Charge Bylaw No. 1715, 2014

Chairperson

Corporate Officer

SCHEDULE 'A'

Development Cost Charges for Water Works and Services

1. Pursuant to Section of this bylaw, development cost charges shall be levied in those areas that will be serviced by water works and services as outlined on the map attached hereto as Schedule 'B'.
2. The assist factor for those works and services shall be 1%.
3. All charges shall be paid in full prior to the approval of a subdivision or building permit unless paid by way of installments in accordance with BC Reg 166/84.
4. The Development Cost Charge Schedule is as follows:

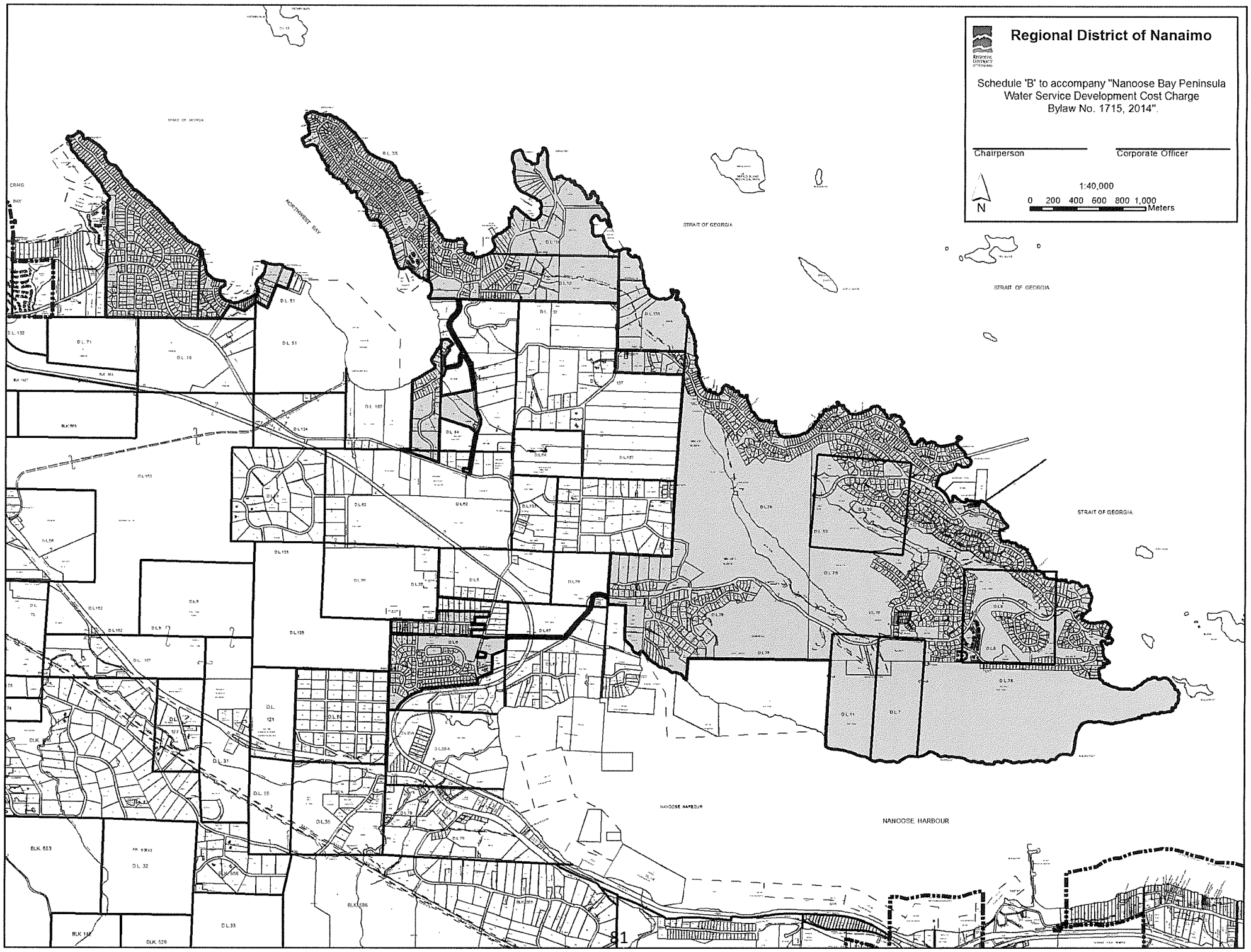
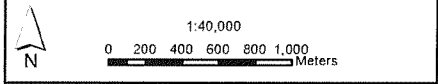
Category	Subdivision	Building Permit
Single Family & Duplex	\$7,917.24 per lot being created; or	\$7,917.24 per residential unit constructed
Low Density Multi-Family	\$7,557.37 per residential unit permitted to be constructed under zoning; or	\$7,557.37 per residential unit constructed
Medium Density Multi-Family	\$6,837.62 per residential unit permitted to be constructed under zoning; or	\$6,837.62 per residential unit constructed
High Density Multi-Family	\$5,038.24 per residential unit permitted to be constructed under zoning; or	\$5,038.24 per residential unit constructed
Commercial		\$35.89 per square meter of building gross floor area
Industrial (all uses except Airport)		\$0.00 per square meter of building gross floor area
Institutional		\$17.99 per square meter of building gross floor area
Senior Living Units		\$3,977.56 per residential unit constructed



Regional District of Nanaimo

Schedule 'B' to accompany "Nanose Bay Peninsula
Water Service Development Cost Charge
Bylaw No. 1715, 2014".

Chairperson _____ Corporate Officer _____





Oceanside Development & Construction Association
P.O. Box 616, Parksville, BC V9P 2G7

February 10, 2015

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

VIA EMAIL

Attention: Mike Donnelly

Dear Mike:

Re: Proposed Nanoose Bay Peninsula Water Service Area Development Cost Charges

We are writing in response to your letter of February 4, 2015 and the recently revised "*Nanoose Bay Peninsula Water System Development Cost Charges Bylaw Technical Report*" by Koers & Associates dated January 2015 (the "Report"), that was sent to the ODCA on February 4, 2015. We appreciate your letter's summary outlining the changes the RDN has incorporated into the DCC bylaw as a result of our December 10, 2014 meeting and the continued opportunity to provide feedback.

We offer the following comments:

1. We believe the name of the planned reservoir should be changed from "Fairwinds Reservoir". As there are already reservoirs called the "Fairwinds Reservoirs", we feel the name change will help prevent future confusion. A more descriptive name may be something like the "Replacement Arbutus Reservoir".
2. On page two of the bylaw, the definition: "Low Density Multiple Family Residential" is listed twice. Reading the body of the second instance of the definition, it would appear the label should be changed to "High Density Multiple Family Residential".
3. The single family DCC charge in the report is stated to be \$7,917.24 and the amount shown in Schedule 'A' of the bylaw is \$7,740.20. We assume the amount shown in the report is correct and the bylaw should be adjusted accordingly.

We are pleased to see that the RDN has addressed a number of our concerns that previously were planned to be dealt with in future updates. The ODCA feels that by addressing these issues prior to implementation of the bylaw it provides more certainty to the public and construction industry.

The ODCA would like to thank staff for working with us through the development of the bylaw and hope that in the future the RDN will consider this collaborative approach in developing new bylaws and polices which impact the construction industry.

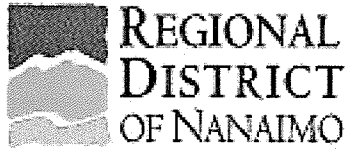
If you would like to meet to review our concerns, please contact us at odca@shaw.ca. For clarification on any of the items, please contact Dave Scott directly at 250-468-7054 loc. 224.

Yours truly,

A handwritten signature in black ink that reads "Duane Round". The signature is written in a cursive, slightly slanted style.

Duane Round
President, ODCA

cc Randy Alexander, GM Regional and Community Utilities
Bob Rogers, Director RDN Electoral Area "E"

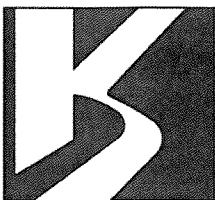


**NANOOSE BAY PENINSULA WATER SYSTEM
DEVELOPMENT COST CHARGE
TECHNICAL REPORT**

FEBRUARY 2015



Parksville, BC



**KOERS
& ASSOCIATES
ENGINEERING LTD.**
Consulting Engineers

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February 18th, 2015
File: 1443-01

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

Attention: **Mr. Mike Donnelly, ASCT**
 Manager of Water Services

Re: Nanoose Bay Peninsula Water System
 Development Cost Charge Technical Report, February 2015

We are pleased to submit three copies of our report entitled “**Regional District of Nanaimo, Nanoose Bay Peninsula Water System Development Cost Charge Technical Report, February 2015**”.

The report details DCC bylaw development and implementation, including growth projections, project cost estimates, and the Development Cost Charge calculation method. It has been prepared in accordance with the Development Cost Charge - Best Practices Guide, published by the Ministry of Community Services. The Draft DCC Report and calculations are based on statistics provided by Regional District staff, and includes current available project planning information and costs up to the year 2031, with a 1% allowance for government grants.

Based on feedback from the development community and further discussions with RDN planning, this revision incorporates the addition of new land-use categories. The single-family category now includes duplexes and the multi-family category has been divided into three sub-categories, low, medium and high density. Please refer to section 3.3 for further details.

Previously this report was modified from earlier drafts to include the costs associated with the Nanoose Bay Peninsula’s portion of the Englishman River Water Service (ERWS) water supply project. The Regional District of Nanaimo has provided preliminary cost estimates which have been added to the DCC Function Table and are included in the DCC rate calculations.

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Regional District of Nanaimo
Mr. Mike Donnelly, AScT

A number of “out of sequence projects”, which may be constructed by a developer have been identified on the DCC function table as having potential for DCC Credits or Rebates. For further details on Credits, Rebates and Latecomer Agreements, please refer to section 2.9.

Only minor adjustments have been made to the estimated population and growth projections and remain essentially the same as originally presented in 2011. The RDN may want to revisit growth projections during the next major bylaw amendment.

The cost estimates remain essentially the same as presented in 2011 with only minor inflationary increases to 2013 dollars. The RDN should revisit these estimates during the next major bylaw amendment.

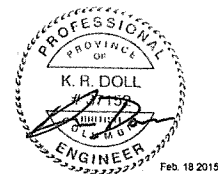
Please feel free to contact Koers & Associates Engineering Ltd. for any future assistance that we can provide to the Regional District in implementing the Technical Report.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.



Chris Downey, P.Eng.
Project Manager



Ken Doll, P.Eng.
Project Engineer

Enclosures

REGIONAL DISTRICT OF NANAIMO
NANOOSE BAY PENINSULA WATER SYSTEM
DEVELOPMENT COST CHARGE TECHNICAL REPORT
FEBRUARY 2015

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1 INTRODUCTION

1.1 BACKGROUND

The Regional District of Nanaimo (RDN) does not presently have in place a waterworks distribution system development cost charge (DCC) bylaw for the Nanoose Bay Peninsula. A separate bulk water DCC bylaw does currently exist for the Arrowsmith Water Service (AWS), and will no longer be required following the implementation of a new and comprehensive waterworks distribution system DCC bylaw. The new DCC bylaw will include the Englishman River Water Service (ERWS) which replaces the existing bulk water (AWS) DCC bylaw.

With more development comes the need for upgrading and expansion of all waterworks servicing functions throughout the Nanoose Bay Peninsula Water System service area. It is the Board's intention to equitably fund this servicing between existing and new users, by implementing a new DCC bylaw.

Findings detailed in this report result from the Regional District's need to implement DCCs for the various water system components and development categories. It reviews current applicable waterworks projects to the year 2031 in accordance with existing study requirements to estimated build-out in year 2046, with up-to-date cost estimates in anticipated year 2013 dollars, provides estimates of growth in each of the various development types over the year 2013 to 2031 period, and calculates required charges in each category.

2 BYLAW DEVELOPMENT & IMPLEMENTATION OVERVIEW

2.1 PURPOSE OF DCCS

DCCs are imposed to pay that portion of the capital cost of providing, altering, or expanding municipal services to serve new developments. The DCCs collected only represent part of the funding required to construct the capital projects. The balance of the funds will come from the Regional District (taxpayers), possibly with some assistance from the Province of B.C. and Federal Government (i.e. grants). The Regional District's contribution takes into account the benefit of the water distribution system to the existing users, and also includes an assist factor to the development's share of the various project costs.

DCCs are monies collected from land developers by a local government to offset some of the infrastructure expenditures incurred, to service the needs of new development while not adversely affecting existing users. Imposed by bylaw pursuant to the Local Government Act (1996), the charges are intended to facilitate development by providing a method to finance capital projects related to highway facilities, drainage, sewerage systems, waterworks and parks. This report relates only to the waterworks function.

DCCs allow monies to be pooled from many developers, so that funds can be raised to construct necessary services in an equitable manner. Those who will use and benefit from the installation of the capital projects should pay infrastructure costs. Recognizing that costs should be shared amongst all benefiting parties, a breakdown between benefits for existing users and new development should be provided.

The 'Development Cost Charge - Best Practices Guide' (BPG) is a publication by the B.C Ministry of Community Services, dated 2005. It is the objective of the BPG to standardize general practices in the formation and administration of DCC bylaws, while allowing flexibility to meet specific needs as allowed by the Local Government Act.

The BPG contains two parts, Part I is a guidebook for board members and administration staff responsible for developing and adopting policies, and Part II is a technical manual detailing procedures and calculations to be used by technical personnel for preparation of the actual bylaw and calculation of DCC rates.

2.2 EXEMPTIONS

Section 933 (4) of the Local Government Act describes circumstances when development is exempt from paying DCCs and as amended in year 2004. These are:

- i) where a building permit authorizes the construction, alteration, or extension of a building, or part of a building which is solely for public worship such as a church;
- ii) where a building permit is issued for the construction, alteration, or extension of a building that contains less than four dwelling units (See paragraph below on 2004 amendment), and the building is exclusively for residential use; and
- iii) where the value of the work covered by the building permit does not exceed \$50,000 (See paragraph below on 2004 amendment).

In 2004, the exemptions for less than four dwelling units and the maximum \$50,000 building permit value were amended, to provide more flexibility for the local government. Local governments are able to amend their DCC bylaw to charge DCCs on developments of fewer than four dwelling units, and can raise the \$50,000 threshold.

The Regional District will need to incorporate language into the bylaw to allow for any or all of these exemptions.

2.3 BYLAW APPROVAL PROCESS & STAKEHOLDER INPUT

DCC bylaws must be approved by the Ministry. The Ministry has indicated that expedient approval of DCC bylaws will be received when prepared in accordance with the BPG. To assist the Ministry staff in the review of the proposed DCC bylaw, a Ministry Submission Summary Checklist is included in the BPG as Appendix B.

When a DCC bylaw is implemented or amended, developers or those parties paying DCCs will be affected by the new charges. The BPG recommends a suitable period of notification before the new or amended DCC bylaw is in effect. This is known as a “Grace Period” (see Section 2.8 for further discussion). Newspaper articles and notices, information circulars, and verbal communications should be provided to the residents, taxpayers, and land developers, so they are aware of the proposed update, the anticipated charges, and the approximate timing of the new/amended bylaw’s implementation.

The BPG recommends opportunities for stakeholder input be provided at two points during DCC bylaw development:

- i) before first reading by the Council, and
- ii) before third reading by the Council.

In addition, a public information meeting is recommended between the second and third readings of the bylaw, such that stakeholders can be involved in any revision(s) of the bylaw, and concerns arising from the public meeting can be considered in any revision(s).

2.4 SERVICE AREA & TIME FRAME

Deciding whether the proposed DCC will be a ‘municipal wide’ or ‘area specific’ charge will influence the composition of the program and the actual calculation of charges. These two options can be summarised as follows:

- A municipal wide DCC applies the same rate for a particular type of land use regardless of the location of any specific development.
- An area specific DCC divides the regional district into separate areas based on specific features such as geographic boundaries or a municipal service boundary.

For this study, DCCs have been applied on an area specific basis, the Nanoose Bay Water Service Area.

When developing the bylaw, an appropriate time frame for the DCC program has to be considered. The DCC can be established on either a “build out” or “revolving” basis. These are defined as:

- Build out applies to the construction of all necessary infrastructure to accommodate development to the full extent of the Official Community Plan, which generally has a long-term time horizon of more than 25 years.
- Revolving applies to construction of the necessary infrastructure to accommodate development for a defined period of time, such as 5, 10 or 15 years. A number of revolving time windows would be required to reach the OCP build-out.

For this study a revolving time frame to year 2031 has been used.

2.5 RECOVERABLE COSTS

The BPG states that DCC recoverable costs should be clearly identified in the DCC documentation and must be consistent with Ministry provisions. According to the Local Government Act, the recoverable capital costs associated with DCC projects include planning, engineering, and legal costs (Section 935(4)). In practice, this section has been interpreted by the Ministry of Community Services to include the following activities:

- planning, public consultation, and engineering design
- right-of-way or parkland acquisition
- legal costs
- interim financing
- contract administration and site inspection services
- construction costs
- contingencies
- appropriate net sales tax in full

Ministry policy does not consider inflation eligible for DCC recovery.

2.5.1 Long Term Financing

Costs generated from long term financing (interest charges) may be considered by the province's Inspector of Municipalities under "exceptional circumstances." These "exceptional circumstances" include the construction of large "fixed capacity infrastructure," such as a water treatment plant, which needs to be constructed before growth can occur and before adequate DCCs can be collected.

Specific financial resolutions/conditions must be provided/demonstrated in order for interest charges to be approved by the Inspector of Municipalities as listed in the BPG. In addition, the following information will need to be provided to the Inspector of Municipalities to review and assess the request:

- i) clear indication the DCC reserve fund for the works in question is in a negative cash flow position and that borrowing is required;
- ii) demonstration that this is an exceptional circumstance;
- iii) details of the interest rate and amortization period; and,
- iv) evidence the amendment has been disclosed to the public in the government's Financial Plan, financial statements, and the DCC Report.

Section 935(3) (c) of the Local Government Act does allow funds in DCC reserve accounts to be used to pay for the interest and principal on a debt resulting from DCC project costs.

2.6 BYLAW ADMINISTRATION

Once the Inspector of Municipalities has granted statutory approval of the DCC bylaw and the Council has adopted it, ongoing administration will be required. This will involve collection of charges, monitoring and accounting, credits and rebates, and the process for bylaw amendment.

2.6.1 Time of Collection

Section 933 (5) of the Local Government Act states DCCs are payable at either the time of subdivision approval or at issuance of building permit. The BPG recommends charges be applied as follows:

- i) Single Family - At the subdivision approval stage, per building parcel being created.
- ii) Multi-Family - At the subdivision approval stage for each dwelling unit permitted to be constructed pursuant to zoning or upon issue of building permit per dwelling being built.
- iii) Commercial/Institutional - Upon issue of building permit based on square metre of gross building area.
- iv) Industrial and Public Utility - Upon issue of building permit based on hectares of lot area under development.

Upon adoption of the new bylaw, the proposed DCCs will immediately apply to subdivision applications under the following conditions:

- Where an application has been denied.
- Where ‘Conditional Approval’ has lapsed during the one year in-stream protection period.
- Where final approval of subdivision has not been received prior to the first anniversary date of the new bylaw.

Note that developers of multi-phased subdivisions should be especially aware of significant dates. This includes dates such as that of the DCC bylaw adoption, the new bylaw’s anniversary, and the expiry date attached to the Letter of Conditional Approval.

2.6.2 Separate Accounts

Section 935 (1) of the Act stipulates DCCs shall be deposited in a separate special DCC reserve fund. The monies collected (together with reserve fund interest) shall then be used to pay for the capital projects within the DCC program. DCC accounts should be set up in a manner that allows easy reporting of:

- how much money has been collected from DCCs,
- the amount of government grants, if any, received towards the capital DCC projects,
- amounts designated as DCC “credits” or “rebates”,
- the amount of funds representing the District’s share of project costs in the DCC program,

- interest earned,
- under/overages, and
- identification of completed projects.

2.7 GRACE PERIOD

When a DCC bylaw is implemented, developers or those parties paying DCCs will be affected by the new charges. The BPG recommends a suitable period of notification before a DCC bylaw is in effect, known as a “Grace Period”.

Newspaper articles and notices, information circulars and verbal communications should be provided to the Regional District residents, taxpayers and land developers to provide the opportunity to become aware of the proposed bylaw, the anticipated charge rates required and the approximate timing of the new bylaw’s implementation.

The DCC bylaw may state the effective date, or time period (of up to a year) from the date of DCC bylaw adoption, as confirmation of the Grace Period. This would apply to both initial bylaw implementation, and at the time of future updates with rate changes.

As stated in the BPG: “The Grace Period is granted by a municipality as an acknowledgement of the impact DCCs may have on the development industry.” The Grace Period serves to allow time for people to be notified of the new DCC rates as related to building permit applications.

2.8 IN-STREAM PROTECTION

“In-Stream Protection” seeks to provide stability for developers with an application in process during the introduction or amendment of DCCs provided the application meets certain time criteria as noted below.

2.8.1 Subdivision Applications

Section 943 of the Local Government Act provides “In-Stream Protection” for subdivision applications, provided the application fees have been paid. A complete application usually means the developer has received a Letter of Conditional Approval of subdivision, or equivalent such as ‘Preliminary Layout Approval/Review’.

2.8.2 Building Permit Applications

There are no Local Government Act provisions governing building permit applications similar to the “In-Stream Protection” offered to subdivision applications. Unless specified differently in the District’s Building Permit Bylaws, the amount payable is determined in accordance with the rates applicable

at the time of building permit application. As noted in the BPG: “However, the ruling of *Acamar v. City of Surrey* (1997) confirms the view that Section 943 only applies to subdivision applications.”

Courts have concluded the date when the appropriate DCCs should be calculated is the date sufficient information has been submitted to the municipality for issuance of the permit and not necessarily the actual date of building permit issuance.

2.9 CREDITS, REBATES & LATECOMERS AGREEMENTS

There are no specific references to “DCC credits” or “DCC rebates” in the Local Government Act. The intent of Clause (8) of Section 933 is that developers providing trunk services beyond the local servicing needs of the development shall have those costs deducted from the applicable DCCs payable. This applies provided it is an identified DCC project in the capital plan. To implement the provisions of the legislation, the concepts of a “DCC credit” and a “DCC rebate” are introduced. Policies regarding when the Regional District should offer a credit versus a rebate should be carefully considered. In either case, the DCC accounting system should allow credits and rebates to be monitored and tracked.

2.9.1 Credits

The DCC program is compiled to service new development in an orderly manner. A situation is likely to arise where a developer desires to proceed with a land development before the required trunk services are installed in that area. This type of development can be considered to be “out of sequence”. If the Regional District cannot afford the financial burden of additional infrastructure requirements, the Approving Officer would decline the development for the present time. Alternatively, the developer can construct the necessary trunk services, in advance of the proposed timing.

In this case, the out-of-sequence development could be offered a DCC Credit, where the cost of constructing the required trunk works is deducted from the amount of DCCs that would have otherwise been payable. The DCC credit cannot exceed the amount of DCC payable. For phased developments in the same site vicinity, it is assumed that the Regional District would execute a separate agreement with the land developer allowing any applicable excess credits to be carried forward to apply against future development DCCs. Similar agreements should be implemented to allow transfers of credits on property sale prior to building construction for categories where DCCs are collected at the building permit stage. Such credits should be allowed on a proportional basis against subdivided parcels, on a land area basis or anticipated building area basis, as deemed applicable by the Regional District.

2.9.2 Rebates

The DCC program covers trunk main requirements and other facilities beyond the services required for local development areas. Should a developer wish to proceed with a development before the trunk services fronting his property are installed, the Regional District may allow the developer to construct the necessary portion of the works to a trunk standard. The Regional District would then offer a DCC rebate for the incremental portion of the costs beyond the local requirement, following acceptance of the completed trunk works and registration of the development lands. In such cases, the rebate amount could exceed the DCCs payable.

2.9.3 Latecomers Agreement

Where a development constructs non-DCC project trunk works, which benefit adjacent developments, those servicing function costs, or over-sizing costs, may be considered for inclusion in a Latecomers Agreement. The agreement would be in accordance with the provisions of the Local Government Act.

For this particular DCC, the development would be responsible for setting up and costs of the agreement, which would then be administered by the Regional District. Similarly, "out of sequence" DCC projects that cannot be accommodated by the Regional District as detailed in the BPG, where a developer's costs are not recoverable through a DCC credit or rebate, may also be considered for inclusion in a Latecomers Agreement.

2.10 AMENDMENT PROCESS (Minor vs Major)

The average cost of a typical unit of development should not change significantly over time except for the effects of inflation or changes in standards, provided development projections are accurate. However, due to the periodic revision of the OCP, the Regional District's financial situation, changing infrastructure needs, and other factors affecting new development that are beyond the Regional District's control, the DCC bylaw will require future amendment.

In general there are two levels of amendment: a minor adjustment to DCC rates to reflect inflation, and a major review of the DCC for updating of capital project requirements, development projections, and the DCC accounting.

2.10.1 Minor Amendments

A Minor Amendment to the DCC bylaw is an updating based on changes in construction costs and inflationary effects. This type of bylaw amendment requires statutory approval, but due to its nature is anticipated to receive expeditious Ministry approval. This type of amendment should be carried out when necessary, likely once every two to three years.

2.10.2 Major Amendments

A Major Amendment involves a full review of the DCC methodology, including:

- Underlying DCC assumptions
- Broad policy considerations
- Updated development projections
- DCC program costs
- Study and project review updates and timing of proposed capital projects
- Addition of new projects to the DCC program, and deletion of completed capital projects

In accordance with the BPG recommendation, the major amendment to the DCC bylaws should be completed once every five years.

3 GROWTH PROJECTIONS

3.1 METHODOLOGY

Non-residential land uses are categorized separately from residential land use for DCC bylaws. In order to keep the number of designated land uses at a practical level, it is normal practise to consider the groupings under residential, commercial, industrial, institutional and public utility categories.

Data on existing housing units, recent growth statistics and future development, has been obtained from the Regional District which included planning studies for the Fairwinds Development. This information was used to estimate existing and future population service populations, number of dwelling units and the projected growth of commercial, institutional, industrial, and public utility development.

A discussion on projected population and land-use growth to Year 2031 and Build-Out is presented below.

3.2 POPULATION

3.2.1 Population (Year 2011)

The residential population (Year 2011) was estimated at 5,095 people and is derived from multiplying the number of residential units by the average number of persons per dwelling unit.

The number of residential, multi-family, commercial, and institutional properties serviced was extrapolated from the RDN 2010 water records which showed the following:

- 1,975 Single-Family services (462 within Fairwinds and 1,493 in the remainder of the service area).
- 238 Multi-Family Units (118 townhomes within Fairwinds, 100 mobile home units on Apollo Drive, and 20 condominiums on Brynmarl Road)
- 22 Commercial services, and
- 5 Institutional services.

The number of residential units serviced in 2011 was calculated by applying the projected annual growth rate of 2%, resulting in an estimated 2,014 Single-Family and 243 Multi-Family Units.

For calculating the population increase from 2010 to 2011, it was deemed appropriate to assume a median average density of 2.3 and 1.9 persons per dwelling unit for Single-Family and Multi-Family, resulting in total service population of 5,095. Current population densities is considered to be slightly

lower, therefore, a lower density of 2.2 and 1.9 persons per unit were used to estimate population from 2011 to year 2031 and build-out.

3.2.2 Future (Year 2031 and Build-Out)

Future population estimates are based on growth within the existing boundaries of the Nanoose Bay Peninsula Water System service area. No allowance has been made for future expansion of the service area.

In the February 2007 Nanoose Bay Peninsula Water System Study, the RDN provided an estimate of the total number of residential units to Build-Out in accordance with the OCP. The split of Single-Family to Multi-Family Units was calculated based on the same proportion as existed in 2005, resulting in a future total Build-Out of 4,709 residential units, made up of 4,026 Single-Family and 683 Multi-Family. Based on historic average densities of 2.4 and 2.0 persons per Single-Family and Multi-Family unit, respectively, the ultimate Build-Out residential service population was previously calculated at 11,028 (2007 study).

Census Canada and RDN planning data reveals average population per single-family residence has steadily dropped during the past 25 years. For the 2011 Census, the average density per occupied dwelling unit was 2.27.

A lower density of 2.2 and 1.9 persons per unit were applied to Single-Family and Multi-Family, respectively. Applying these lower densities to the residential Build-Out projections from the 2007 Nanoose Bay Peninsula Water System Study, results in a project service population of 10,155, slightly lower than the 2007 study due to the lower capita per dwelling unit.

RDN planning staff indicated the population is expected to increase at an average compounded rate of 2% per year for the foreseeable future. Applying this annual growth rate to the 2011 population estimate, results in a Year 2046 population of 10,189, which is very close to the OCP Build-Out calculation of 10,155. Table 1 presents the current and future population estimates for Year 2031 (the revolving time frame for this DCC study and OCP Build-Out).

Table 1 – Population Projections, Current, Year 2031 and OCP Build-Out

Year	Population Estimate	Increase	
		#	%
2011	5,095	-	-
2031	7,570	2,475	49 %
OCP Build-Out (2046)	10,155	5,060	99 %

A discussion of the growth projections for each DCC land-use category follows below.

3.3 RESIDENTIAL, SINGLE & MULTI-FAMILY ASSUMPTIONS

For this report and the DCC rate calculations, projected residential development will be separated into two main land-use categories:

- Single Family & Duplex, and
- Multi-Family (such as townhouses, apartments, condominiums)

Current available data (Year 2011) indicates there are 2,014 Single Family and 243 Multi-Family Units serviced by the Nanoose Bay Peninsula Water System.

Much of the future development lands are contained within the Fairwinds development mainly the Lakes District Neighbourhood Plan, and the proposed redevelopment of the existing Schooner Cove area designated as the Schooner Cove Neighbourhood Plan.

For the Lakes District, an approximate breakdown between single-family and multi-family development units is made for the total 1,675 allowable units, based on the objectives of the neighbourhood plan.

There are three developments in-stream (Fairwinds Phase 7D, 8, and 11B). In addition, there is a potential 57 unit multi-family development on Andover Road, a 10 lot single family development on Schooner Cove Dr at Dolphin Dr and a multi-family development for the fully serviced Lot 1 on Redden Rd at Dolphin Drive.

Other development within the overall Nanoose Bay Peninsula Water System service area includes the Red Gap area, where the OCP states the area can accommodate 211 more units beyond the existing 289, and small scattered subdivisions, as well as potential redevelopment on existing developed parcels, some with possible rezoning.

For the Red Gap area and remainder of Nanoose, an allowance has been included for some infill single-family housing.

Table 2 presents the projected residential growth development to OCP Build-Out, which is reached in Year 2046 based on the projected population annual growth of 2% per year. It is noted that the projected OCP Build-Out contains a higher percentage of Multi-Family Units compared to that estimated during the year 2007 Water Study. This is due to changing demographics, the desires and objectives of the Lakes District Neighbourhood Plan, and particularly as a result of proposed Schooner Cove redevelopment as detailed in the Schooner Cove Neighbourhood Plan.

The breakdown estimate between Single Family and Multi-Family should be reviewed and adjusted if necessary in future DCC update studies. Should a higher percentage of single-family development actually occur, it is not anticipated

additional infrastructure works would be needed, due to the relatively small difference in design population per unit for the housing types. DCC funding would also not be adversely affected, as the higher DCC charge for single-family residential development would generate additional funds due to its greater burden.

Table 2 - Projected New Residential Development to OCP Build-out

Description	Single Family	Multi Family	Senior Living Units
Lakes District Neighbourhood Plan	1,000	674	140
Schooner Cove Neighbourhood Plan	-	360	-
Goodrich Rd (Fairwinds Phase 7D)	25	-	-
Collingwood Dr (Fairwinds Phase 8)	-	18	-
Schooner Ridge (Fairwinds Phase 11)	-	32	-
Andover Road	-	57	-
Schooner Cove Drive	10	-	-
Lot 1, Redden Road	-	3	-
Red Gap Area	65	86	
Remainder of Nanoose	67	-	-
Total Additional to Build-out Projection (Year 2046)	1,167	1,230	140

The number of residential units to be constructed by year 2031 was estimated based on the projected population increase of 2,475 as noted in Table 1 and new land-use categories as shown in Table 3 below will be used in the DCC calculations. These new categories were established based on feedback from the development community and will be included in the final bylaw.

Table 3 – Projected New Residential Development to 2031

Single Family & Duplex	Senior Living Units	Multi Family		
		Low Density	Medium Density	High Density
775	95	190	80	80

The population growth of 2,475 is assumed to be accommodated with the construction of 775 Single Family & Duplex Units (1,705 people) and 350 Multi-Family Units (665 people) consisting of Low, Medium and High density development, plus an allowance for 95 Senior Living Units (105 people).

3.4 SENIOR LIVING UNITS FACILITY ASSUMPTIONS

The RDN's Nanoose Bay Peninsula Official Community Plan (OCP) does not reference the development of Senior Living Units within the Nanoose Bay Peninsula. However, this report considers the potential construction of 140 new

Senior Living Units to build-out (Year 2046), with an allowance for 95 units to be constructed by Year 2031.

Senior Living Units are expected to average 100 m² per unit (100 units per ha) and site coverage is estimated at approximately 40%.

3.5 COMMERCIAL AND INSTITUTIONAL ASSUMPTIONS

Commercial use includes service commercial, office commercial and commercial portion of mixed commercial/residential development.

Institutional use includes government offices, recreational facilities, churches, community halls, fire halls, municipal halls and buildings, public and private schools, colleges, and universities, hospitals including private care facilities, and senior or low-cost housing (depending on the provisions of the Zoning Bylaw).

The BPG recommends commercial and institutional development be charged on the basis of building floor space expressed in square metres. The Regional District has selected to charge on the basis of gross building area expressed in square metres.

It is recommended, and assumed in this report, both Commercial and Institutional DCCs be charged for the construction, or alteration, or extension of a building that results in an increase of the original building area and where the value of the work covered by the building permit is greater than \$100,000. The Bylaw should be worded such that DCCs would only apply to the increased building size, beyond the pre-existing area, or number of housing units for mixed-use developments.

For Institutional DCCs, it is possible an existing school may be closed and demolished after a new school has been built on a different site, resulting in a transfer of the servicing burden. The Bylaw should be worded to allow credit for DCCs payable in such instances, to ensure they are only charged where an increased burden results from redevelopment or new development. DCCs would only apply to any upsized building area, and for new development when it occurs at the old site. If the building use is retained at the old site, for alternative additional use or sale, an increased burden will result, and this DCC credit would not be applicable. Similar provisions should be worded for all Commercial and Institutional buildings, where DCCs would only be charged on the increased building floor area beyond the existing total floor area, to equitably charge for the increased burden.

The Nanoose Bay Peninsula commercial zones currently consist of the Schooner Cove Neighbourhood Centre and the much larger Red Gap Village Centre.

Significant commercial and mixed-use development is planned for the Schooner Cove Neighbourhood Centre and in Lakes District Neighbourhood Plan. It is anticipated at build-out, approximately 12,725 m² of new commercial gross floor space will have been constructed as follows:

- 5,600 m² of commercial at the Red Gap Village Centre,
- 2,325 m² of commercial in the Schooner Cove Neighbourhood Centre, and
- 4,800 m² of mixed-use buildings in the Lakes District.

By 2031, it is estimated the Red Gap expansion and Schooner Cove will be fully developed, and one-third of the Lakes District commercial, for a total of 9,125 m².

For Institutional, it is anticipated 6,000 m² of new gross floor space will be developed by Build-Out as follows:

- Redevelopment of Nanoose Bay Elementary School, with a 50% size increase totalling 2,320 m², based on 2011 to 2031 enrolment projections provided by the School District.
- 3,680 m² for the Lakehouse Centre in the Lakes District, assuming 40% site coverage.

It is anticipated Institutional development will be fully built by 2031.

3.6 INDUSTRIAL & PUBLIC UTILITY ASSUMPTIONS

Industrial use includes light, medium or heavy industrial uses, warehouses, mini-storage, minor repair, fabrication and storage facilities or space, and fuel storage areas.

Public utility use includes BC Hydro, Telus, FortisBC Gas, Shaw Cable systems, and similar utility storage, distribution and plant facilities.

As determined and agreed upon through discussions with RDN staff, Industrial development is not applicable to this report at this time, as there are no industrial designated lands in the OCP. Similarly, no Public Utility use facilities that burden the water system are anticipated. Therefore, the Bylaw should be worded to ensure Industrial & Public Utility DCCs are charged on a case by case basis.

Should the situation change in the future for Industrial or Public Utility land uses, the anticipated burden would be established, and the appropriate DCC charges would apply and be included in a Minor update to the DCC Bylaw.

A summary of the land-use growth projections presented above (Sections 3.3 through 3.6) for Year 2031 and OCP Build-Out is presented below in Table 3.

Table 4 – Land-Use Growth Projections, Year 2031 and OCP Build-Out

Land-Use	Additional By Year 2031	Total At OCP Build-Out (Year 2046)
Residential		
- Single Family	775 units	1,167 units
- Multi-Family	350 units	1,230 units
Senior Living Units	95 units	140 units
Commercial	9,125 m ²	12,725 m ²
Institutional	6,000 m ²	6,000 m ²
Industrial & Public Utility	-	-

4.1 INTRODUCTION

With the establishment of a list of capital projects and their estimated construction costs, the portion of the project cost attributed to development is calculated using the equation:

$$\text{DCP} = \text{PC} - \text{GG} - \text{BEU} - \text{AF} - \text{RF}$$

Where:

DCP	=	Development Cost Portion
PC	=	Project Cost
GG	=	Government Grants
BEU	=	Benefit to Existing Users
AF	=	Assist Factor
RF	=	Reserve Funds

A discussion on each category and the amounts used in this study is presented the following sections.

The total Regional District's contribution to the DCC projects consists of:

- i) total capital cost attributed to existing users (BEU),
- ii) assist factor (AF), and
- iii) portion of costs associated with developments exempt from DCCs (see previous discussion under Section 2.2).

4.2 PROJECT COST

Project cost estimates in this report are preliminary, order of magnitude. No preliminary or detail engineering work has been completed, and as such, the costs are considered Class D estimates. They are suitable for project control budgets, for program planning, and to obtain approval in principle.

Construction cost estimates were prepared and updated from earlier studies as appropriate, together with consideration of recent project unit costs provided by the RDN.

The estimates include a nominal 15% allowance for engineering design, tendering, contract administration, inspection; and record drawing production. The estimates includes a 30% contingency allowance to cover RDN administration, legal and interim financing costs, as well as additional or unexpected engineering and construction expenditures which may arise as the projects proceed to detailed design and construction completion.

No allowance has been made for inflation as this is not permitted under the Local Government Act. The impact of inflation should be reviewed regularly as time and projects proceed, and project costs adjusted accordingly as part of a minor amendment to DCCs.

No allowance has been made for long-term financing. As noted previously in Section 2.5, inclusion of long-term financing costs require Ministry approval and are only granted under special circumstances for “fixed capacity infrastructure”.

Construction costs are in 2013 dollars and are exclusive of GST (The October 2013 construction cost index (ENR CCI) value was 9,689).

4.3 GOVERNMENT GRANTS

Government grants, including Federal/Provincial infrastructure funding programs and Provincial revenue sharing programs may be available for projects, particularly those that contribute towards regional water supply and addressing water quality issues. If awarded, these can provide:

- A significant portion of study cost recovery.
- 25%, 33.3% or 75 to 80% Provincial Government funding, through various provincial programs.
- A total of 66.7% combined assistance under Infrastructure Funding Programs supported through joint Federal / Provincial agreements.

Given the extremely limited potential for availability, successful application, and award of grants under the ongoing anticipated economic climate, the calculations have assumed marginal provincial/federal grant contributions will be available for listed projects. An assumption of 1% has therefore been made and shown under the government grant column of the spreadsheet.

The Regional District should still continue to make every effort to obtain financial assistance towards all key eligible projects, particularly the larger scale and environmental type of system expansions. Small studies, reviews, and major DCC updates may prove to be eligible for receipt of some funding, such as a 50% study grant.

4.4 BENEFIT TO EXISTING USERS

Capital costs for DCC calculations must be net costs. It is recognized that most improvements within the Regional District provide a partial benefit to the existing residents and users.

The cost for each project applicable to existing users is deducted from the total project expenditure, after subtracting the government grant contribution, to calculate the allowable DCC recoverable portion of the project. Assumptions on the allocation are shown on the table detailing the DCC calculation.

4.5 MUNICIPAL ASSIST FACTOR

Section 933 (2) of the Local Government Act states that the purpose of DCCs is to provide funds to “assist” local government in paying costs of infrastructure. By not allowing 100% of the growth related costs to be charged to new developments, the legislation implicitly requires an “assist factor”, with a minimum of 1%. It is important to note that this assist factor is separate from the allocation of project costs between new development and existing users, which is considered on a project specific basis.

The chosen assist factor will reflect the Regional District’s desire to encourage development, and is largely a political decision. Most DCC bylaws use assist factors in the 1% to 10% range. Under certain conditions, the assist factor is adjusted to maintain DCC rates within a perceived affordable level. When the economy is slow, a higher assist factor, such as 10% can be used to encourage new development. With a healthy development climate, a low assist factor, such as 1% is considered appropriate.

With the above considerations in mind, the Regional District has chosen a 1% assist factor.

4.6 DCC RESERVE FUNDS

The reserve funds are the total amounts that have been collected from developers, and not yet been spent on DCC projects. The existing bulk water (AWS) reserve fund totalling \$145,000, has been included in the DCC calculations and will be transferred into the new DCC account.

5 CALCULATION METHOD

5.1 COMMON UNIT CALCULATION METHOD

DCCs are calculated in accordance with the recommendation of the BPG using a common unit basis for each function (roads, storm drainage, sanitary sewer, waterworks and parks) to provide an equitable basis for the calculations.

For water supply and distribution, costs are related using an equivalent population demand, which is based on average densities and demand/usage, for each of the land-use categories.

6 DEVELOPMENT COST CHARGES

6.1 PROPOSED WATERWORKS

The proposed waterworks projects are derived from information contained in the followings studies as well as current knowledge of future projects, the RDN Capital Works Plan, and input from RDN staff:

- Nanoose Peninsula Water Audit Study, January 2006,
- Nanoose Peninsula Water Distribution Study, February 2007, and
- Nanoose Peninsula Water System Capital Planning Study, September 2008.

The waterwork DCCS are to be imposed on the Nanoose Bay Peninsula Water System, in keeping with the BPG.

A brief discussion of the various types of waterworks projects from supply and treatment to distribution and metering, are presented below. The location and proposed construction year for each project, excluding overall system instrumentation, such as Supervisory Control and Data Acquisition (SCADA) and metering, is shown on the Water System Improvements Schematic located in Appendix A.

6.1.1 Water Supply and Treatment

Englishman River Water Service

In the 1990s, the Arrowsmith Water Service (AWS) was formed and tasked with developing the Englishman River water supply. The goal was to ensure an abundant source of high quality water would be available to the Nanoose, Parksville, French Creek, and Qualicum Beach areas for the foreseeable future. However for works beyond the Arrowsmith Dam, the joint venture was recently reformed to include Nanoose and Parksville only, with Nanoose's portion equalling 26%. This reformed joint venture is referred to as the Englishman River Water Service (ERWS).

The capital cost of the ERWS projects, including the river intake, water treatment plant, supply and transmission mains, aquifer storage and recovery, and land acquisition has been estimated to be \$36,984,494, with RDN's portion equalling \$10,046,023.

Groundwater Wells

If significant development occurs prior to the implementation of the ERWS, additional well capacity will be required. It is anticipated the capacity increase will need to be in service prior to sufficient DCC funds being generated. It is anticipated therefore, the RDN would have the works installed by a developer and on land secured by the same developer. Under this scenario, the developer would receive a DCC credit for cost of the works and approved "fair market" value for

the land. The credit would be paid following acceptance of the completed works.

6.1.2 Watermains

Trunk Mains

Several trunk watermains are required by 2031 to meet the Fairwinds requirements for servicing adjacent lands in the Lakes District and Schooner Cove neighbourhoods. It is anticipated these trunk mains will be required prior to sufficient DCC funds being generated. Therefore, the RDN would have the works installed by the developer. Under this scenario, the developer may receive a DCC rebate for the incremental portion of the costs beyond the local requirement. The rebate would occur following acceptance of the completed trunk works and registration of the applicable portion of subdivision lands. In such cases, the rebate amount could exceed the DCCs payable during the initial subdivision phases.

Distribution Watermains

Local projects, mostly involving replacement of aged distribution system and service connection piping, some with upsizing to meet current design flow needs, have most of the costs allocated to existing users. The small benefit to new development allows for some infill subdivision and potential redevelopment/small rezonings on such local streets.

6.1.3 Studies, SCADA and Radio-read Water Meters

Allowance has been made for an Fairwinds Reservoir Pre-design Study, major updates to the DCC Bylaw once every five years, implementation and updates to a system wide Supervisory Control and Data Acquisition (SCADA) system and conversion of water meters to radio read to improve system capacity through leak detection and water use tracking and resulting targeted water conservation programs.

6.2 COMMON UNIT CALCULATIONS

Development cost charges were calculated based on the common unit of equivalent population served for each of the six land use categories.

For Single-Family and Multi-Family development, the equivalent population factor is assumed to be equal to the average population per unit as anticipated by RDN staff.

For Senior Living Units, a population factor of 1.1 person per unit was assumed.

Equivalent population factors for the Commercial and Institutional categories were reviewed initially by comparing the 2010 water consumption data provided by RDN staff and dividing it by the per-capita average daily consumption and approximate building footprint areas. These calculations assist in producing an estimated equivalent population factor. For the commercial category, a value of

0.005 persons per square metre equivalent was obtained. For new development it is anticipated that smaller floor-space commercial units will be built compared to existing, where an approximate doubling of the load is likely. As this would closely match the 0.009 p/m² of the City of Nanaimo sanitary sewer standards, an equivalent population demand for commercial of 0.01 p/m² has been used in the calculations.

For Institutional, the City of Nanaimo standard of 0.005 p/m² is considered to be appropriate for use in the projections.

These equivalent population demand factors should be monitored against actual demand experienced as new development occurs and appropriate adjustments made in future major amendments of the DCC Bylaw.

Table 5 shows the equivalent population calculation to Year 2031 (the revolving time frame for this study) for each land-use category.

Table 5 - Equivalent New Population, Year 2031

Land Use Category	Estimated New Development To Year 2031	Equivalent Population Factor	Equivalent New Population
Single Family & Duplex Multi-Family	775 units	2.2	1,705
Low Density	190 units	2.1	399
Medium Density	80 units	1.9	152
High Density	80 units	1.4	112
Senior Living Units	95 units	1.1	105
Commercial	9,125 m ²	0.01	91
Institutional	6,000 m ²	0.005	30
Industrial & Public Utility	n/a	n/a	n/a
Total Equivalent Population			2,594

6.3 COST CHARGE CALCULATIONS

Table 5 presents a list of the water projects by name and description along with a numbering system containing a notation of anticipated construction year and project number.

For each project, an assessment of the benefit to existing users is made. Examples are presented below:

- N2017-5 Englishman River Water Service. An allocation of 34% benefit to existing users has been used. This was calculated taking the estimated “build-out” Max Day demand (10,344 m³/day), subtracting the estimated “new-development” Max Day demand (6,816 m³/day), then dividing the difference (3,528 m³/day) by 10,344 m³/day (the estimated “build-out” Max Day demand). For the purpose of this calculation the estimated demands are ERWS surface water supply demands only and do not include any available groundwater supplies. These ERWS demands were estimated and from projections made by the Associated Engineering pre-design team, which included Koers & Associates and Kerr Wood Leidel.
- N2015-5, Wallbrook Well No. 2 Upgrades are considered to be 100% benefit to new development. The cost estimate is \$150,000 plus a \$100,000 allowance for land acquisition, but not including an allowance for iron or manganese reduction.
- Trunk watermain projects N2015-4, Collingwood Drive Loop Main, N2017-4 and N2018-5 Bonnington Drive Loop Main, and N2019-2 and N2021-4 Schooner Cove Drive Loop Main are required to service new development. The benefit to existing users is estimated at 25%, based on the mains servicing an additional 1,800 new units compared to the approximately 600 existing units.
- N2015-2, Harlequin/Sea Lion Loop and Footbridge, is assessed at 75% to existing users as it is a system improvement, leaving 25% benefitting new development through improved flow capability for the relatively small potential additional development or redevelopment it serves.
- N2016-3 and N2018-1 West Bay PRV and Building Upgrade, provide some improvement to existing users and a much larger design capacity to suit growth, and are therefore assessed at 25% benefit to existing users.
- N2021-5, Fairwinds Reservoir, is assessed at 50% benefit to existing users. This involves the construction of a new water reservoir, providing additional storage required to service the future Nanoose Bay Peninsula demands.

The resulting total annual net DCC Recoverable and cost to Existing Users is shown in the last two columns (H & I). The cumulative total for each is also shown. The portion of the total cumulative cost attributed to each land-use categories is calculated based on its percentage of the equivalent service population.

The unit DCC for each land use is calculated by dividing the calculated total DCC cost for each land-use by the land-use projected total growth. A summary of the DCC per land-use is shown in Table 7.

Table 7 – DCC Summary

DCC Category	Charge	Unit
Single Family	\$7,917.24	Dwelling Unit
Multi Family		
Low Density	\$7,557.37	Dwelling Unit
Medium Density	\$6,837.62	Dwelling Unit
High Density	\$5,038.24	Dwelling Unit
Senior Living Units	\$3,977.56	Unit
Commercial	\$35.89	per m ² of gross floor area
Institutional	\$17.99	per m ² of gross floor area
Industrial	\$0.00	per ha of site area

DCCs for Single Family residential development would be collected at the subdivision stage. Cost charges for residential units are expected to be applied to all forms of single-family development, including bare-land strata developments.

DCCs for Multi-Family land uses, including mobile and modular homes, would be collected at the time of building permit issuance, when the exact number of units in the development is known.

DCCs for Senior Living land uses, would be collected at the time of building permit issuance, when the exact number of units in the development is known.

DCCs for Commercial and Institutional land uses would be collected at the time of building permit issuance, when charges related to floor space are easily calculated.

DCC for Industrial and Public Utility land uses would be collected at the time of building permit issuance.

A summary of the existing users and DCC recoverable annual costs are summarized in Table 8 on the following page.

Table 8 – Existing Users & DCC Recoverable Annual Costs Comparison

Existing User Fees		DCC Net Recoverable	
Year	Cost	Year	Cost
2015	\$614,021	2015	\$481,018
2016	\$182,171	2016	\$28,996
2017	\$4,006,423	2017	\$6,836,080
2018	\$222,212	2018	\$433,366
2019	\$586,469	2019	\$175,308
2020	\$190,213	2020	\$122,429
2021	\$1,271,845	2021	\$1,253,249
2022	\$627,487	2022	\$3,935
2023	\$131,649	2023	\$9,228
2024	\$151,090	2024	\$30,971
2025	\$450,831	2025	\$23,478
2026	\$276,464	2026	\$14,398
2027	\$386,604	2027	\$2,367
2028	\$296,407	2028	\$14,849
2029	\$357,281	2029	\$12,682
2030	\$428,420	2030	\$16,387
2031	\$524,778	2031	\$21,405
Total	\$10,704,363	Total	\$9,480,147

7.1 SUMMARY

To receive expedient approval of the amended DCC bylaw, the Ministry of Community Services publication *Development Cost Charge - Best Practices Guide* should be followed in amending the bylaw preparation, including stakeholder consultation and public notifications.

The completed 'Ministry Submission Summary Checklist' a copy of which is presented in Appendix B, should be completed and forwarded with the amended bylaw for the Ministry's review and approval.

The DCCs are established to Year 2031 and are on a revolving time basis.

If development occurs prior to the implementation of the ERWS, additional well capacity will be required. This capacity expansion may be required before sufficient DCC funds are available. In accordance with the BPG, the works could be installed by the developer. A DCC rebate would then be paid to the developer for the incremental portion of the costs beyond the local requirement. This would occur following acceptance of the completed well works.

Several trunk watermains are required to service adjacent lands in the Lakes District and Schooner Cove neighbourhoods. It is anticipated that these trunk mains will require being in service prior to sufficient DCC funds being generated. If installed by the developer, a DCC rebate would be paid to the developer for the incremental portion of the costs beyond the local requirement. This would occur following acceptance of the completed trunk works and registration of the applicable portion of subdivision lands.

In-stream protection is to be provided to any complete subdivision application, provided application fees have been paid, as per the Local Government Act Section 943.

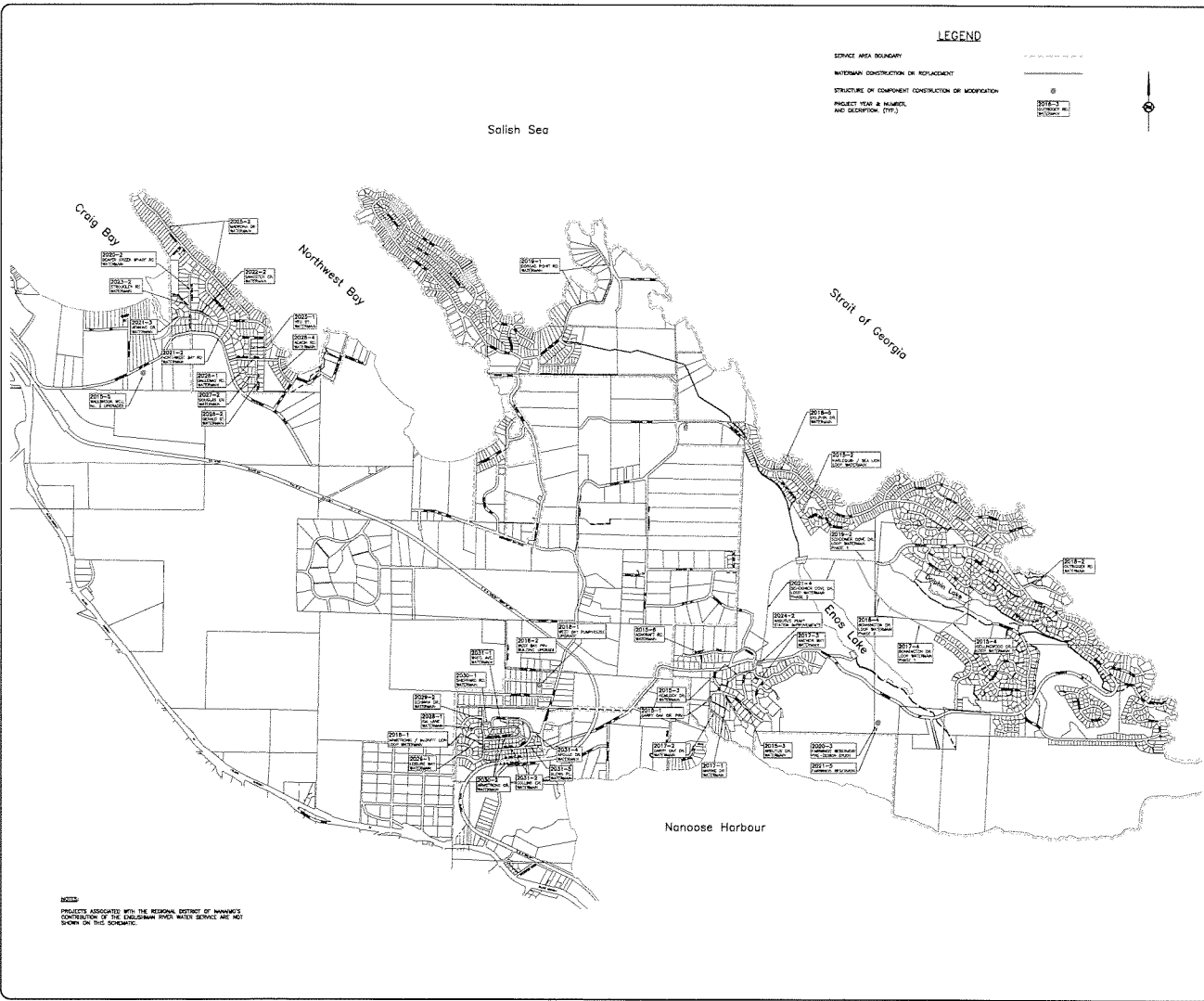
When a DCC bylaw is implemented or amended, those parties paying DCCs will be affected by the new or amended charges. As project funding is generally arranged in the early stages of a development, sometimes even in advance of obtaining rezoning, cost increases can have a significant impact on a project's viability. As such a "grace period" is recommended before new or amended DCCs are brought in. The "grace period" is a length of time providing notification before the new or amended DCCs are adopted. The "grace period" is provided by the municipality as an acknowledgement to the development industry the impact DCCs may have on their business.

Table 6 provides a summary of the proposed DCC for each function by development (land-use) category.

Table 7 provides a comparison of the annual cost of the DCC program to existing system users and DCC recoverable costs. The existing user's column includes the capital works projects' percentage benefit to existing plus the 1% municipal assist factor applied against the developers' portion of the costs. These are the total funds the District needs to provide in order to carry out the DCC projects listed in the tables.

APPENDIX A

Water System Improvements Schematic



LEGEND

- SERVICE AREA BOUNDARY
- WATERMAIN CONSTRUCTION OR REPLACEMENT
- STRUCTURE OR COMPONENT CONSTRUCTION OR MODIFICATION
- PROJECT YEAR & HEIGHT, AND DESCRIPTION (TYP.)



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RECORD OF REVISIONS

REV	DATE	BY	ENG	DESCRIPTION
1	22OCT14	CACH	KD	ISSUED 2015-E AND 2016-E
B	22OCT14	CACH	KD	100% SUBMISSION
A	10SEP14	CACH	KD	FINAL DRAFT
ISS	DATE	BY	ENG	DESCRIPTION

RECORD OF ISSUE

PROJECT NO.	1443 (old No. 1056)
DRAWN	CACH
DESIGNED	KD
CHECKED	CD
APPROVED	CD
DATE	SEP 2014
SCALE	1:15,000
CLIENT	

REGIONAL DISTRICT OF NANAIMO

PROJECT
NBP WATER SYSTEM DCC TECHNICAL REPORT UPDATE

TITLE
WATER SYSTEM IMPROVEMENTS SCHEMATIC (TO 2031)

DRAWING No.	1443 - Fig. 1	REV.	1	SHEET	1/1
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PROJECTS ASSOCIATED WITH THE REGIONAL DISTRICT OF NANAIMO'S CONTRIBUTION OF THE ENOS-LAKE RIVER WATER SERVICE ARE NOT SHOWN ON THIS SCHEMATIC.

APPENDIX B

Ministry Submission Summary Checklist

**MUNICIPALITY/REGIONAL DISTRICT
MINISTRY OF COMMUNITY SERVICES
SUBMISSION SUMMARY CHECKLIST**
(to be completed by local government)
DCC BYLAW(S) NO.(S)

- Is this bylaw a **New DCC Bylaw**
 Major DCC Bylaw Amendment
 Minor DCC Bylaw Amendment

Please complete checklist by marking the appropriate boxes, and providing references to background material and other requested information. If DCCs are established on a basis other than the DCC Best Practices Guide, provide a brief explanation for the approach used. If space is insufficient, reference pages in submission where this is covered or append additional pages.

	DCC RECOMMENDED BEST PRACTICE	Submission Page reference
1.	Did the development of this DCC bylaw include: <input checked="" type="checkbox"/> a full public process? Yes <input checked="" type="checkbox"/> input from stakeholders? Yes <input type="checkbox"/> Council input only?	3 & 4
	Why? Local developers and the general public have been kept advised of the proposed DCC bylaw implementation. The RDN intends to follow the Stakeholder Participation Strategy identified in the best practices guide.	3 & 4
2.	Are the Road DCCs established: <input type="checkbox"/> on a municipal-wide basis? No <input type="checkbox"/> on an area specific basis?	
	Why? Waterworks DCCs only	
3.	Are the Storm drainage DCCs established: <input type="checkbox"/> on a municipal-wide basis? No <input type="checkbox"/> on an area specific basis?	
	Why? Waterworks DCCs only	
4.	Are the Sanitary sewer DCCs established: <input type="checkbox"/> on a municipal-wide basis? <input type="checkbox"/> on an area specific basis?	
	Why? Waterworks DCCs only	

	DCC RECOMMENDED BEST PRACTICE	Submission Page reference
5.	Are Water DCCs established: <input checked="" type="checkbox"/> on a municipal-wide basis? Yes <input type="checkbox"/> on an area specific basis?	21
	Why? Waterworks only	21
6.	Are Parkland and parkland improvement DCCs established: <input type="checkbox"/> on a municipal-wide basis? No <input type="checkbox"/> on an area specific basis?	
	Why? Waterworks only	
7.	Is the DCC time frame: <input checked="" type="checkbox"/> a revolving program (17 Years)? Yes <input type="checkbox"/> a build out program (_____ Years)? <input type="checkbox"/> other?	1
	Why? DCC program is tied into the same 20-year capital expenditure plan developed in 2011, to year 2031.	1
8.	Are residential DCC categories established on the basis of: <input type="checkbox"/> density gradient? <input checked="" type="checkbox"/> building form? <input type="checkbox"/> other?	13
	Why? This is the traditional approach, with established records of average population per unit available to assist in the projection estimates.	13
9.(a)	Are residential DCCs imposed on the basis of: <input checked="" type="checkbox"/> development units? Yes <input type="checkbox"/> floor space? <input type="checkbox"/> other?	13
	Why? Unit projection information is available.	13

	DCC RECOMMENDED BEST PRACTICE	Submission Page reference
9.(b)	Are commercial and institutional DCCs imposed on the basis of: <input checked="" type="checkbox"/> floor space? Yes, per square metre of gross building floor space. <input type="checkbox"/> other?	14
	Why? Reliable, as records of equivalent to residential impacts are available.	14
9.(c)	Are industrial DCCs imposed on the basis of: <input checked="" type="checkbox"/> gross site area? Yes, per square meter of gross site area. <input type="checkbox"/> other?	16
	Why? Reliable, as historical record of equivalent to residential impacts are available.	16
10.	Is the DCC program consistent with: <input checked="" type="checkbox"/> the <i>Local Government Act</i> ? Yes <input checked="" type="checkbox"/> Regional Growth Strategy? Yes <input checked="" type="checkbox"/> Official Community Plan? Yes <input type="checkbox"/> Master Transportation Plan? <input type="checkbox"/> Master Parks Plan? <input type="checkbox"/> Liquid Waste Management Plan? <input type="checkbox"/> Affordable Housing Policy? <input checked="" type="checkbox"/> Five Year Financial Plan Yes	2 – 9, 18, 27 11, 16 4, 9, 12 - 16 21
	Why not? Other plans are not applicable to this DCC bylaw.	
11.	Are DCC recoverable costs, consistent with Ministry policy, clearly identified in the DCC documentation: <input checked="" type="checkbox"/> Cost allocation between new and existing? Yes <input checked="" type="checkbox"/> Grant Assistance? Yes <input checked="" type="checkbox"/> Developer Contribution? Yes <input checked="" type="checkbox"/> Municipal assist Factor? Yes <input checked="" type="checkbox"/> Interim Financing? Yes <input type="checkbox"/> Other:	19 18 22, 23 19 5, 17
	Why? To conform to the BPG.	
	Is capital cost information provided for: <input type="checkbox"/> Roads? <input type="checkbox"/> Storm Drainage? <input type="checkbox"/> Sanitary Sewer? <input checked="" type="checkbox"/> Water? Yes <input type="checkbox"/> Parkland? <input type="checkbox"/> Parkland improvements?	After 23

	DCC RECOMMENDED BEST PRACTICE	Submission Page reference																														
12.	<p>Are DCC recoverable costs which include interest clearly identified in the DCC documentation as follows:</p> <p><input checked="" type="checkbox"/> Interest on long-term debt is <i>excluded</i>? Yes <input type="checkbox"/> For specific projects, interest on long-term debt is <i>included</i>? <input type="checkbox"/> Other?</p> <p>If interest on long-term debt is included for specific projects, does the DCC submission include: n/a at this time</p> <p><input type="checkbox"/> A council/board resolution authorizing the use of interest? <input type="checkbox"/> Confirmation that the interest applied does not exceed the MFA rate <u>or</u> if borrowing has already been undertaken, the actual rate providing it does not exceed the MFA rate? <input type="checkbox"/> Confirmation that the amortization period does not exceed the DCC program time frame? <input type="checkbox"/> Evidence that the current DCC reserve fund balance is insufficient for the work in question? <input type="checkbox"/> Demonstration that the project is an exceptional circumstance (fixed capacity, out-of-sequence, or Greenfield)? <input type="checkbox"/> Evidence of public consultation and disclosure in the financial plan and DCC report regarding inclusion of interest?</p>	5																														
13.	<p>Does the municipal assist factor reflect:</p> <p><input checked="" type="checkbox"/> the community's' financial support towards the financing of services for development? Yes <input type="checkbox"/> other?</p>	20																														
	<p>Why? Low assist factor is considered appropriate at this time, with the very healthy development climate on Vancouver Island.</p>	20																														
	<p>Has a municipal assist factor been provided for:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"><input type="checkbox"/> Roads?</td> <td style="width: 30%;">Assist factor</td> <td style="width: 10%; text-align: center;">_____</td> <td style="width: 10%; text-align: center;">%</td> <td style="width: 10%;"></td> </tr> <tr> <td><input type="checkbox"/> Storm Drainage?</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">%</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sanitary Sewer?</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">%</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Water? Yes</td> <td>Assist factor</td> <td style="text-align: center;">1</td> <td style="text-align: center;">%</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Park land?</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">%</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Park land improvements?</td> <td>Assist factor</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">%</td> <td></td> </tr> </table>	<input type="checkbox"/> Roads?	Assist factor	_____	%		<input type="checkbox"/> Storm Drainage?	Assist factor	_____	%		<input type="checkbox"/> Sanitary Sewer?	Assist factor	_____	%		<input checked="" type="checkbox"/> Water? Yes	Assist factor	1	%		<input type="checkbox"/> Park land?	Assist factor	_____	%		<input type="checkbox"/> Park land improvements?	Assist factor	_____	%		20
<input type="checkbox"/> Roads?	Assist factor	_____	%																													
<input type="checkbox"/> Storm Drainage?	Assist factor	_____	%																													
<input type="checkbox"/> Sanitary Sewer?	Assist factor	_____	%																													
<input checked="" type="checkbox"/> Water? Yes	Assist factor	1	%																													
<input type="checkbox"/> Park land?	Assist factor	_____	%																													
<input type="checkbox"/> Park land improvements?	Assist factor	_____	%																													
14.	<p>Are DCCs for single family developments to be collected:</p> <p><input checked="" type="checkbox"/> at the time of subdivision approval? Yes <input type="checkbox"/> other?</p>	6																														
	<p>Why? Recommended by the BPG. Subdivision approval collection creates an orderly flow of funds to allow for completion of the required works in a timely schedule, to achieve the necessary level of service.</p>	6																														

	DCC RECOMMENDED BEST PRACTICE	Submission Page reference
15.	Are DCCs for multi-family land uses to be collected: <input type="checkbox"/> at the time of subdivision? <input checked="" type="checkbox"/> at the time of building permit issuance? Yes	6
	Why? As the BPG. Charges related to floorspace and the exact number of units are easily calculated at the building permit stage.	6
16.	Is a DCC monitoring and accounting system to provide a clear basis for the tracking of projects and the financial status of DCC accounts: <input type="checkbox"/> in place? <input checked="" type="checkbox"/> to be set up? Yes	8
	Why? This is a new DCC bylaw. System will be set up once bylaw is implemented.	
17.	Is a suitable period of notification before a new DCC bylaw is in effect, known as a grace period: <input checked="" type="checkbox"/> provided for? Yes <input type="checkbox"/> other?	7
	Why not?	
18.(a)	Does the DCC bylaw set out the situations in which a DCC credit or rebate are to be given? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8
18.(b)	If no, has Council adopted a policy statement that clearly identifies situations in which a DCC credit or rebate should be given or would be considered by Council? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a copy of the policy statement is included with this submission.	Ref. _____
	If no, why not?	

	DCC RECOMMENDED BEST PRACTICE	Submission Page reference
19.	Has a process to provide for minor routine amendments to the DCC bylaw to reflect changes in construction and other capital costs: <input checked="" type="checkbox"/> been established? Yes <input type="checkbox"/> not considered necessary? <input type="checkbox"/> other?	9
	Why? To reflect changes in inflation, or changes in construction costs.	9
20.	Has a process to provide for major amendments to the DCC bylaw, involving a full review of DCC issues and methodology, to be completed not more than once every five years: <input checked="" type="checkbox"/> been established? Yes <input type="checkbox"/> not considered necessary? <input type="checkbox"/> other?	10
	Why? To review DCC assumptions, updated development projections, program costs, reserve funds, system update studies, project timing, new projects, costs.	10
	Contact _____ Position _____ Phone _____ *Signed by _____ Position _____ (*Signature of the Head of engineering, finance or planning for the local government.) Signed by (second signature optional) _____ Position _____ Date _____	

MUNICIPALITY

SUMMARY OF DCCs - BYLAW NO(S).

	Residential (per single family dwelling & Duplex)	Commercial (per square metre)	Industrial (per square metre) [per hectare]	Institutional (per square metre)
Roads				
Storm Drainage				
Sanitary Sewer				
Water	\$7,917.24	\$35.89	-	\$17.99
Park Land				
Park Land Improvements – Included in Park Land				
Total	\$7,917.24	\$35.89		\$17.99

Note: If not on a municipal-wide basis, please indicate minimum and maximum charges.

For amendment bylaw, please indicate nature of change	Existing	Proposed
• New DCC service added		
• Time horizon		
• Capital costs		
• Weighting of types of development (residential, commercial, industrial, etc.)		
• Potential development		
• Allocation of benefit between existing and potential units of development		
• Assist factor		
• Inclusion of Specific Interest Charges		
• Provide that a charge is payable where there is fewer than 4 self-contained dwelling units		
• Establish an amount higher than the \$50,000 minimum provided for in the <i>Local Government Act</i> .		
• Is a suitable period of notification before a new DCC bylaw in effect, known as a grace period?		
Other: (please list) • •		



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
FEB 26 2015		
RHB		
BOARD		

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Utilities

DATE: February 25, 2015

FROM: Mike Donnelly
Manager of Water & Utility Services

FILE: 5500-22-01

SUBJECT: Bylaw No. 1655.03 - Water User Rate Amendments 2015

PURPOSE

To obtain Board approval for proposed water user rate amendments.

BACKGROUND

Water user rates in all the Regional District of Nanaimo (RDN) water service areas are proposed to increase by 2% in accordance with the 2015 Financial Plan and be in effect for May 1, 2015. Water user rates for the eight RDN water service areas utilize a common rate structure based on an “inclining block” rate which encourages water conservation and minimizes resource waste. The eight RDN water service areas include Whiskey Creek, Melrose Terrace, Surfside, French Creek, Englishman River Community, San Pareil, Nanoose Bay Peninsula, and Decourcey. *Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012* requires amending in order to effect a change to the water user rates.

Below are two tables illustrating the existing rates and the proposed rates for 2015. The structure on which the rates are established does not change, only the rates for the various blocks of water use.

The existing water user rates in the RDN water service areas are:

	Average Daily Consumption in cubic metres					
Minimum Daily Rate	Up to 0.7 m ³	.71 to 1.4 m ³	1.41 to 2.1 m ³	2.11 to 2.8 m ³	2.81 to 3.5 m ³	over 3.50 m ³
\$0.30	\$0.96	\$1.10	\$1.40	\$1.66	\$2.21	\$3.32

The proposed water user rate increase of 2% by May 1, 2015 would result in the following;

	Average Daily Consumption in cubic metres					
Minimum Daily Rate	Up to 0.7 m ³	.71 to 1.4 m ³	1.41 to 2.1 m ³	2.11 to 2.8 m ³	2.81 to 3.5 m ³	over 3.50 m ³
\$0.31	\$0.98	\$1.12	\$1.43	\$1.69	\$2.25	\$3.39

ALTERNATIVES

1. Approve the proposed water user rate increase and associated bylaw amendment.
2. Do not approve the proposed water user rate increase and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Under Alternative 1, if the water user rates are increased as proposed, then the ongoing maintenance, upgrades and improvements under each water system capital plan can proceed as laid out in the 2015 financial plan. The rate structure was developed to provide the necessary funding required for ongoing operation of the water service areas.

Under Alternative 2, if the water user rates are not increased as proposed, there would be a reduction in financial support for the operation of all RDN water systems. Funding reductions would result in reduced operational activity including regular system maintenance and upgrades. Staff do not recommend this alternative.

STRATEGIC PLAN IMPLICATIONS

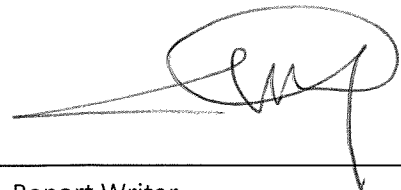
Sufficient funding levels support the effective operation of the RDN’s eight water systems and allow for continuous improvements to the provision of safe drinking water.

SUMMARY

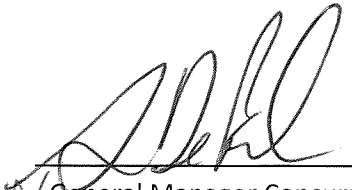
The RDN’s eight water systems utilize a common rate structure based on an “inclining block” rate, whereby consumer costs for the quantity of water used are directly related to consumption (i.e., Higher water users pay higher user rates). Staff recommend that the water user rates be increased in accordance with the 2015 financial plan, and that the rates be in effect May 1, 2015. The updated user rate increase of 2% supports the ongoing maintenance and upkeep of RDN drinking water systems. *Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.03, 2015* is attached for Board consideration and adoption.

RECOMMENDATIONS

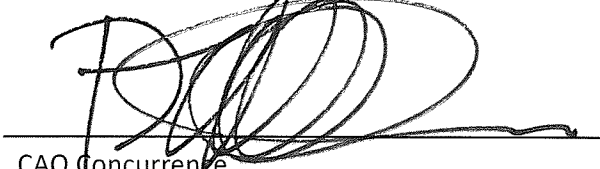
1. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.03, 2015” be introduced and read three times.



Report Writer



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655.03

**A BYLAW TO AMEND THE FEES AND CHARGES FOR
REGIONAL DISTRICT OF NANAIMO WATER SERVICES**

WHEREAS The Board of the Regional District of Nanaimo adopted the “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” which established fees and charges for water services;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to introduce water user rate increases of 2% in accordance with the 2015 Financial Plan;

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

1. Citation

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.03, 2015”.

2. Amendment

“Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” is amended as follows:

By deleting Schedule ‘A’ of Bylaw No. 1655 and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.

3. Effective Date

The effective date of this Bylaw is May 1, 2015.

Introduced and read three times this day of _____, 2015.

Adopted this day of _____, 2015.

CHAIRPERSON

CORPORATE OFFICER

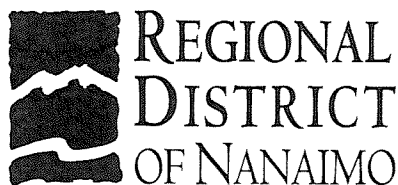
Chairperson

Corporate Officer

SCHEDULE 'A'

WATER RATES

1. (a) Calculated on the average daily consumption per unit:
 - i) For the first 0.7 cubic meters per day, \$0.98 per cubic meter.
 - ii) From 0.71 to 1.4 cubic meters per day, \$1.12 per cubic meter.
 - iii) From 1.41 to 2.1 cubic meters per day, \$1.43 per cubic meter.
 - iv) From 2.11 to 2.8 cubic meters per day, \$1.69 per cubic meter.
 - v) From 2.81 to 3.5 cubic meters per day, \$2.25 per cubic meter.
 - vi) Over 3.50 cubic meters per day, \$3.39 per cubic meter.
- (b) Minimum rate is \$0.31 per day.
- (c) Un-metered connections - \$3.00 per day.
- (d) Schools – As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
FEB 26 2015		
RHD		
BOARD		

MEMORANDUM

TO: Randy Alexander
General Manager, Regional and Community Services

DATE: February 25, 2015

FROM: Mike Donnelly
Manager of Water and Utility Services

FILE: 5500-20

SUBJECT: Sanitary Sewer User Rate Amendments

PURPOSE

To obtain Board approval for proposed sanitary sewer user rate amendments.

BACKGROUND

Sanitary sewer system user rates in the Regional District of Nanaimo (RDN) water service areas are proposed to increase by the following amounts based on the 2015 Financial plan.

French Creek	5%
Fairwinds	2%
Surfside	2%
Barclay Crescent	3%
Cedar	3%

Sanitary sewer user fees in conjunction with service area parcel taxes are required to support the ongoing maintenance and upgrades to the various sanitary sewer collection systems.

ALTERNATIVES

1. Approve the proposed amendments to the sanitary sewer user rates as outlined in the attached amendment bylaws.
2. Do not approve the rate amendments.

FINANCIAL IMPLICATIONS

Alternative 1 provides the necessary funding to continue with regular maintenance and upgrades to the sanitary sewer collection systems. The proposed rate amendments are in line with the 2015 financial plan.

Alternative 2 will result in reduced maintenance and system upgrade activity. Reduced maintenance of sanitary sewer collection systems can result in the increased likelihood of line blockages and possible flooding of homes. Unrepaired system leaks can lead to water infiltration which raises capacity implications within the treatment processes, and can also lead to contamination of surface and groundwater sources.

STRATEGIC PLAN IMPLICATIONS

Sanitary sewer collection systems are an integral part of the waste collection and treatment process. By ensuring the safe and effective operation of the collection systems the possibility of contamination of property, ground or surface water is minimized and the impacts of groundwater infiltration into the collection system and the resulting impact on treatment facilities is reduced.

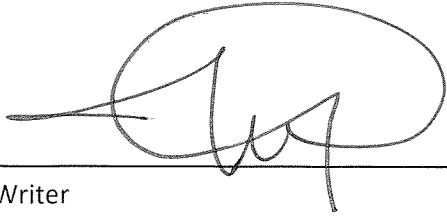
SUMMARY/CONCLUSIONS

Sufficient funding is necessary to ensure that regular maintenance and system upgrades are properly funded. That funding allows for the ongoing maintenance and upgrading of the sanitary sewer collection systems.

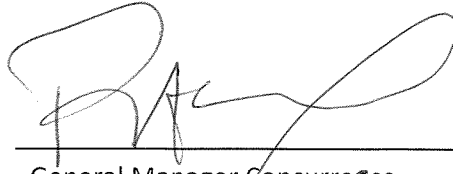
It is recommended that the sanitary sewer user rates be increased in accordance with the 2015 financial plan.

RECOMMENDATIONS

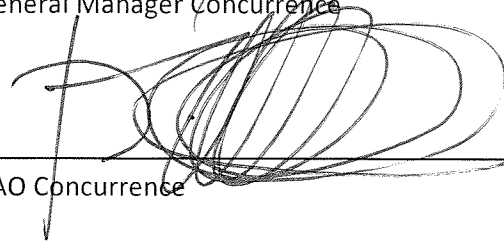
1. That "Surfside Sewer Rates and Regulation Amendment Bylaw No. 1241.07, 2015" be introduced and read three times.
2. That "Surfside Sewer Rates and Regulation Amendment Bylaw No. 1241.07, 2015" be adopted.
3. That "Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.15, 2015" be introduced and read three times.
4. That "Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.15, 2015" be adopted.
5. That "French Creek Sewer Specified Area Rates Amendment Bylaw No. 422.18, 2015" be introduced and read three times.
6. That "French Creek Sewer Specified Area Rates Amendment Bylaw No. 422.18, 2015" be adopted.
7. That "Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.06, 2015" be introduced and read three times.
8. That "Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.06, 2015" be adopted.
9. That "Cedar Sewer Rates and Regulations Amendment Bylaw No. 1532.04, 2015" be introduced and read three times.
10. That "Cedar Sewer Rates and Regulations Amendment Bylaw No.1532.04, 2015" be adopted.



Report Writer



General Manager Concurrence



CAO Concurrence

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1241.07

A BYLAW TO AMEND THE SURFSIDE
SEWER USER RATES AND REGULATIONS
BYLAW NO. 1241

WHEREAS The Board of the Regional District of Nanaimo adopted the “Surfside Sewer Rates and Regulation Bylaw No. 1241, 2001” which provides for the regulation of sewer collection and established the fees and charges for the sewer service;

AND WHEREAS the Board wishes to amend the rates for properties having the sewer collection system service available to them;

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

1. **Citation**

This bylaw may be cited for all purposes as the “Surfside Sewer Rates and Regulation Amendment Bylaw No. 1241.07, 2015”.

2. **Amendment**

“Surfside Sewer Rates and Regulation Bylaw No. 1241, 2001” is amended as follows:

By deleting Schedule ‘D’ of Bylaw 1241 and replacing it with Schedule ‘D’ attached to and forming part of this bylaw.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'D'
[Section 19.1]

USER CHARGE
[if applicable]

1. Billing and Payment:

- (a) Annual sewer rates as invoiced by the Regional District are due and payable on presentation. A ten (10%) percent discount will be applied if payment of all outstanding charges in effect from time to time is received on or before the discount date shown on the invoice.
- (b) Amounts unpaid on the 31st of December in any year shall be deemed to be taxes in arrears and will be transferred to property taxes.
- (c) All payments received will be applied firstly against arrears and then to current balances.

2. Rates Payable:

(a) User Charge:

Classification	Annual Rate
(a) Single Family Residence - up to 12 fixtures	\$ 145.66
- each additional fixture	\$ 12.07
(b) Apartments, Suites or Duplex - Each Unit	\$ 145.66
(c) Cafes and Restaurants – for each group of plumbing fixtures	\$ 145.66
(d) Garage or Service Station	\$ 145.66
(e) Store or Business Premises – for each group of plumbing fixtures	\$ 145.66
(f) Mobile Homes (whether situated in a mobile Home park or not) – per unit	\$ 145.66
(g) Office Building – for each group of plumbing fixtures	\$ 145.66
(h) Churches and Public Halls – for each group of plumbing fixtures	\$ 87.39
(i) Licenses Premises – for each group of plumbing fixtures	\$ 145.66
(j) Motels – per unit – including residential managers' or owners' units	\$ 1.14
(k) Hotels – per room	\$ 1.14
(l) Camping – for each group of plumbing fixtures	\$ 1.14
- for each space with a sewer connection	\$ 1.12
(m) Marinas – for each group of plumbing fixtures	\$ 145.66
(n) Laundry, Laundromat or Dry Cleaners – per washer	\$ 83.23
(o) Sani Dump (per connection)	\$ 452.58
(p) Swimming Pool	\$ 109.24

3. Connection Fee \$ 300.00

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 765.15

**A BYLAW TO AMEND THE FAIRWINDS
SEWERAGE FACILITIES SPECIFIED AREA
RATES BYLAW NO. 765**

WHEREAS The Board of the Regional District of Nanaimo adopted the "Fairwinds Sewerage Facilities Specified Area Rates Bylaw No. 765, 1989" which provides for the regulation of sewer collection and established the fees and charges for the sewer service;

AND WHEREAS the Board wishes to amend the rates for properties having the sewer collection system service available to them;

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

1. Citation

This bylaw may be cited for all purposes as the "Fairwinds Sewerage Facilities Specified Area Rates Amendment Bylaw No. 765.15, 2015.

2. Amendment

"Fairwinds Sewerage Facilities Specified Area Rates Bylaw No. 765, 1989" is amended as follows:

By deleting Schedule 'B' of Bylaw 765 and replacing it with Schedule 'B' attached to and forming part of this bylaw.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'B'

FAIRWINDS SEWERAGE FACILITIES USER RATES

Classification	Annual Rate
(a) Private Residential –	
Single Family Dwelling Up to 12 fixtures	\$ 77.09
Each additional fixture	\$ 6.45
(b) Apartments, Condominiums, Duplexes, Hotels, Suites or Strata Title Units – per unit	\$ 77.09
(c) Campground (see item (d) for restrooms or laundry facilities) – per space with sewer connection	\$ 77.09
(d) Commercial	
(i) General, per group of fixtures	\$ 92.39
(ii) Laundry, Laundromat or Dry Cleaners – per washer	\$ 46.62
(e) Sani-dump – per vehicle connection	\$ 461.73
(f) Swimming pool	\$ 57.84
(g) Department of National Defense	By Agreement

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 422.18
A BYLAW TO AMEND THE FRENCH CREEK
SEWER RATES AND REGULATION
BYLAW NO. 422

WHEREAS The Board of the Regional District of Nanaimo adopted the "French Creek Sewer Specified Area Rates By-Law No. 422, 1979" which provides for the regulation of sewer collection and established the fees and charges for the sewer service;

AND WHEREAS the Board wishes to amend the rates for properties having the sewer collection system service available to them;

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

1. Citation

This bylaw may be cited for all purposes as the "French Creek Sewer Specified Area Rates Amendment Bylaw No. 422.18, 2015".

2. Amendment

"French Creek Sewer Specified Area Rates By-Law No. 422, 1979" is amended as follows:

By deleting Schedule 'A' of Bylaw 422 and replacing it with Schedule 'A' attached to and forming part of this bylaw.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'

FRENCH CREEK SEWER USER RATES

Classification	Annual Rate
(a) Single Family Residence - up to 12 fixtures	\$ 175.63
- each additional fixture	\$ 14.67
(b) Apartments, Suites or Duplex - Each Unit	\$ 175.63
(c) Cafes and Restaurants - for each group of plumbing fixtures	\$ 175.63
(d) Garage or Service Station	\$ 175.63
(e) Store or Business Premises - for each group of plumbing fixtures	\$ 175.63
(f) Mobile Homes (whether situated in a mobile Home park or not) - per unit	\$ 175.63
(g) Office Buildings - for each group of plumbing fixtures	\$ 175.63
(h) Churches and Public Halls - for each group of plumbing fixtures	\$ 106.40
(i) Licensed Premises - for each group of plumbing fixtures	\$ 175.63
(j) Motels - per unit – including residential manager’s or owner’s unit	\$ 175.63
(k) Hotels – per room	\$ 175.63
(l) Camping - for each group of plumbing fixtures	\$ 175.63
- for each space with a sewer connection	\$ 45.20
(m) Marinas – for each group of plumbing fixtures	\$ 175.63
(n) Laundry, Laundromat or Dry Cleaners – per washer	\$ 92.07
(o) Schools - per connection	\$ 337.92
- plus for each group of plumbing fixtures	\$ 131.64
(p) Swimming Pool	\$ 131.64

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1472.06

**A BYLAW TO AMEND BARCLAY
CRESCENT SEWER RATES AND
REGULATIONS BYLAW NO. 1472**

WHEREAS The Board of the Regional District of Nanaimo adopted the "Barclay Crescent Sewer Rates and Regulations Bylaw No. 1472, 2005" which provides for the regulation of sewer collection and established the fees and charges for the sewer service;

AND WHEREAS the Board wishes to amend the rates for properties having the sewer collection system service available to them;

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

1. Citation

This bylaw may be cited for all purposes as the "Barclay Crescent Sewer Rates and Regulations Amendment Bylaw No. 1472.06, 2015".

2. Amendment

"Barclay Crescent Sewer Rates and Regulations Bylaw No. 1472, 2005" is amended as follows:

By deleting Schedule 'C' of Bylaw 1472 and replacing it with Schedule 'C' attached to and forming part of this bylaw.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'C'
[Section 19.1]

USER CHARGE
[if applicable]

1. Billing and Payment:

- (a) Annual sewer rates as invoiced by the Regional District are due and payable on presentation. A ten (10%) percent discount will be applied if payment of all outstanding charges in effect from time to time is received on or before the discount date shown on the invoice.
- (b) Amounts unpaid on the 31st of December in any year shall be deemed to be taxes in arrears and will be transferred to property taxes.
- (c) All payments received will be applied firstly against arrears and then to current balances.

2. Rates:

	Classification	Annual Rates	Other Rates
(a)	Single Family Residence	\$ 250.37	
(b)	Apartments, Suites or Duplex – Each Unit	\$ 250.37	
(c)	Cafes and Restaurants – for each group of plumbing fixtures	\$ 250.37	
(d)	Garage or Service Station	\$ 243.08	
(e)	Store or Business Premises – for each group of plumbing fixtures	\$ 250.37	
(f)	Mobile Homes (whether situated in a Mobile Home Park or not) – per unit	\$ 250.37	
(g)	Churches and Halls – for each group of plumbing fixtures	\$ 250.37	
(h)	Licensed Premises – for each group of plumbing fixtures	\$ 250.37	
(i)	Motels – per unit – including residential managers' or owners' units	\$ 250.37	
(j)	Hotels – per room	\$ 1.11	
(k)	Camping - for each group of plumbing fixtures	\$ 1.11	
	- for each space with a sewer connection	\$ 1.11	
(l)	Laundry, Laundromat or Dry Cleaners – per washer	\$ 83.81	
(m)	Sani Dump (per connection)	\$ 473.16	
(n)	Waste Discharge permit holder	\$ 1,060.90	Daily rate per Part 4

SCHEDULE 'C' continued

3. A group of plumbing fixtures is equivalent to three fixtures.
4. For Waste Discharge permit holders, in addition to the annual fee shown under Part 2. Rates shown above, a daily rate per cubic meter shall apply. The daily rate shall be calculated as follows:

$$\frac{\text{Annual Single Family Residential Rate}}{255 \text{ cu m}} = \text{rate per cubic meter per day}$$

The daily rate shall be applied to the average daily flow calculated from the total annual flows measured for the permit holder divided by 365.

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1532.04

A BYLAW TO AMEND THE CEDAR SEWER
SERVICE AREA RATES AND REGULATIONS
BYLAW NO. 1532

WHEREAS The Board of the Regional District of Nanaimo adopted the "Cedar Sewer Rates and Regulations Bylaw No. 1532, 2007" which provides for the regulation of sewer collection and established the fees and charges for the sewer service;

AND WHEREAS the Board wishes to amend the rates for properties having the sewer collection system service available to them;

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

1. **Citation**

This bylaw may be cited for all purposes as the "Cedar Sewer Rates and Regulations Amendment Bylaw No. 1532.04, 2015".

2. **Amendment**

"Cedar Sewer Rates and Regulations Bylaw No. 1532, 2007" is amended as follows:

A. By deleting Section 19.1 and replacing it with the following:

"19.1 Every property in the service area shall pay the applicable Base Annual Charge as shown on Schedule 'B' attached to and forming a part of this bylaw."

B. By adding a new Section 19.2 as follows:

"19.2 Every property connected to the sewer collection system shall, in addition to the Base Annual Charge, pay a Daily Rate user fee as shown in Schedule 'B' attached to this bylaw."

C. By deleting Schedule "B" and replacing it with Schedule "B" attached to and forming part of this bylaw.

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'B'

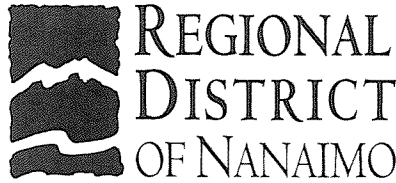
USER CHARGES

1. Billing and Payment:

- (a) Annual user charges invoiced by the Regional District are due and payable on presentation. A ten percent (10%) discount will be applied if payment of all outstanding charges in effect from time to time is received on or before the discount date shown on the invoice.
- (b) Amounts unpaid on the 31st of December in any year shall be deemed to be taxes in arrears and will be transferred to property taxes.
- (c) All payments received will be applied firstly against arrears and then to current balances.
- (d) A group of plumbing fixtures is equivalent to three fixtures rounded to the next highest integer (example 4 sinks, plus 2 toilets, plus one shower in a building = 2.3 groups rounded to the next highest integer = 3)

2. User Charges:

Classification	Base Annual Charge	Daily Rate
Single Residential premises (includes mobile homes in mobile home parks or on any parcel of land)	\$233.40 per unit or connection	\$1.60 per dwelling unit per day
Apartments, Condominiums or multi family dwellings	\$233.40 per unit	\$1.48 per unit per day
Assisted living premises	\$1,133	\$77.44
Churches and Halls	\$233.40 per building	\$0.79
Halls, Community Centers and similar facilities	\$233.40 per building	\$0.80
Schools	\$1,166.99	\$5.84
Commercial premises	\$700.20	\$1.60 per building per day
Motels and Hotels – including residential managers' or owners' units	\$1,166.99	\$4.67 per unit per day
Camping - for each group of plumbing fixtures within a building	\$233.40	\$1.60
Camping - for each space with a sewer connection	\$233.40	\$0.79
Laundry, Laundromat or Dry Cleaners	\$700.20	\$1.60 per washer per day
Sani Dump	\$700.20 per connection	
Sportsfields	\$700.20	\$0.79



RDN REPORT		#
CAO APPROVAL		
EAP		
COW	✓	
FEB 27 2015		
RHD		
BOARD		

MEMORANDUM

TO: Randy Alexander
General Manager, Regional & Community Utilities

DATE: February 26, 2015

FROM: Mike Donnelly
Manager, Water & Utility Services

FILE: 0360-20-CAVI / 5600-07

SUBJECT: Georgia Basin Inter-Regional Education Initiative

PURPOSE

To seek the Board’s continued support for an Inter-Regional Education Initiative to assist in advancing watershed sustainability and green infrastructure practices.

BACKGROUND

The Partnership for Water Sustainability in British Columbia (PWSBC), is undertaking to align the efforts of four regional districts on Vancouver Island (Capital Regional District, Cowichan Valley Regional District, Regional District of Nanaimo and Comox Valley Regional District) and Metro Vancouver to build upon the inter-regional educational initiative introduced to the Board in March of 2012. The initiative focuses on education, collaboration and sharing of ideas and experiences on water sustainability, rainwater management best practices and more recently with a focus on asset management.

The main objectives of the initiative include:

- Advancing watershed sustainability and green infrastructure practices Georgia Basin wide.
- Linking activities among the five regions so all areas can benefit from lessons learned.
- Increasing collaboration and alignment of efforts across boundaries.
- Sharing information and experiences.
- Promoting tools and opportunities for local governments and the development community to gain an understanding of why and how to integrate the site with the watershed and stream.
- Increasing effectiveness of decisions related to sustainable service delivery.

PWSBC is a non-profit society, incorporated in 2010, that is helping the province implement the province’s Living Water Smart and Green Communities initiatives. In this regard, PWSBC has approached the five regional districts seeking their continued support for the initiative and for an application by the Cowichan Valley Regional District for a Gas Tax Fund Capacity-Building Grant to fund the educational activities under the initiative. The Cowichan Valley Regional District has agreed to be the local government applicant to the Gas Tax Fund on behalf of the participating regional districts.

ALTERNATIVES

1. Endorse the continued participation in the inter-regional educational initiative as proposed by the Partnership for Water Sustainability in BC.
2. Do not provide support for this educational initiative.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with supporting and participating in the initiative however, there will be staff time to participate in the sessions. The Partnership for Water Sustainability in BC is not seeking local government funding, rather support for the initiative and an interest in participating in the educational sessions that will be developed. The Partnership, in association with the Cowichan Valley Regional District, is applying for Gas Tax funding to support the initiative and the educational activities.

INTER-DEPARTMENTAL IMPLICATIONS

The initiative and some of the educational sessions will be of continued interest and benefit to staff from Regional & Community Utilities and Development Services.

STRATEGIC PLAN IMPLICATIONS

The conservation and protection of water and watersheds is a priority in the RDN and the proposed inter-regional education initiative provides another opportunity to assist local governments to better understand the relationships between watershed and stream and site development. The Strategic Plan recognizes the need to look for innovative ways to manage our water resource. By increasing our knowledge and understanding and by building efficient infrastructure we will reduce potential impacts and adapt successfully to new conditions.

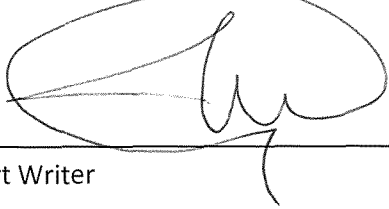
SUMMARY/CONCLUSIONS

The Partnership for Water Sustainability in British Columbia has requested resolutions from the Capital, Metro Van, Nanaimo and Comox Valley Regional District Boards endorsing and supporting continued participation by regional districts and their members in the rainwater management and water sustainability inter-regional educational initiative. The Cowichan Valley Regional District will be the local government applicant for a Gas Tax Fund Capacity-Building Grant to fund further educational activities on Vancouver Island under the initiative.

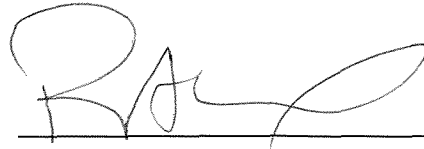
The Partnership is not seeking local government funding but rather support for the initiative and an interest in participating in the educational activities that will be developed. The program will be of interest and benefit to local governments and the development community on Vancouver Island. Staff are recommending that the RDN continue to support the initiative and staff participation in the learning opportunities that will be developed.

RECOMMENDATIONS

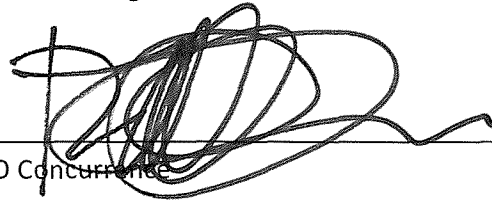
1. That continued participation in the Georgia Basin Inter-Regional Education Initiative as proposed by the Partnership for Water Sustainability in BC be endorsed.
2. That the Board continues to support staff participation in Partnership for Water Sustainability in BC activities associated with water sustainability.



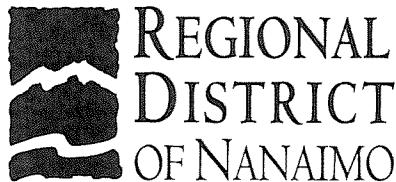
Report Writer

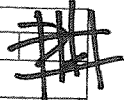


General Manager Concurrence



CAO Concurrence



RDN REPORT	
CAO APPROVAL 	
EAP	
COW	✓
FEB 27 2015	
RHD	
BOARD	

MEMORANDUM

TO: Maurice Mauch
A/Manager of Wastewater Services

DATE: February 26, 2015

FROM: Jolene Jackson
Special Projects Coordinator

FILE: 5340-01-SEPT

SUBJECT: Bylaw Amendment 988.09 to change the septage user fee to \$0.23 per gallon

PURPOSE

To introduce for three readings and adoption “Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.09, 2015”.

BACKGROUND

The RDN charges a user-fee of \$0.18/gallon for the disposal of septage at RDN facilities. The cost to treat septage at the French Creek Pollution Control Centre (FCPCC) is \$0.23/gallon – meaning that there is a \$0.05/gallon difference. The RDN apportions this difference (the “Wastewater Service Requisition”) to all properties in the Northern Community Wastewater Service that do not have a sewer connection to the FCPCC. A user-pay system will remove the Wastewater Service Requisition and instead charge all users in the RDN the full cost to treat the septage (\$0.23/gallon).

On February 24, 2015, the Regional Board passed the motion that staff

“draft bylaw amendments for presentation to the Board in March 2015, for the purpose of converting septage disposal to a user-pay system, whereby user-fees will increase from \$0.18/gallon to \$0.23/gallon to recover treatment costs, effective July 1, 2015”.

To convert septage disposal to a user-pay system, staff have prepared “Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.09, 2015” for presentation to the Board. The Bylaw amendment increases the septage disposal user-fee to \$0.23/gallon as of July 1, 2015.

To ensure FCPCC’s 2015 Budget balances, staff have reduced the Wastewater Service Requisition by 50% to \$52,808. The requisition will be eliminated in 2016 by way of amendments to the Wastewater Service Requisition bylaws. Staff recommend adopting amendment Bylaw 988.09 at this time.

ALTERNATIVES

1. Give three readings and adopt “Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.09, 2015”;
2. Do not adopt the amendment.

FINANCIAL IMPLICATIONS

FCPCC’s 2015 Budget currently includes the \$105,615 Wastewater Service Requisition revenue from the Electoral Areas. By going to a user-pay system, this revenue will be eliminated and will need to be recovered elsewhere in order to balance the Budget.

To ensure FCPCC’s 2015 Budget balances, staff have reduced the Wastewater Service Requisition by 50% to \$52,808, and the requisition will be eliminated in 2016 by way of bylaw amendment. The proposed amendment Bylaw 988.09 increases the septage disposal fee to \$0.23/gallon on July 1, 2015.

INTER-DEPARTMENTAL IMPLICATIONS

There are no inter-departmental implications at this time.

STRATEGIC PLAN IMPLICATIONS

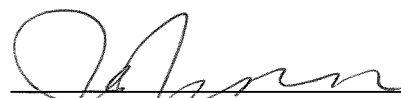
Converting septage disposal to a user-pay system aligns with the Economic Viability objectives of the 2013 – 2015 Strategic Plan as it maintains a high-quality essential service in a cost effective manner by removing a property tax on residents in rural areas.

SUMMARY/CONCLUSIONS

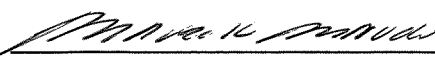
On February 24, 2015, the Board directed staff to begin “converting septage disposal to a user-pay system” from the current Wastewater Service Requisition. The proposed amendment Bylaw 988.09 is the first step of this conversion. The amendment increases the septage disposal user-fee to \$0.23/gallon as of July 1, 2015. The Wastewater Service Requisition will be eliminated as of 2016 by way of amendments to the requisition bylaws.

RECOMMENDATIONS

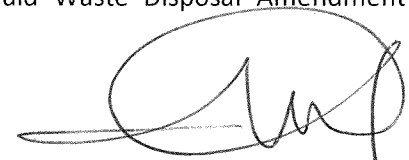
1. That “Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.09, 2015” be introduced and read three times.
2. That “Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.09, 2015” be adopted.



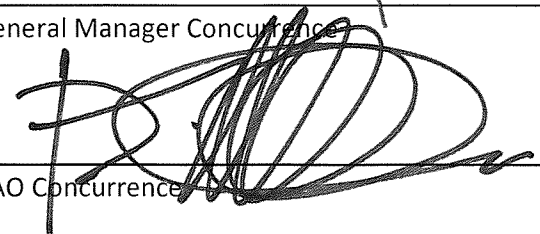
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A/Manager Concurrence



A/ General Manager Concurrence



CAO Concurrence

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 988.09**

**A BYLAW TO AMEND THE REGIONAL DISTRICT OF NANAIMO
TRUCKED LIQUID WASTE DISPOSAL BYLAW NO. 988**

WHEREAS "Regional District of Nanaimo Trucked Liquid Waste Disposal Bylaw No. 988, 1995" provides for the discharge of trucked liquid waste into septage disposal facilities operated by the Regional District of Nanaimo;

AND WHEREAS the Board wishes to amend Bylaw No. 988;

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

1. This bylaw may be cited as "Regional District of Nanaimo Trucked Liquid Waste Disposal Amendment Bylaw No. 988.09, 2015".
2. Schedule 'C' of Bylaw No. 988 is deleted and replaced with Schedule 'C' attached to and forming part of this bylaw.

Introduced and read three times _____ day of _____, 2015.

Adopted this _____ day of _____, 2015.

CHAIRPERSON

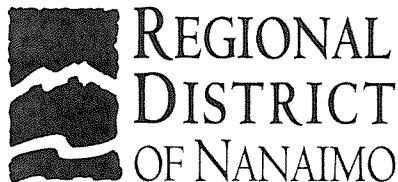
CORPORATE OFFICER

CHAIRPERSON

CORPORATE OFFICER

**BYLAW NO. 988.09
SCHEDULE 'C'
FEES**

1.	Annual Administration Fee:	\$50.00
<hr/>		
2.	Application Fee:	\$300.00
<hr/>		
3.	User Fees:	
	For each gallon of septage up to and including June 30 th , 2015	\$0.18
	For each gallon of septage beginning July 1 st , 2015	\$0.23
	For each gallon of holding tank waste from properties included within the Pump and Haul Local Service Area established by Bylaw No. 975; and	\$0.01
	For each gallon of holding tank waste from properties included within the Horne Lake Pump and Haul Service Area established by Bylaw No. 1217	
	For each gallon of holding tank waste from marine sewage reception facilities, with approved application	\$0.01
	For each gallon of sewage from properties with approved application, and for a maximum period of 90 days	\$0.01
	For each gallon of septage from properties on Protection Island	\$0.00
	For each gallon of septage from the following properties within the City of Nanaimo:	
	1323/1325 Fielding Road	
	1335 Fielding Road	
	1341 Fielding Road	
	1343 Fielding Road	
	1350 Fielding Road	
	1357 Fielding Road	\$0.00
	1373 Fielding Road	
	1390 Fielding Road	
	1400 Fielding Road	
	1403 Fielding Road	
	1416/1420 Fielding Road	
	1417 Fielding Road	
	1421 Fielding Road	
	For each gallon of septage from properties on Lasqueti Island	\$0.23



RDN REPORT	
CAO APPROVAL	
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MEMORANDUM

TO: Mike Donnelly
Manager of Water & Utility Services

DATE: February 27, 2015

FROM: Gerald St. Pierre
Project Engineer, Water and Utilities

FILE: 5500-20-NBP-01

SUBJECT: Garry Oak Drive and Spruce Lane Watermain Upgrade – Construction Tender Award

PURPOSE

To consider the award of the construction contract for the Garry Oak Drive and Spruce Lane Watermain project, and;

To consider the Security Issuing and Interim Financing Bylaws related to the Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw 1714, 2014, which was adopted on November 25, 2014.

BACKGROUND

The existing watermains and Pressure Reducing Valve (PRV) servicing properties along Garry Oak Drive and Spruce Lane in Nanoose Bay Peninsula have reached the end of their expected service lives. Also, the existing 100mm AC watermain is undersized to provide adequate fire flows to the area. As such, the replacement of this watermain and PRV were identified as 2015 and 2017 projects in the Nanoose Bay Peninsula Water Service Area Referendum that passed in November 2014. In order to reduce disruption to area residents and take advantage of competitive pricing and economies of scale, the projects have been combined to be completed in 2015.

Detailed Design of the watermain and PRV replacement was completed by Koers & Associates Engineering Ltd. and the construction portion of the project put out to tender on February 6, 2015. On February 24, 2015 the Tender closed and Tenders were received from 11 Tenderers.

The lowest compliant Tender price was submitted by Milestone Equipment Contracting Inc. for \$266,536.02 (excluding GST).

The Consultant, Koers & Associates Engineering Ltd., have reviewed the tenders for compliance and recommended awarding the contract to Milestone Equipment Contracting Inc.

ALTERNATIVES

1. Award the Tender for the Garry Oak Drive and Spruce Lane Watermain construction to Milestone Equipment Contracting Inc. for \$266,536.02 (excluding GST), and to proceed with the Security Issuing and Interim Financing Bylaws.
2. Do not award the tender and re-tender the project.
3. Provide alternate direction to RDN Staff regarding the project.

FINANCIAL IMPLICATIONS

Under Alternative 1, the project can proceed as planned. The referendum and Loan Authorization Bylaw 1714, 2014 authorized the expenditure of up to \$2,600,000 for capital improvements, including \$125,329 in contingency for a number of projects that will be completed from 2015-2019. The estimated costs for this particular project totaled \$312,300. Current costs for this project, with the recommended Tender price, now stand at:

Engineering/Contract Management	\$40,910.00
Construction	\$266,536.02
Total	\$307,466.02

This total is within the allocated budget.

STRATEGIC PLAN IMPLICATIONS

This project is one of many that were included in the Nanoose Bay Peninsula Water Service Area Referendum that passed in November 2014. The existing 100mm diameter AC watermain is near the end of its expected lifespan and is also undersized to meet fire flow demands. As such, the replacement of this watermain helps to ensure that residents have a safe and sufficient supply of drinking water while also mitigating the potential for watermain leaks. This project helps to protect both the quality and quantity of drinking water resources.

SUMMARY


Detailed Design of the sewer extension was completed by Koers & Associates Engineering with the construction portion put out to tender on February 6, 2015. On February 24, 2014 the tender was closed with 11 tenders received. The lowest Tender price was received from Milestone Equipment Contracting Inc. for \$266,536.02 (excluding GST) and the Consultant has recommended awarding the project to this vendor.

RECOMMENDATION

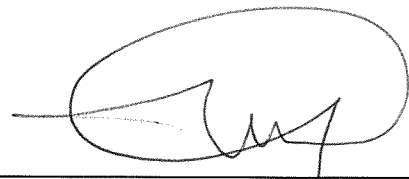
1. That the Board approve Milestone Equipment Contracting Inc. be awarded the construction of the Garry Oak Drive and Spruce Lane Watermain Upgrade project for the Tender price of \$266,536.02 (excluding GST).
2. That “Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015” be introduced and read three times.
3. That “Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015” be adopted.
4. That “Nanoose Bay Peninsula Water Service Area Capital Improvements Interim Financing Bylaw No. 1724, 2015” be introduced and read three times.
5. That “Nanoose Bay Peninsula Water Service Area Capital Improvements Interim Financing Bylaw No. 1724, 2015” be adopted.



Report Writer



General Manager Concurrence



Manager Concurrence



CAO Concurrence

COMMENTS:

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1723

A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1714	Nanoose Bay Peninsula Water Service Area Capital Improvements	\$2,600,000	Nil	\$2,600,000	20	\$350,000

Total Financing pursuant to Section 825 \$350,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Three Hundred and Fifty Thousand Dollars (\$350,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, the anticipated revenues accruing to the Regional District from the operation of the said Nanoose Bay Peninsula Water Service Area are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015".

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER

Schedule 'A' to accompany "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015".

Chairperson

Corporate Officer

C A N A D A
PROVINCE OF BRITISH COLUMBIA

AGREEMENT
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of _____ in lawful money of Canada, together with interest thereon from the _____, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at _____ British Columbia, this _____ of _____, 20__.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1723 cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

Chairperson

Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this _____ day of _____, 20__.

Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1724

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING
OF MONEY PENDING THE ISSUANCE OF SECURITIES
WHICH HAVE BEEN AUTHORIZED**

WHEREAS pursuant to Section 823.2 of the *Local Government Act* a regional district may, where it has adopted a loan authorization bylaw, borrow temporarily without further assents or approvals, from any person under the conditions therein set out;

AND WHEREAS by "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" ("Bylaw No. 1714"), the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$2,600,000.00 for the purpose of undertaking and carrying out capital improvement and upgrades requirements to the water supply and distribution system;

AND WHEREAS the remaining authorized borrowing power under the said Bylaw No. 1714 stands at \$2,600,000.00;

AND WHEREAS the Board wishes to borrow temporarily before entering into long term debt;

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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$350,000.00 solely for the purposes specified in Bylaw No. 1714.
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and Director of Finance of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
4. This bylaw may be cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Interim Financing Bylaw No. 1724, 2015".

Introduced and read three times this day of , 2015.

Adopted this day of , 2015.

CHAIRPERSON

CORPORATE OFFICER



RDN REPORT	
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BOARD	

MEMORANDUM

TO: Randy Alexander
General Manager, Regional & Community Utilities

DATE: March 3, 2015

FROM: Sean De Pol
Manager, Wastewater Services

FILE: 5330-20-GNPC-Sec Upgrade

SUBJECT: **Greater Nanaimo Pollution Control Centre
Engineering Services for the Secondary Treatment Project**

PURPOSE

To award the contract for Engineering Services for the detailed design, tendering, construction, commissioning and post-construction services for the Greater Nanaimo Pollution Control Centre (GNPCC) Secondary Treatment Project.

BACKGROUND

The GNPCC is a chemically enhanced primary wastewater treatment plant built in the early 1970's that must be upgraded to secondary treatment by the end of 2018 to provide capacity for future flows, and to meet federal and provincial regulation. The secondary treatment project will include necessary upgrades to the primary treatment, solids handling and odour control system. The design and construction duration for this project is approximately 3 years.

A Request for Qualifications (RFQ) for the engineering consulting services was advertised in October 2014 to solicit proposals from interested engineering firms. A total of 5 submissions were received. The submissions were reviewed by a selection committee of 5 including Regional District of Nanaimo (RDN) engineering and operations staff. Three firms met the qualification criteria and were asked to respond to a Request for Proposals (RFP).

The RFP was prepared and sent to the pre-qualified consulting firms in December 2014. Compliant proposals were received from AECOM, Opus Dayton Knight, and Stantec on February 5, 2015. The RFP document specified the following scoring criteria and weighting:

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

The selection committee reviewed the Technical Submissions to assess the Proponent's demonstrated understanding of the project, design approach, project delivery and qualifications. AECOM's technical submission ranked higher than the other two submissions.

AECOM demonstrated a strong understanding of the project. They identified well thought out solutions to key project issues including: challenges integrating new works into the existing facility; odour control; "future proofing" for technology migration and regulatory changes; instrumentation and control improvements; construction contract tendering and supervision; site power requirements; staffing and training plans; existing primary and solids handling deficiencies; and challenging geotechnical issues present onsite. The design approach provided by AECOM includes business case analysis and life cycle costing for all of the key project decision points, and provided a detailed strategy for addressing odours.

AECOM's proposal included a complete, and thorough design and construction schedule demonstrating their approach and delivery to complete the work from preliminary design through to construction and commissioning. The work breakdown structure for the project was well organized and demonstrated a balanced level of effort for the various engineering disciplines for process, structural, electrical, mechanical, cost estimating, and odour control. AECOM provided a list of deliverables for each phase of the project and they identified over 400 design drawings that will be required to complete the project.

The review committee concluded that AECOM provided the overall highest ranked proposal when considering the technical and financial submissions in accordance with the RFP evaluation process. AECOM delivered the best proposal which represents the greatest overall value for the RDN.

AECOM have successfully completed many wastewater treatment projects in BC, including several large capital projects at RDN wastewater treatment facilities. The AECOM team is based in Burnaby and they have offered the same project team that has been providing engineering services for GNPCC since 2008, with the addition of other technical experts. AECOM are familiar with the GNPCC, in the last 6 years they have completed major projects including, Sedimentation Tank #4, Digester #3 and the Land Portion of the Outfall.

The overall project budget for the secondary treatment project is estimated at \$62 million; the AECOM fee of \$4,679,115 is comparable to the other fees submitted and is in line with industry standards for projects of this size and complexity. AECOM's financial submission ranked second to the proponent that had the lowest ranked technical proposal.

ALTERNATIVES

1. Award the engineering services for the Greater Nanaimo Pollution Control Centre Secondary Treatment Project to AECOM.
2. Do not award the engineering services for the Greater Nanaimo Pollution Control Centre Secondary Treatment Project.

FINANCIAL IMPLICATIONS

The 2015 – 2019 Financial Plan includes a total budget of \$61,520,000 for the secondary treatment upgrade project, including an allowance for engineering services. AECOM’s total upset fee of \$4,679,115 is within this engineering services allowance. The engineering services fees represent approximately 7.6% of the overall construction value for the GNPCC secondary treatment upgrade project.

The project is being funded 50% through DCCs and 50% through tax revenues. No grant funds have been secured towards this project at this time.

STRATEGIC PLAN IMPLICATIONS

The Greater Nanaimo Pollution Control Centre must be upgraded and expanded by 2018 to meet population growth and regulatory requirements. The secondary treatment project supports the goals in the Strategic Plan of continuing to improve the quality of treated wastewater in the region; this will be achieved through improved effluent quality and odour control. This project will also include integrated resource recovery opportunity, such as; effluent and biosolids reuse, heat recovery, and cogeneration optimization.

SUMMARY/CONCLUSIONS

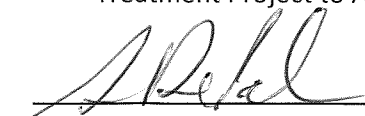
Awarding a contract for Engineering Services for the GNPCC Secondary Treatment Project is the next step in meeting regulatory and increased capacity requirements, as detailed in the RDN’s approved Liquid Waste Management Plan.

AECOM provided the highest ranked proposal when considering the technical and financial submissions in accordance with the RFP evaluation process. AECOM provided the best proposal and offers the best value for the RDN. AECOM demonstrated a very good understanding of the project and this was reflected in their balanced work breakdown structure and overall proposal submission.

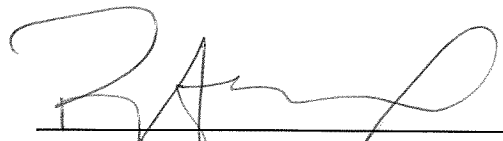
The total upset fee for this work falls within the engineering budget allowance for the GNPCC Secondary Treatment Project and the 2015 RDN budget includes funds for the work to commence in April 2015.

RECOMMENDATIONS


- 1. That the Board award the engineering for detailed design, tendering, construction, commissioning and post-construction services for the Greater Nanaimo Pollution Control Centre Secondary Treatment Project to AECOM for \$4,679,115.



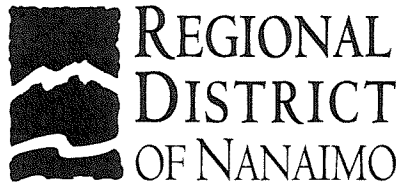
Report Writer



General Manager Concurrence



CAO Concurrence



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BOARD	<input type="checkbox"/>	

MEMORANDUM

TO: Daniel Pearce
A/General Manager, Transportation & Solid Waste Serv.

DATE: February 16, 2015

FROM: Larry Gardner
Manager, Solid Waste

FILE: 5360-46

SUBJECT: Cedar Road Landfill Gas/Cedar Road Bioenergy

PURPOSE

Follow up to the Regional Board motion of January 27, 2015 requesting further information in regards to landfill gas collection and Cedar Road Bioenergy.

BACKGROUND

Landfill gas (LFG) is created naturally through anaerobic bacterial decomposition of organic material contained in waste. LFG is about 50% methane and 50% carbon dioxide and water vapor. It also contains small amounts of other organic and inorganic compounds. It contains hazardous air pollutants, is an explosion hazard and, due to the methane and carbon dioxide, is a greenhouse gas (CH₄ having greater than 20 times impact over CO₂).

In the late 1990's, the Regional District of Nanaimo (RDN) began collecting LFG at the Cedar Landfill. The gas was flared reducing the greenhouse gas impact by converting the methane to CO₂ and also mitigating the pollutant hazard and explosion hazard. In the mid 2000's the RDN explored a public/private partnership for the beneficial use of the collected LFG. Between 2005 and 2006, agreements were reached between the RDN and Cedar Road Bioenergy (CRBE). The Operating Agreement executed in November of 2005 essentially set out that the LFG collected by the RDN would be provided to the CRBE facility free of charge and that CRBE would use the gas to generate electricity for sale on a commercial basis. The agreement specifically set out that the RDN would not warrant volumes, composition or quality of the LFG that would be made available. CBRE went into operation in late 2009.

Landfill Gas Generation Predictions

LFG generation is primarily influenced by the quantity of waste, refuse degradability (e.g. amount and type of organics), moisture and temperature. Models for LFG generation take these variables into consideration and attempt to predict the LFG output from the biological process. In 2009, the British Columbia Ministry of Environment released the "Landfill Gas Generation Assessment Procedure Guidelines" with the purpose of establishing a standard base model for all landfills in BC. Using this model, the 2012 LFG production rate for the Cedar Road landfill was estimated to be 1900 to 2500 m³/hour.

Subsequent modeling work done in 2013 revised the LFG generation estimate to 682 to 773 m³/hour. The revised estimate was based on site specific conditions at the time and considered the significant reduction of organics in the waste stream (i.e. food waste, cardboard, yard waste, wood waste) as well as the assumption that the vast majority of organics placed in the 1970's has either significantly decomposed, the organic content has been destroyed in historic landfill fires, or under such high total stress conditions, due to the height of the waste mass, that the permeability of the waste is considered to be too low to effectively collect LFG. The most recent generation estimate for the Cedar Road landfill is approximately 670 m³/hour in consideration of the quantity of waste being received and the organic content of the waste based on the 2012 waste characterization study. This is likely still an over prediction in LFG generation and could be validated through an updated waste characterization study.

Landfill Gas Collection

LFG collection has ranged between 415 and 511 m³/hour with methane content between 49 and 54% for the period between 2004 and 2013. The geometric mean for this period is 442 m³/hour @ 52% methane. Normalizing the LFG to 50% methane as per provincial guidelines for determination of collection efficiency yields a flow rate of 460 m³/hour, and based on the most recent LFG generation modeling, a recovery of 69% over the 9 year period.

LFG collection in August 2014 was approximately 431 m³/hour @ 55% methane. Normalized at 50% methane, this equates to 71% collection of the gas generated. Flushing of leachate lines last September negatively impacted the LFG collection and for the last quarter of 2014 LFG collection dropped with an averaged normalized collection of 436 m³/hour and 65% collection efficiency. In the last month there has been some recovery of the wells that were affected in September.

The Ministry of Environment has established a "design to" target of 75% LFG collection efficiency. Recovery at the Cedar Road landfill is in the high 60's to low 70's percentage and may actually reach the province's target subject to an updated waste characterization study and reassessment of the LFG generation model.

Since CBR became operational, approximately 95% of the gas has been used for production of electricity while the balance continues to be flared.

RDN Regulatory and Contractual Obligations

The following questions were posed to XCG Consultants Ltd. to get a third party opinion on whether the RDN is currently satisfying current regulatory and contractual obligations with respect to LFG:

1. *Has the RDN met regulatory requirements with respect to LFG collection?*
2. *Has the RDN met contractual obligations to CRBE?*
3. *What can readily be done to increase the LFG collection efficiency in the immediate future (2015)?*
4. *Has CRBE met contractual obligations to the RDN?*

The XCG response is attached and their answers are summarized below:

1. *Has the RDN met regulatory requirements with respect to LFG collection?*

The RDN has exceeded the regulatory requirements as outlined in the Operational Certificate, approved Design and Operations Plan and Landfill Gas Management Facilities Design Plan. The quantity of active wells shown in the Design and Operations Plan for Stage Two filling is 24 vertical and 3 horizontal trenches. Currently there are 36 vertical and 5 horizontal trenches installed and operating. The Control Plant meets regulatory requirements with respect to capacity.

2. *Has the RDN met contractual obligations to CRBE?*

The system is being operated as per the LFG Well Field and LFG Control Operations and Maintenance Manuals developed for the Site, dated December 2012. The LFG collection system has a 95.6% operational up time (of which 30% of the shutdowns were caused by alarms at the CRBE facility). The LFG Collection System meets and exceeds best practices with respect to the ongoing operation and maintenance of the LFG Control Plant and Well Field components. Article 6.7 of the Operating Agreement provides clarity with respect to LFG supply such that "The RDN does not warrant the supply of Landfill Gas under this Agreement and, without limiting the generality of the foregoing, does not warrant volumes, composition or quality of Landfill Gas that may be available to the IPP."

3. *What can readily be done to increase the LFG collection efficiency in the immediate future (2015)?*

The installation of additional LFG extraction wells in the closed Cell One area and interim closed eastern portion of Cell Two will not result in any significant increase in the LFG collection rate due to the high density of wells already installed in these areas. With the exception of the horizontal collection trench installed in the fall of 2014, the installation of additional LFG extraction wells in the Phase Two fill area is not feasible until final closure of the area in approximately 2017.

4. *Has CRBE met contractual obligations to the RDN?*

XCG did not note any outstanding breaches of the service agreement. However, they did point out that the service agreement requires CRBE to complete "Facility Phase II" upgrades by December 31, 2015 which includes the following elements: battery electrical storage facility, LFG processing systems, thermal waste heat recovery system, and processing and compression plant to produce fuel grade compressed biofuel. Given the current and future waste LFG generation forecast, it is unlikely that there is adequate fuel to support the Facility Phase II additions.

ALTERNATIVES

1. That the Board receive this report for information.

FINANCIAL IMPLICATIONS

Expenditures for the LFG system at the Cedar Landfill were approximately \$250,000 for each of 2013 and 2014 which includes capital projects, LFG repair, general engineering, reporting requirements and

maintenance of SCADA Systems. Considerable resources contribute to the annual operations of the LFG system including a dedicated Landfill Gas Technician.

There is no capital work on the LFG system planned or budgeted in 2015. It is anticipated additional wells will be installed in 2016.

STRATEGIC PLAN IMPLICATIONS

The LFG gas collection and utilization system is consistent with the Board Strategic Plan which includes action to “continue with landfill gas collection and energy distribution initiatives.”

The high LFG collection efficiency demonstrated over the years at the landfill has resulted in significant emission reductions, exceeding 24,000 tonnes of carbon dioxide equivalency (CO₂e) in 2014. This is roughly equivalent to taking 5,100 vehicles off the road. The gas delivered to CRBC has allowed enough electricity generation to power up to 400 homes per year. The current activities relating to landfill gas capture at the Cedar Road Landfill, including the partnership with CRBE, are closely aligned to the Board’s ongoing commitment to leadership and innovation outlined in the Board Strategic Plan.

CONCLUSIONS

The LFG generation rate at the Cedar Landfill is 3 to 4 times less than predicted when beneficial use of the landfill gas was first contemplated more than a decade ago. The reduced generation is substantially due to a change in the waste stream (i.e. less organics) and reduced waste disposal. This reduced LFG generation should be considered a significant success. The best environmental controls are typically source control and the reduced LFG generation can largely be attributed to the effectiveness of the RDN’s zero waste strategies.

Organics from the waste stream are being diverted to higher uses such as:

- Cardboard and paper products are being recycled.
- Some of the wood waste is being used as a fuel.
- Much of the organics are used in an aerobic composting process, where not only is methane not produced, the compost can be applied back to the land instead of landfilled.

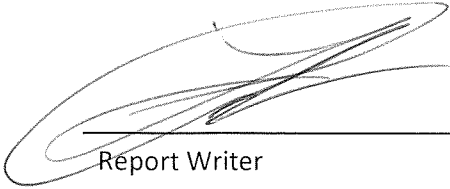
Furthermore, best landfilling practices also contribute to reduced LFG generation such as efforts to control moisture infiltration in the landfill.

As for the LFG that is generated, the RDN is doing an effective job in collecting it. The RDN has exceeded the regulatory obligations for collection and is approaching the provincial established target recovery of 75%. Operational efficiency exceeds a 95% up time of which about 30% of the downtime is beyond the control of the RDN. There are not any feasible actions that the RDN can take during the short term to further increase LFG capture.


CRBE Facility Phase II upgrades may not be practical given current and future LFG generation. Solid Waste staff will contact CRBE to determine their intentions for proceeding with these works as set out in the service agreement.

RECOMMENDATIONS

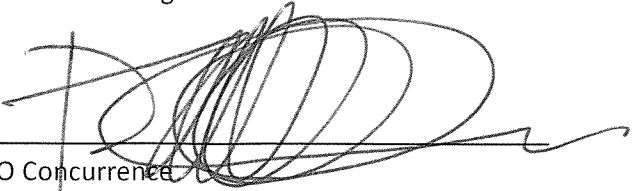
That the Board receive this report for information.



Report Writer



A/General Manager Concurrence



CAO Concurrence

February 13, 2015

XCG File No. 4-2200-01-81

Mr. Larry Gardner
Manager, Solid Waste Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, British Columbia
V9T 6N2

Re: Landfill Gas Collection System Compliance, Nanaimo Regional Landfill

Dear Mr. Gardner:

XCG Consultants Ltd. (XCG) is pleased to present the following response to questions posed by the Regional District of Nanaimo (RDN) with respect to regulatory and contractual compliance, and ongoing operation of the landfill gas (LFG) collection system and beneficial utilization facility owned and operated by Cedar Road Bioenergy (CRBE) at the Nanaimo Regional Landfill (Site).

In order to assist the RDN with its' assessment of the LFG collection and utilization systems, the following questions were posed to XCG:

1. How have changes in the RDN's Solid Waste Management Plan (SWMP) impacted LFG generation and collection potential at the Site?
2. Has the RDN met applicable regulatory requirements with respect to LFG collection at the Site?
3. Has the RDN met contractual obligations to CRBE as outlined in the Operating Agreement?
4. What can readily be done to improve LFG collection efficiency and the Site?
5. Has CRBE met its contractual obligations as outlined in the Development and Operating Agreements?

Question #1 - How have changes in the RDN's Solid Waste Management Plan (SWMP) impacted LFG generation and collection potential at the Site?

The implementation of elements of the RDN's SWMP related to the diversion of organic waste from the Site has, and will continue to have, a significant impact on long-term LFG generation potential at the Site. In general, the fundamentals which impact the generation rate of LFG (other than operational and climate factors) are total mass input (amount of waste landfilled) and the organic content of the waste stream. LFG is generated by the anaerobic decomposition of organics; therefore, any reduction in either total tonnage landfilled or organic content of the waste stream will result in a net reduction of organics landfilled. This reduced organic content will directly result in a reduction in total LFG generation at the Site and also result in the reduced potential to collect, capture, and utilize the gas as feedstock at the CRBE utilization facility.



The 2010 LFG Generation Assessment Report (XCG, December 2010), submitted to the British Columbia Ministry of Environment in compliance with the LFG Management Regulation, estimated the total waste tonnage landfilled in 2014 to be approximately 73,360 tonnes based upon future tonnage projections prior to the implementation of the current SWMP. The actual tonnage landfilled in 2014 was reported to be 47,138 tonnes. This reduction in total waste landfilled (approximately 37 percent reduction by mass) is directly attributed to both the diversion of organic material from the Site attributed to the implementation of the current SWMP. As a result, there is significantly less waste being landfilled than previously anticipated. Further, since the commercial compost operation (owned and operated by ICC) was commissioned in October 2010, in combination with a commercial food waste ban and the implementation of the residential green bin program, the organic content of the residuals being landfilled has further decreased. As a result, the LFG generation potential (and therefore the LFG collection potential) at the Site has been significantly reduced, consistent with the RDN SWMP. It is XCG's understanding that CRBE was aware of these organic diversion programs and the resulting reduction in LFG collection potential.

Question #2 - Has the RDN met applicable regulatory requirements with respect to LFG collection at the Site?

Regulatory requirements related to the collection of LFG are outlined in the aforementioned LFG Management Regulation and the Site's Operational Certificate (OC). The development plan for expansion of the LFG Collection System (LFG Well Field and Control Plant) is presented in the Site's approved Design and Operations Plan (XCG, November 2009) as referenced in the OC. Further, this LFG Well Field development plan is outlined in the approved Landfill Gas Management Facilities Design Plan (XCG, March 2012).

Based upon the aforementioned documentation, it is XCG's understanding that that the Site is in regulatory compliance with respect to both the LFG Control Plant (which has a design capacity in excess of 75 percent of the peak LFG generation rate) and LFG Well Field development. The quantity of active LFG extraction wells shown in the Design and Operations Plan for Stage Two filling is 24 vertical wells and 3 horizontal trenches. Currently the Site is operating with 36 vertical extraction wells and 5 horizontal trenches. As such, with respect to regulatory compliance, no further expansion of the LFG Well Field is deemed necessary.

In addition, the LFG Control Plant and LFG Well Field Header pipe has been upgraded, since the implementation of the LFG Gas Regulation, to meet the design requirements for 75 percent collection efficiency based upon the LFG Production estimates presented in the Design and Operations Plan. Based upon current tonnages being landfilled and organic content of the waste, the actual LFG generation rates are significantly less than the generation rate estimate used for LFG infrastructure design. As such, the LFG Collection System meets regulatory requirements with respect to capacity.



Question #3 - Has the RDN met contractual obligations to CRBE as outlined in the Operating Agreement?

The RDN's contractual obligations to CRBE are outlined in Section 6 of the Operating Agreement signed and executed by the RDN and CRBE in October 2005. Section 6.2 of the Agreement states that,

"The RDN shall operate, maintain and calibrate the Landfill Gas Collection System in accordance with its usual operating procedures which shall be based upon best practices for a landfill gas collection system of the type installed at the RDN Landfill."

In response to the execution of this Agreement, the RDN retained XCG to develop Operation and Maintenance Manuals for both the LFG Control Plant and LFG Well Field. To the best of XCG's knowledge the Site's LFG collection system is being operated as outlined in these manuals. This is evidenced by the data presented in the 2014 Greenhouse Gas Emission Reduction Report (XCG, 2015) which includes the inspection reports, calibration records and well field balance records for the 2014 reporting period. Further, this report indicates that the LFG Collection System has a 95.6 percent operational up time (of which 30 percent of the shutdowns were caused by alarms at the CRBE facility) which meets and exceeds a target operational rate of 95 percent. As such, the LFG Collection System meets best practices with respect to the ongoing operation and maintenance of the LFG Control Plant and Well Field components.

Further it is noted that Article 6.7 of the Operational Agreement provides clarity with respect to warranty of LFG supply,

"The RDN does not warrant the supply of Landfill Gas under this Agreement and, without limiting the generality of the foregoing, does not warrant volumes, composition or quality of Landfill Gas that may be available to the IPP."

As such, the RDN does not have a specific contractual obligation to meet a quantifiable LFG collection target, and has met its contractual obligations to CRBE under the aforementioned Operations Agreement.

Question #4 - What can readily be done to improve LFG collection efficiency and the Site?

As indicted above in the response to Question #2, the Site's LFG Well Field exceeds the requirements outlined in the aforementioned approved Design and Operations Plan and the approved Landfill Gas Management Facilities Design Plan. Further, it is noted that the installation of additional LFG extraction wells in the closed Cell One area and interim closed eastern portion of Cell Two would not be anticipated to result in any significant increase in the LFG collection rate due to the high density of LFG extraction wells already installed in these areas and overlapping radii of influence (evidenced by reported cross-talk between Well Field components by the Site's LFG Technician). In addition, it is noted that with the exception of the horizontal collection trench installed in the fall of 2014, the installation of additional LFG extraction wells in the Phase Two fill area is not feasible until final closure of the area in approximately 2017. Progressive closure prior to completion of the Phase Two fill area is not feasible as this would preclude continued filling within the active area.



It is also noted that some degree of rehabilitation of the existing dual phase (leachate and LFG) extraction wells may be feasible to address clogging concerns in the gravel pack of these wells. However, we anticipate that any increase in collection rate from these wells, associated with vertical extraction well rehabilitation would be negligible and would not significantly increase the total LFG collection rate.

Question #5 - Has CRBE met its contractual obligations as outlined in the Development and Operating Agreements?

The question of CRBE having met its obligations to the RDN is primarily subject to legal interpretation of the Development Agreement and Operating Agreement, in addition to the six amending agreements executed.

However it is important to note that the sixth amendment to the agreements requires CRBE to complete "Facility Phase II" (outlined in Schedule B of the sixth amending agreement) by December 31, 2015. The outstanding elements of "Facility Phase II" includes the following: Battery electrical storage facility, LFG processing systems, thermal waste heat recovery system, and processing and compression plant to produce fuel grade compressed biofuel.

Based on the foregoing (i.e. reduced total tonnage landfilled, reduced organic content, and resulting reduced LFG generation), it is unlikely that the LFG Collection System would be able to support the LFG feedstock requirements of the above listed outstanding project elements.

CLOSING

Should you have any questions or require additional information, please do not hesitate to contact the undersigned.

Yours very truly,

XCG CONSULTANTS LTD.

A handwritten signature in black ink, appearing to read 'Michel Lefebvre', written over a horizontal line.

Michel Lefebvre, M.Sc., P.Eng.
Senior Project Manager



RDN REPORT		###
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BOARD		

MEMORANDUM

TO: Geoff Garbutt
General Manager, Strategic and Community Development

DATE: February 27, 2015

FROM: Paul Thompson
Manager, Long Range Planning

FILE: 1835 03 VIHA

SUBJECT: Use of Island Health Homelessness Funding

PURPOSE

To provide an update on the use of Island Health (VIHA) funding distributed by the Regional District of Nanaimo (RDN) during 2011-2012 to the Nanaimo Working Group on Homelessness (NWGH) and Oceanside Task Force on Homelessness (OTFH).

BACKGROUND

Between 2010 and 2012, the RDN received three grants totalling \$570,000 “to support capacity building to end homelessness” in the region (see Attachment 1). The first grant of \$100,000 was received by the RDN in 2010 followed by a further \$130,000 in 2011 and \$340,000 in 2012. Beyond the requirement that the money be used to provide capacity to address the issues of the homeless the RDN Board was given the discretion to decide how the money would be used.

In March 2011, the RDN Board distributed the first \$100,000 based on school district population in School Districts 68 and 69. This resulted in providing \$66,000 to the City of Nanaimo on behalf of the Nanaimo Working Group on Homelessness for use in School District 68 (SD68) and \$34,000 to the City of Parksville on behalf of the Oceanside Task Force on Homelessness for use in School District 69 (SD69).

In July 2012, the RDN Board allocated 60% (\$282,000) from the combined total of \$470,000 from the second and third grants for use in SD68 and SD69. Like the first grant, the \$282,000 was distributed based on school district population resulting in \$196,000 allocated to the City of Nanaimo through the NWGH to use in SD68 and \$86,000 to the Society of Organized Services (SOS) on behalf of the Oceanside Task Force on Homelessness for use in SD69.

In total the RDN allocated \$262,000 for use in SD68 and \$120,000 for SD69 (see Attachment 1). Attachment 2 provides a summary of how these funds were used by both the City of Nanaimo through the Nanaimo Working Group on Homelessness for use in SD68 and the City of Parksville through the Oceanside Task Force on Homelessness for use in SD69.

A reserve fund of \$188,000 was established (using the remainder of funds from the second and third grants). The reserve fund was intended to provide the RDN Board with the ability to support future worthwhile projects and/or, provide additional funds as requested by the two established programs to address homelessness in SD68 and SD69. As of November 2014, the RDN Board had allocated all of the money in the reserve fund to various programs and projects to address homelessness. Attachment 3 provides a summary of how the reserve funds have been distributed by the RDN Board.

ALTERNATIVES

1. To receive this report for information and send this information to Island Health with a letter thanking them for providing funding and indicating that there is a need for sustained funding to achieve the goal of ending homelessness.
2. To receive this report for information only.

FINANCIAL IMPLICATIONS

There are no financial implications for the RDN. This report provides an update on how both the Nanaimo Working Group on Homelessness and Oceanside Task Force on Homelessness chose to allocate the funding given to them. While there is no specific reporting requirements attached to the RDN receiving the money from VIHA, this report is intended to show the expenditures made to date and provide an account of how the funding provided by VIHA was used.

DISCUSSION

The decision to distribute these funds from VIHA for use by external agencies took into consideration that the RDN did not have a program to address homelessness and that it would be most effectively used to provide the funding to the two municipalities who had existing initiatives to address homelessness in SD68 and SD69.

This report provides a general account of how the money was used by the NWGH and OTFH to build capacity to address homelessness by the agencies that received money from the RDN. Through the RDN's participation in both the Oceanside Task Force on Homelessness in SD69 and Nanaimo Working Group on Homelessness in SD68 it has become clear that while one time contributions to projects to end homelessness are helpful, there is a demonstrated need for a sustained source of funding to address homelessness.

Another report confirming the use of the "reserve funding" distributed during 2014 will be presented to the Board at a later date when the organizations that received funding have completed their activities.

STRATEGIC PLAN IMPLICATIONS

Reporting on how funding received from VIHA has been used addresses the objective *"To be transparent about how we undertake projects and the results that are achieved"* identified in the RDN Board Strategic Plan 2013-2015. This report also provides an opportunity to give VIHA an update on how the money received has been used and supports further discussion about future collaboration and funding opportunities.

Under the action area of Strategic and Community Development, the distribution of the funding received from VIHA contributes to Action 3(d) of the Strategic Plan that directs the RDN to work with other organizations to establish partnerships and build capacity to address homelessness in the region. Several organizations working to address homelessness in SD68 and SD69 have now benefited from the funding received.

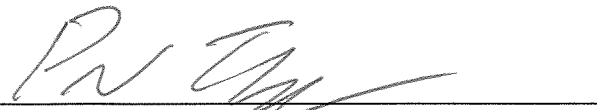
SUMMARY/CONCLUSIONS

Island Health provided \$570,000 to the RDN to fund capacity building initiatives in the region to address issues facing the homeless in 2010, 2011 and 2012. The RDN has now distributed all of this funding to organizations and programs working to address homelessness. The majority of the funding was provided to the Nanaimo Working Group on Homelessness and the Oceanside Task Force on Homelessness as these organizations are directly involved in addressing homelessness. These organizations then re-distributed this funding to other community organizations with projects or programs that assist the homeless.

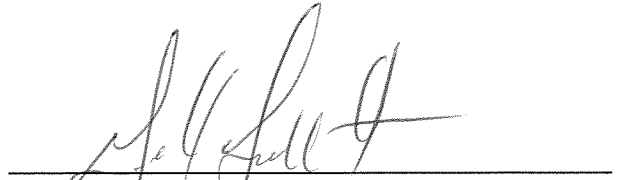
The result is that a total of \$382,000 (67% of the funding) was distributed between 2011-2012 to several organizations who are actively helping those struggling with homelessness through a variety of programs and projects. During 2014, the remaining \$188,000 (33% of the funding) placed in the Reserve Fund has been allocated by the RDN Board. A report on how those funds have been used will be provided to the Board once the organizations have completed their projects.

RECOMMENDATION

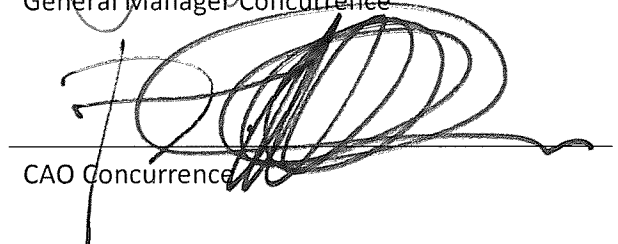
To receive this report for information and direct staff to send this information to Island Health with a letter thanking them for providing funding and indicating that there is a need for sustained funding to achieve the goal of ending homelessness.



Report Writer



General Manager Concurrence



CAO Concurrence

Attachment 1
Summary of Funding received from VIHA to Build Capacity to End Homelessness

Amount of VIHA Grants Given to RDN	Grant 1 (2010) \$100,000	Grants 2 & 3 (2011 & 2012) \$470,000	Total Grants \$570,000
SD68 Amount redistributed by RDN for use in District 68 for use by the Nanaimo Working Group on Homelessness	\$66,000	\$196,000	\$262,000
SD69 Amount redistributed by for RDN use in District 69 by the Oceanside Task Force on Homelessness	\$34,000	\$86,000	\$120,000
Reserve Fund Amount allocated to a Homeless Reserve Fund for the RDN Board to use/redistribute at its discretion	N/A	\$188,000	\$188,000

Attachment 2
Summary of How Funds Distributed to Organizations in School District 68 and 69 were used to Build Capacity to End Homelessness

Summary of use of \$262,000 of Homelessness Funding awarded to the City of Nanaimo for use in School District 68	
\$66,000 awarded in 2011 (from VIHA Grant 1)	
Organization	Amount
Nanaimo's Working Group on Homelessness For events; Thanksgiving dinner, Connect days, sleeping bags for the homeless, etc.	\$10,000
Canadian Mental Health Association Boots, gloves and hats for homeless clients of the outreach team	\$2,000
John Howard Society Purchase of food for Saturday and Sunday breakfast provision at 7-10 breakfast club	\$3,200
Nanaimo Men's Resource Centre (NMRC) To provide short term motel accommodation for men leaving the family home due to marital breakdown	\$2,000
First Unitarian Fellowship of Nanaimo To provide 18 cold wet weather emergency shelter beds for the homeless at the Unitarian church during the winter months for those nights the Extreme Weather designation is not activated	\$48,800
Total	\$66,000
\$196,000 awarded in October 2012 (from VIHA Grants 2 & 3)	
Organization	Amount
First Unitarian Fellowship Winter shelter, cold wet weather nights	\$40,000
John Howard Society Rent Supplement Program	\$48,870
Tillicum Lelum Aboriginal Young Mothers Housing	\$37,674
Volunteer Nanaimo CODE dental clinic dental services	\$20,000
7-10 Breakfast Society Community Breakfast program	\$24,000
PHC Gabriola Island Housing supports to homeless	\$8,000
Community Kitchens Cooking nutrition skills	\$7,456
Nanaimo Working Group on Homelessness various activities	\$10,000
Total	\$196,000

Summary of use of \$144,000 of Homelessness Funding awarded to the City of Parkville and Oceanside Task Force on Homelessness (through the Society of Organized Services) for use in School District 69	
\$34,000 awarded in 2011 to the City of Parkville (from Grant 1)	
Organization	Amount
The Arrowsmith Salvation Army - Extreme Weather Shelter - This funding has supplemented our ability to open a low barrier shelter during extreme weather for homeless men and women during the winter for the last two years. The shelter can provide up to 8 beds in a community that has no other shelter options.	\$22,421
Manna Homeless Society - This funding went to buy needed supplies to help individual's access survival gear such as tents, tarps and sleeping bags. They work at a street level to distribute the supplies to those that are homeless.	\$1,000
Oceanside Task Force on Homelessness - Community Forums, three public forums to provide education and awareness on homelessness in District 69	\$2,879
Oceanside Task Force on Homelessness – start up fees for Task Force	\$3,500
Oceanside Task Force on Homelessness – Homeless Counts	\$4,200
Total	\$34,000
\$86,000 awarded in 2012 to the Oceanside Task Force on Homelessness (from Grants 2 & 3)	
Organization	Amount
The Arrowsmith Salvation Army - Extreme Weather Shelter - This funding has supplemented our ability to open a low barrier shelter during extreme weather for homeless men and women during the winter for the last two years. The shelter can provide up to 8 beds in a community that has no other shelter options.	\$26,086
Of City Consulting- Point in time homeless count - This count allowed us to identify 67 individuals that are facing or at-risk of homelessness. It also helped us to better understand the demographics of those facing homelessness in our community and their needs.	\$9,634
Homeless Coordinator Training - The coordinator has attended the 2013 and 2014 Canadian Conferences to End Homelessness. This led to increased knowledge of Housing First, implementation, best practices, harm reduction, intensive case management, landlord engagement and connections across Canada and the US.	\$3,160
Manna Homeless Society - This funding went to buy needed supplies to help individual's access survival gear such as tents, tarps and sleeping bags. They work at a street level to distribute the supplies to those that are homeless.	\$1,000
Various Activities and Supplies - This funding went towards activities and supplies for events such as The Sleep Outside Challenge and Project Connect Health Fair during Homelessness Action Week, as well as service provider network meetings, community forums, Housing First development meetings, and Task Force Meetings. It was also used for supplies such as socks and underwear for clients using the shower or seeing the volunteer foot care nurses at the SOS.	\$2,120
Spending to date	\$42,000
Extreme Weather Shelter Set aside Funds for Extreme Weather Shelter for 2014-2016	Future Allocation
	\$44,000
Sum of total spent and allocated for future use	\$86,000

Attachment 3

RDN Board Allocation of \$188,000 Reserve Fund

Organization	Amount
John Howard Society Funding for Rental Support Program	\$45,000
Society of Organized Services (for Oceanside Task Force on Homelessness) Funding for Homelessness Coordinator	\$58,000
People for a Healthy Community, Gabriola Funding for program to help those at risk of homelessness find and maintain housing	\$18,000
People for a Healthy Community, Gabriola Funding to conduct a homelessness survey	\$5,000
First Unitarian Fellowship of Nanaimo Funding to operate a Cold-wet Weather Shelter and Housing Placement Program.	\$39,680
Manna Homeless Society Funding to cover expenses for food and emergency supplies provided to the homeless of the Oceanside community	\$22,320
Total RDN Reserve Fund Distributed	\$188,000



LONG REPORT	
CAC APPROVAL	
EAP	
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RHD	
BOARD	

MEMORANDUM

TO: Paul Thompson
Manager of Long Range Planning

DATE: February 27, 2015

FROM: Stephen Boogaards
Planner

FILE: 6780 30 ANN2014

SUBJECT: 2014 Annual Report on Regional Growth Strategy Implementation and Progress

PURPOSE

To present the third annual report documenting actions that show progress towards implementing the goals of the Regional Growth Strategy (RGS) since it was updated on November 22, 2011.

BACKGROUND

On November 22, 2011, the Regional District of Nanaimo (RDN) Board adopted an updated Regional Growth Strategy following the completion of the second major review since it was first adopted in 1997. The RGS represents a commitment by the RDN and its member municipalities to take a series of actions to improve the quality of life for present and future residents of the region.

Reporting annually on the actions taken to make progress towards RGS goals fulfills a requirement under the *Local Government Act* and meets a commitment to implementation reflected in RGS Policy 5.2.1. Annual progress reports are also consistent with the direction of the 2013-2015 Board Strategic Plan which identifies *Monitoring and Communication* as a *Strategic Priority* stating that:

"Communicating progress within the RDN organization, municipalities and electoral areas, and with residents will elevate awareness and encourage dialogue on key issues"
(RDN 2013-2015 Board Strategic Plan, page 9).

The attached 2014 Annual Report has been prepared by staff to fulfill reporting requirements and commitments. The report briefly describes the RGS purpose, vision and goals in order to set the stage for documenting actions undertaken by the RDN and its member municipalities (City of Nanaimo, District of Lantzville, City of Parksville and Town of Qualicum Beach). These actions show how the RGS has been implemented during 2014.

The 2014 Annual Report does not attempt to measure the effectiveness of actions, nor does it make any recommendations for adjusting policies to improve performance. The RDN Board has recently approved a set of indicators and targets to measure and evaluate the implementation of the RGS. These indicators and targets will be used to monitor the effectiveness of the RGS and the results of the monitoring will be included in the 2015 Annual Report.

ALTERNATIVES

1. To receive the Regional Growth Strategy *2014 Annual Report* as presented.
2. To not receive the Regional Growth Strategy *2014 Annual Report* and provide staff with alternate direction.

FINANCIAL IMPLICATIONS

There are no financial implications involved with receiving the information in the 2014 Annual Report. While this report identifies ongoing actions to implement the RGS for 2015, the costs of these actions have been accounted for in RDN budgets for 2015.

LAND USE IMPLICATIONS

Land Use and Sustainability Implications

The aim of the RGS is to influence and guide regional development in order to create more sustainable communities. The 2014 Annual Report shows how a variety of actions undertaken by the RDN and its member municipalities work towards achieving RGS goals that include addressing climate change, environmental protection and enhancing economic resilience.

The report initially discusses the RGS Targets and Indicators project, consistent with RGS implementation policies to monitor progress towards achieving RGS goals. Although these studies do not result in any immediate changes, their purpose is to enable the RDN Board to make informed decisions about land use by providing a better understanding of the long term implications of different development proposals and land use policies on the environment and overall regional sustainability.

Specific actions undertaken by both the RDN and member municipalities that have a direct influence on the environmental impacts and overall sustainability of the region are listed in the report. This includes actions that influence transportation choices aimed at reducing energy use and improving mobility such as increased transit frequency on specific routes, expanded transit service areas, the creation of new trails, providing infrastructure to support use of energy efficient vehicles, and initiatives supporting energy efficient buildings and development.

Public Consultation Implications

Participants during the RGS public consultation process identified a desire to be better informed about how decisions are made and how implementation occurs. The attached 2014 Annual Report is a communication tool that helps meet 2013-2015 Board Strategic Plan communication objectives and RGS policies relating to being accountable and transparent to the public about how the RGS is being implemented and the results of the projects that are undertaken. For the 2014 Annual Report to be an effective communication tool it will need to be promoted by using different channels (print media, earned media, web media and social networks) so that people are aware of its existence.

The RGS Target and Indicators project and many of the other projects listed in the report involved opportunities for public consultation. This includes the efforts undertaken by member municipalities.

Inter-governmental Implications

The drafting of the attached report reflects information sharing and collaboration between RDN member municipality staff to include information on their actions to implement the RGS.

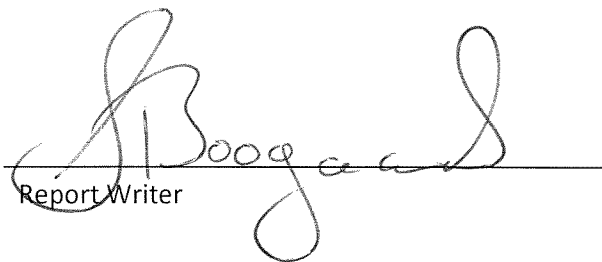
Sharing and distributing the 2014 Annual Report to neighbouring jurisdictions will support ongoing transparent communication about RDN activities. This is an important part of maintaining and strengthening relationships with neighbouring regional, municipal and First Nation governments.

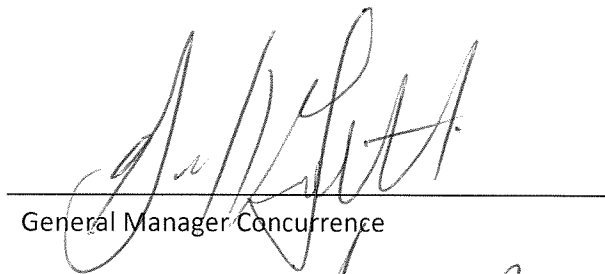
SUMMARY/CONCLUSIONS

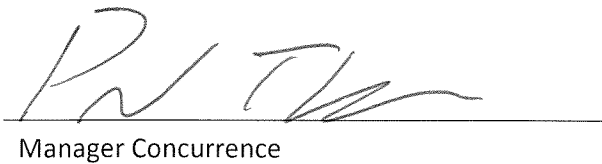
The attached 2014 Annual Report meets the requirements of the *Local Government Act* to prepare an annual report showing progress towards reaching the goals of the RGS. The report describes and lists actions taken by the RDN and its member municipalities that contributed to achieving the goals of the RGS during 2014.

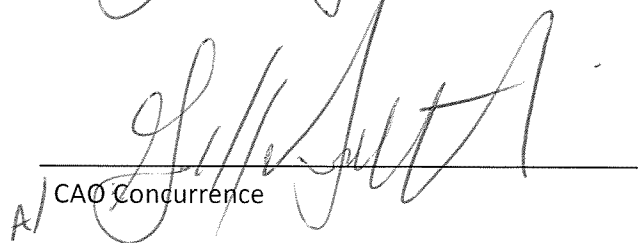
RECOMMENDATIONS

1. That the Regional Growth Strategy 2014 Annual Report be received.
2. That staff be directed to distribute and use the Regional Growth Strategy 2014 Annual Report as part of efforts to raise awareness and provide education about the Regional Growth Strategy and its implementation.


Report Writer


General Manager Concurrence


Manager Concurrence


CAO Concurrence

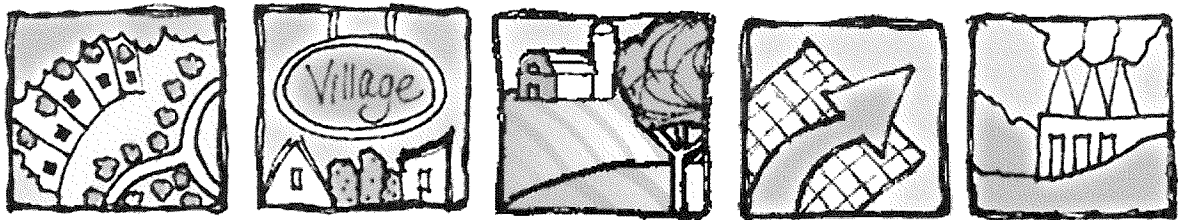
Attachment 1

2014 Annual Report Regional Growth Strategy Implementation and Progress

2014 Annual Report

Regional Growth Strategy

Implementation & Progress



February 27, 2015

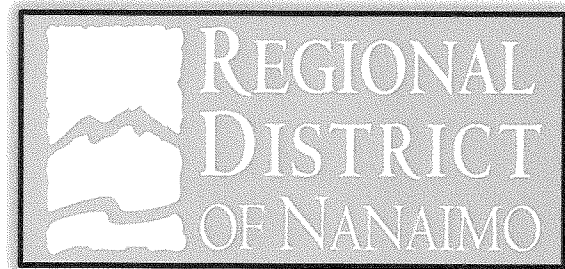


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1 OVERVIEW

The Regional Growth Strategy (RGS)¹ is a strategic plan adopted by the Regional District of Nanaimo (RDN) Board that aims to establish a more sustainable pattern of population growth and development in the region over a twenty-five year period. The RGS encourages and directs most new development in the region within designated Growth Containment Boundaries, thereby keeping urban settlement compact, protecting the integrity of rural and resource areas, protecting the environment, increasing servicing efficiency, and retaining mobility within the region.

The RGS represents a commitment by the RDN and its member municipalities to take a series of actions to improve the quality of life for present and future residents of the region. Part of this commitment involves being accountable to residents about how the RGS is being implemented and the level of progress being made towards reaching the goals of the RGS.

The 2011 RGS addresses implementation in Section 5, stating that: *“Being accountable for progress towards achieving the goals of this RGS requires a commitment to implementation, target-setting, establishing indicators, and monitoring”*. Reporting on annual progress shows a commitment to implementation and fulfills a requirement under the *Local Government Act* *“to prepare an annual report on implementation and progress towards the goals and objectives of the RGS”* (RGS Policy 5.2.1).

This Annual Progress Report briefly describes the RGS purpose, vision and goals in order to set the stage for documenting actions taken in 2014 that showed progress towards implementing the RGS. Appendix 1 of this report also provides a summary of all actions taken to implement the RGS since it was updated in late 2011.

It is important to note that this Annual Progress Report does not attempt to measure how effective these implementation actions are, nor does it make recommendations for adjusting policies to improve performance. Performance indicators and targets to monitor and evaluate the implementation of the RGS have now been established. These indicators and targets will be used to measure and help evaluate the effectiveness of RGS policies in working towards the goals and vision of the RGS. The results of monitoring will be incorporated into the 2015 Annual Report.

¹ On November 22, 2011, the Regional District of Nanaimo (RDN) Board adopted "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615". This document replaced the 2003 Regional Growth Strategy (RGS) and represents the second time that the RGS has been fully reviewed and updated since it was first adopted in 1997.

2 RGS ROLE & PURPOSE

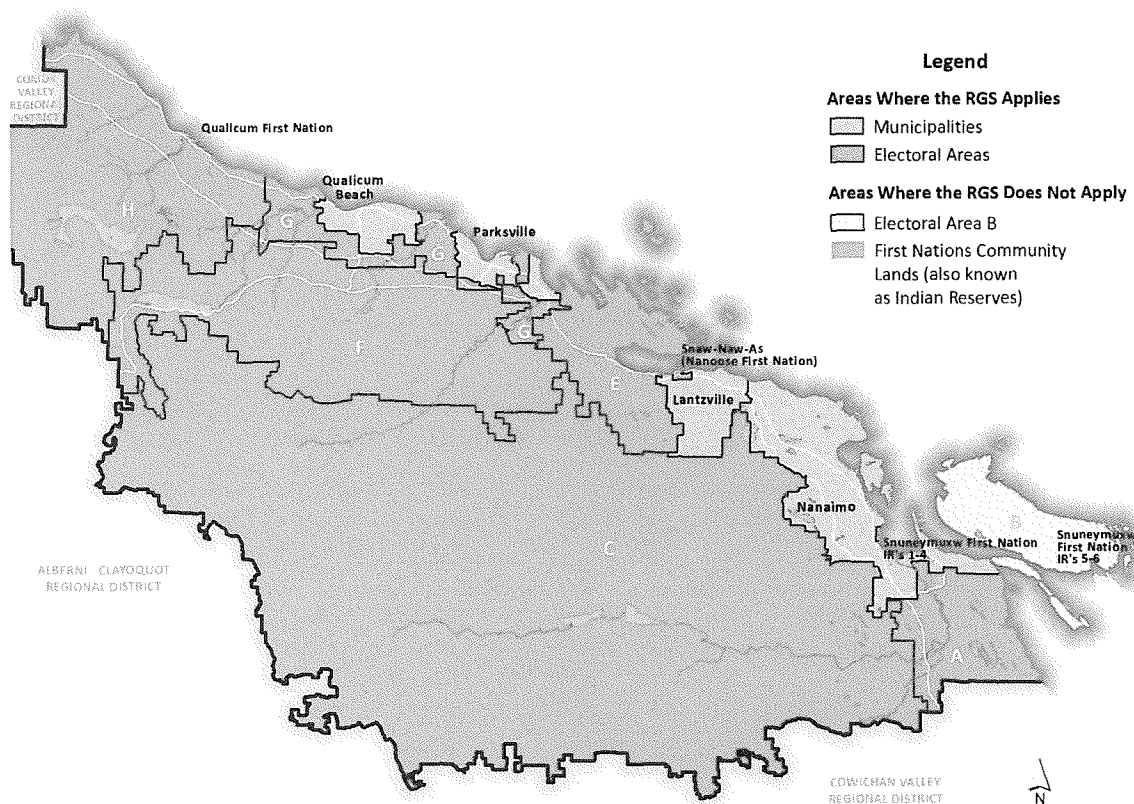
The purpose of the RGS is to "promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources". Ultimately, it is a coordinated plan to manage growth in the region in a sustainable manner.

The first RGS was adopted in 1997 in response to residents' concerns about the impacts of rapid population growth and development in the late 1980s and early 1990s. Given that the impacts of growth cross jurisdictional boundaries, it was recognized that a coordinated approach to community planning was necessary to effectively address growth management issues.

The RGS provides a framework for member municipalities and the RDN to coordinate growth management issues that cross local government boundaries. The RGS also provides a mechanism to connect with provincial ministries and agencies who have jurisdiction in areas that impact land use and community planning and whose resources are needed to implement projects and programs. Inter-jurisdictional coordination is essential to protecting our environment and achieving a high quality of life for present and future residents in the region.

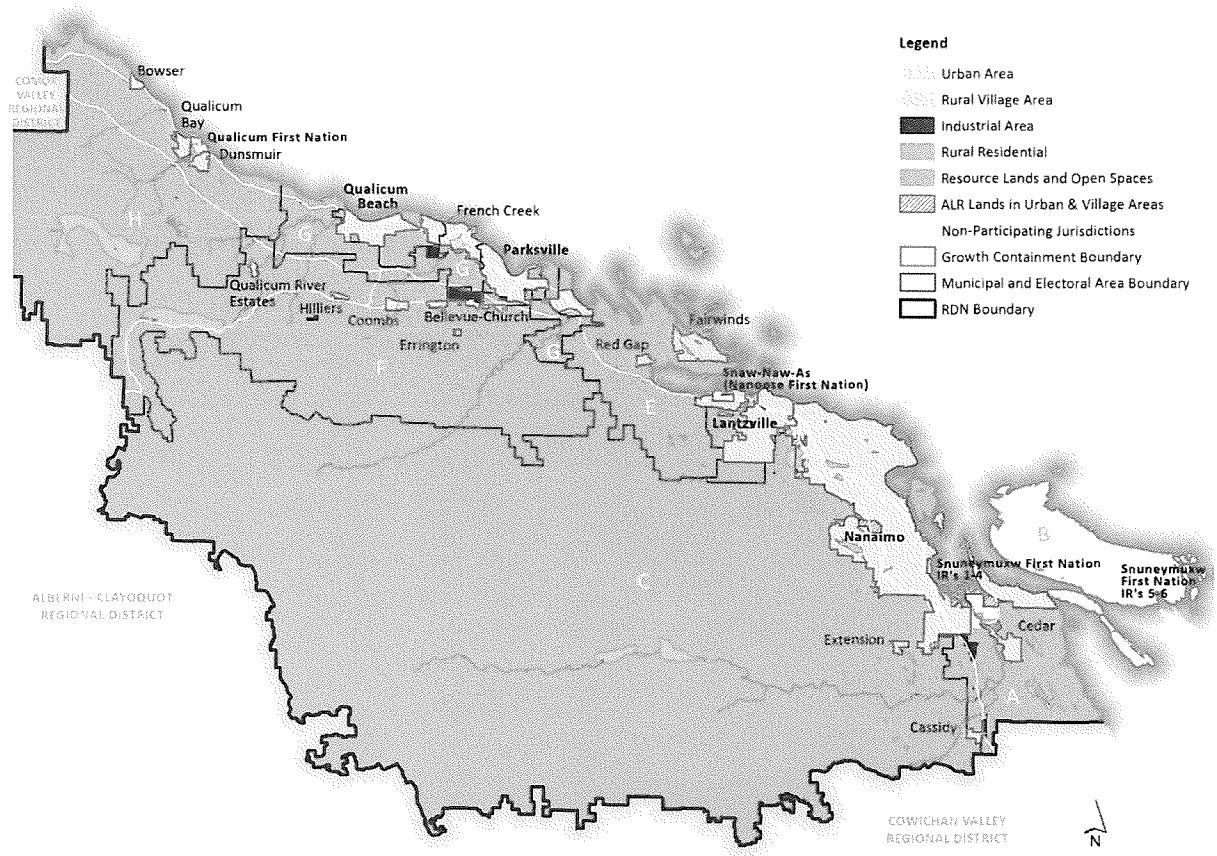
The RGS applies to six electoral areas and four municipalities within the region as shown by the map below. The RGS does not apply to Gabriola, Decourcy and Mudge Islands (Electoral Area B) as they fall under the jurisdiction of the Islands Trust. It also does not apply to lands under the jurisdiction of First Nations (Qualicum First Nation, Snaw-Naw-As (Nanoose First Nation) and Snuneymuxw First Nation).

Map 1: RGS Application



The RGS uses a line on a map called a Growth Containment Boundary (GCB) to separate areas designated for future growth from other areas where environmental protection and resource values are a priority. Lands designated as Urban Area within municipalities are intended to absorb the majority of the region’s future growth. In the RDN’s electoral areas, land designated as Rural Village Areas are intended to accommodate lower levels of growth more compatible with their rural settings. Development within the GCB (Urban and Rural Village Areas) is intended to be diverse and provide places for people to live, work, learn, shop and play. This may also include lands to be conserved to support ecosystem functions or other green space purposes. Land outside of the GCB is intended to support ecosystem functions and rural uses that require only limited infrastructure and services to be viable.

Map 2: RGS Growth Containment Boundary and Land Use Designations



3 RGS VISION

The vision of the RGS is documented below and represents the foundation for the goals and policies in the RGS.

The region will be recognized for an outstanding quality of urban and rural life that is grounded in a strong commitment to protecting the natural environment and minimizing harm to life-sustaining ecological systems. Working in partnership with interested organizations, the RDN and its member municipalities are committed to achieving:

- High standards of environmental protection that preserve habitat, enhance ecological diversity, and maintain air and water quality;
- Enhanced food security in the region;
- Urban development that is contained and distinct in form and character from rural development;
- Complete, compact communities designed to provide housing that meets the needs of all households, and that provide excellent access to nearby workplaces, goods and services, learning institutions, recreation opportunities, and natural areas;
- Expansion and enhancement of mobility options that reduce automobile dependency;
- A strong and resilient economy based on agriculture, natural resource assets, tourism, and information age industries and services, such as health and education; and
- Efficient, state-of-the-art servicing, infrastructure and resource utilization.

4 RGS PRINCIPLES

The goals and policies of this RGS are grounded in the following sustainability principles that are intended to guide how decisions are made regarding the future life of the region:

- Decisions and actions have regard for local and global consequences;
- The interconnectedness and interdependence of natural and human systems are recognized and respected;
- The healthy functioning of ecological systems is nurtured;
- The qualities of place that create pride and a sense of community are nurtured;
- Efficiency, including the concept of zero-waste, is optimized;
- Equity amongst all citizens and across generations, including future generations is ensured;
- Decision-making processes are based on participation, collaboration and co-operation with citizens, other authorities and organizations; and
- We are accountable for our decisions and actions.

5 RGS GOALS

The RGS is based upon 11 goals (listed below) that work towards achieving the collective vision of regional sustainability. Policies in the RGS provide the direction to take specific actions to implement the RGS goals.

1. **Prepare for Climate Change and Reduce Energy Consumption** – Reduce Greenhouse Gas (GHG) emissions and energy consumption and promote adaptive measures to prepare for climate change impacts.
2. **Protect the Environment** – Protect and enhance the environment and avoid ecological damage related to human activity.
3. **Coordinate Land Use and Mobility** – Ensure land use patterns and mobility networks are mutually supportive and work together to reduce automobile dependency and provide for efficient goods movement.
4. **Concentrate Housing and Jobs in Rural Village and Urban Growth Centres** – Establish distinctive activity centres and corridors within growth containment boundaries that provide ready access to places to live, work, play and learn.
5. **Enhance Rural Integrity** – Protect and strengthen the region’s rural economy and lifestyle.
6. **Facilitate the Provision of Affordable Housing** – Support and facilitate the provision of appropriate, adequate, attainable, affordable and adaptable housing.
7. **Enhance Economic Resiliency** – Support strategic economic development and link commercial and industrial strategies to the land use and rural and environmental protection priorities of the region.
8. **Enhance Food Security** – Protect and enhance the capacity of the region to produce and process food.
9. **Celebrate Pride of Place** – Celebrate the unique natural beauty, culture, history, and arts of the region.
10. **Provide Services Efficiently** – Provide efficient, cost-effective services and infrastructure.
11. **Enhance Cooperation Among Jurisdictions** – Facilitate an understanding of and commitment to the goals of growth management among all levels of government, the public, and key private and voluntary sector partners.

6 IMPLEMENTATION – 2014

Section 5.2 of the RGS addresses implementation and identifies specific projects that are intended to work towards achieving RGS goals. Implementation is an important part of being accountable to RDN residents about what is being done to achieve the goals they identified as important.

6.1 Actions Supporting Education and Awareness

The RGS states that *“a public that is well-informed is more likely to participate in decision-making processes and to work with others to achieve common goals”*.

Throughout 2014, the RDN Long Range Planning Department took a continuous approach to education and raising awareness about the RGS and its implementation. This included regularly updating and providing information via website materials, RDN newsletters (Electoral Area Updates and RDN Perspectives), news releases and mail-outs.

Education and awareness of the RGS has also been included into all public engagement activities for the RGS Targets and Indicators project listed later in this report. Furthermore, the public engagement initiatives of a variety of RDN departments have also served to raise awareness of the RGS.

6.2 RGS Targets and Monitoring

The RDN initiated a process in January 2014 to select indicators and establish targets to evaluate the effectiveness of the RGS policies to achieve the RGS goals. Since the RGS is meant to influence decision making and not necessarily to prescribe actions, the only way to monitor the success of the RGS is to measure specific characteristics (or indicators) of a sustainable region. Indicators ensure that the RDN and local government partners are making decisions that are consistent with the RGS goals to reduce greenhouse gas emissions, preserve rural resource lands, protect environmentally sensitive areas and improve mobility options such as transit or cycling.

Activities in 2014 to develop the RDN targets and indicators included:

- The RDN held a workshop on March 31, 2014 with knowledgeable professionals from the RDN, member municipalities, and provincial agencies to refine the set of possible indicators. The RDN prepared a report on the results of the workshop which included a set of recommended indicators and targets.
- Using the results from the knowledgeable professionals’ workshop, RDN staff worked with the RDN Board members to develop the draft set of recommended indicators and targets.
- Based on the feedback from the relevant professionals and the RDN Board, the RDN presented the draft list of recommended indicators and targets for community feedback. The community engagement was conducted through an online survey in the Fall of 2014. Approximately 300 people participated in the survey.

The RDN Board approved the final list of indicators in January 2015, and provided direction to staff to proceed with the monitoring program using the recommended set of indicators and targets.

6.3 RGS Implementation Projects



Agricultural Area Plan

The RDN initiated the Agricultural Area Plan (AAP) RDN Bylaw and Policy Update Project, the first implementation project as part of the AAP Implementation Action Plan (2014-2106). The primary objective of the project is to review the existing RDN RGS, Official Community Plans (OCPs) and regulatory bylaws to:

- Ensure consistency between policies and regulations;
- Remove regulatory barriers and obstacles that hinder agriculture and aquaculture;
- Promote sustainable practices that support agricultural production and preserve farm land; and,
- Protect against the impact of non-farm use.

The project may lead to amendments to RDN bylaws for the electoral areas, including the RGS, OCPs, zoning bylaws and sign bylaws. Activities in 2014 included:

- A review of RDN regulations and policies to identify barriers to agriculture.
- Development of a discussion paper on barriers to agriculture and possible options to address those barriers.
- On October 24, 2014, the RDN held a workshop with farmers, senior government staff and agricultural organizations to discuss the obstacles to farming in the region.
- Following the workshop, the RDN sought the feedback from electoral area residents on draft obstacles and approaches through an online survey.
- Meetings with agricultural organizations and other stakeholders.

The results will inform recommendations on which obstacles to farming require further action by the RDN.

As part of the AAP Implementation Plan, the RDN also implemented policies relating to agricultural promotion and economic development. These actions are:

- Research was conducted and correspondence sent to the Province regarding farm tax assessment.
- The RDN created a web site for agriculture related activities to assist with communication.

Affordable Housing

An Affordable Housing Action Plan approved in 2011 identified actions for the RDN and partners to undertake over the next few years. For 2014 the following projects were completed or initiated:

Secondary Suites Regulations

The RDN concluded the Secondary Suites Project with the adoption of secondary suite zoning amendment bylaws on May 27, 2014. Secondary suites are now permitted in most residential and rural zones in Electoral Areas A, C, E, F, G, and H. The RDN also adopted a Board Policy to provide direction on how existing and new suites will be treated for enforcement of the zoning bylaws and to assist the owners to meet basic life safety aspects of the BC Building Code. The bylaw amendments help increase the amount of market housing, consistent with the objectives and actions of the RDN Housing Action Plan.

2014 Affordable Housing Online Resources

The web based resource guide on affordable housing for renters, homeowners and housing providers was updated during 2014. The website provides access to a comprehensive list of contacts for a wide range of housing topics targeting different needs. This includes information on market rental, supportive and emergency housing. This is the only resource of this type in the region.

Emergency Shelter and Food Materials

The RDN updated a brochure and poster to be carried on RDN buses to direct people in need to emergency shelter and food resources. The brochure gives information for emergency shelters, extreme weather shelters, hot meal programs and food banks in the region. The brochure also provides bus route information to find the services. The poster, displayed at the front of all RDN buses during times of cold and wet weather, provides information for emergency and extreme weather shelters in the region.

Capacity Building to Address Homelessness

In 2014, the RDN distributed the remaining funding received from Island Health to build capacity to address homelessness. The money was held in the RDN Capacity Building to End Homelessness Reserve Fund, to be used for projects that address homelessness in the region. The following grants were approved in 2014:

- On February 25, 2014 the RDN Board allocated \$45,000 from the reserve fund to the Nanaimo Regional John Howard Society for a Rental Support Program.
- On March 25, 2014 the RDN Board allocated \$58,000 from the reserve fund to the Society of Organized Services to continue the work of a Homelessness Coordinator for one year.
- On April 22, 2014 the RDN Board allocated \$18,000 from the reserve fund to People for a Healthy Community (PHC) to continue a program that helps those at risk of homelessness attain and maintain safe and suitable housing.
- On June 24, 2014 the RDN Board also allocated \$5,000 from the reserve to PHC to conduct a homelessness survey on Gabriola Island.

- On November 25, 2014 the RDN allocated the remaining funds, \$24,000 to Manna Homelessness Society to deliver food and supplies to the less fortunate, and \$43,390 to the First Unitarian Fellowship of Nanaimo to operate a cold-wet weather shelter and housing placement program.

No further funding is available through the Reserve Fund, however the RDN initiated research and met with service providers regarding the establishment of a new service to provide funding to address social issues in School District 69.

6.4 RDN Actions that Implement the RGS

In addition to the projects to implement the RGS noted above, the RDN undertook numerous actions across all departments that contribute to achieving the goals of the RGS.

Green Bylaw Amendments

The RDN initiated a project to review current electoral area land use bylaws and regulations to identify barriers to green building features, systems and technologies, and to propose regulatory changes. Through the project, the RDN identified bylaw amendments to remove barriers to renewable energy systems, passive design features and rainwater harvesting equipment. The bylaw amendments will be considered by the RDN Board in 2015.

Fairwinds Development Process

On July 22, 2014, the RDN Board adopted the two zoning amendment applications and phased development agreements for the Lakes District and Schooner Cove neighbourhoods. The amendments establish the zoning and servicing standards for the long term development of the communities in conformity with the Lakes District and Schooner Cove Neighbourhood Plans. These initiatives within the Fairwinds Rural Village Centre are consistent with the growth containment and environmental protection goals of the RGS. Consultation efforts regarding the new zoning and phased development agreement are also consistent with RGS Goal 9 - Celebrate Pride of Place and Goal 11 -Enhance Cooperation Among Jurisdictions.

Northern Community Economic Development Service

In order to further RGS Goal 7 - Enhance Economic Resiliency, the RDN continued to deliver programs in 2014 relating to the Northern Community Economic Development Service in order to provide support for economic development initiatives in the City of Parkville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H'. The Program allows the RDN Board of Directors to contribute to eligible projects that advance the Board's vision for a resilient, thriving and creative local economy. This function provided almost \$40,000 in local economic grants in District 69 communities.

Emergency Planning and Disaster Resiliency

RDN action for emergency planning and preparedness in 2014 have been consistent with direction in RGS Goal 2 to Protect the Environment, including to 'work with senior governments and property owners to ensure appropriate safeguards are in place to protect property and life from potential hazards.' In particular, the RDN continued to hold events to improve emergency awareness, such as through outreach with the Neighbourhood Emergency Preparedness program. The RDN's Emergency Operations Centre also responded to winter storm emergencies for two floods and one landslide.

Transportation Services

RDN Transit plays a key role in helping achieve many of the eleven RGS Goals including Prepare for Climate Change, Protect the Environment, Coordinate Land Use and Mobility, Economic Resiliency, Provide Efficient Services and Cooperation Among Jurisdictions. During 2014 specific activities included 25 new Compressed Natural Gas (CNG) buses, a new CNG Compressor Station and accessible bus pads in the City of Nanaimo.

Solid Waste

The RDN Solid Waste Department continued to achieve the RGS goal to Provide Efficient Services by pursuing an approach to eliminate the need for waste disposal. Consistent with the RGS direction to achieve 'zero waste', the RDN has a region-wide diversion rate of 68% and the second lowest provincial annual per capita disposal rate of 347 kg. During 2014, RDN Solid Waste also continued with its review of the Regional Solid Waste Management Plan.

Parks Planning

During 2014 the RDN undertook numerous actions to plan and develop parks and trails. These actions directly support several RGS Goals including to Prepare for Climate Change, Protect the Environment, Coordinate Land Use and Mobility, Economic Resiliency and Pride of Place. In January, the RDN Board adopted Parks and Trail Guidelines to provide consistent direction for the planning and design of Community and Regional parks and trails. Also, in January the RDN Board adopted a Community Parks and Trails Strategic Plan for Electoral Areas E, F, G and H.

The RDN also completed projects to create new or undertake improvements to existing trails and other park amenities throughout all regional and community parks. Examples include the completion of the Cedar skateboard and bike park, and upgrades at Horne Lake Regional Park and Moorecroft Regional Park. The RDN also initiated the Fairwinds Regional Parks Management Plan and completed the Benson Creek Management Plan in 2014.

Recreation Programs and Facilities

The RDN's recreation programs and facilities play an ongoing role in furthering RGS Goal to Enhance Economic Resiliency and Celebrate Pride of Place by providing sports and cultural amenities that boost the attractiveness of the region as a place to live and visit. These include ongoing delivery of recreation programs and maintenance of facilities throughout the RDN. Through 2014, the RDN expanded existing recreation programs and continued to attract sports tournaments for youth, adults and seniors.

Climate Change Actions and Energy Efficiency Measures

All of the aforementioned land use, parks and recreation planning and transportation initiatives support RGS goals for reducing GHG emissions and energy consumption. In addition to these initiatives the RDN also undertook several other specific actions to support these goals:

- Organized the fifth annual RDN Green Building Speaker Series and Open House Tours to showcase the latest green building practices in the region and provide education and awareness about ways to reduce the energy and environmental impacts of development. The RDN also coordinated a community symposium on Climate Science, in partnership with the City of Nanaimo.
- Continued to deliver the 2014 Green Building Incentive Program, with over \$26,410 in incentives provided to regional residents. This includes providing rebates for woodstove exchange and home energy assessments as well as rainwater harvesting and well upgrade rebates through the Drinking Water and Watershed Protection program.
- Ensured that all new RDN buildings and renovations completed in 2014 met best practices for energy efficiency and water conservation.
- Continued to support the implementation of Green Building Policies for all RDN facilities.
- Distributed funding for projects under a Corporate Climate Action reserve fund, including the release of over \$100,000 to enable investments in higher efficiency infrastructure, vehicles and equipment owned by the RDN.

For more activities see section 6.5 *Collaborative Actions*.

Watershed Protection

The RDN undertook the following projects in 2014 to support RGS goals for protecting drinking water and watersheds and the provision of efficient services:

- Continued with the Community Watershed Monitoring program.
- Launched the Water Use and Reporting Centre program in partnership with municipalities.
- Completed the Team WaterSmart education outreach program including workshops, community events and school visits.
- Completed irrigation audits with a focus on strata communities.

- Completed WellSmart and SepticSmart workshops.
- Continued the rainwater cistern and rural water quality rebates as part of the RDN Green Building Incentive program. The RDN issued a total of 33 rainwater harvest and 14 well upgrade rebates.
- Completed the Small Water Systems working group annual meeting.

For more activities see section 6.5 *Collaborative Actions*.

6.5 Collaborative Actions

Many of the studies, actions and ongoing departmental activities described in this report involve collaboration with member municipalities, other levels of government and community based groups. Below are some specific examples of past or ongoing collaborative actions to implement RGS Goal 11 – Enhance Cooperation Among Jurisdictions:

Municipalities and Regional Context Statements

In 2014, the Town of Qualicum Beach updated the Regional Context Statement in its Official Community Plan to be consistent with the 2011 RGS. The updated Regional Context Statement was accepted by the RDN. The Regional Context Statement explains how an Official Community Plan is consistent with the RGS and addresses how any inconsistencies will be dealt with over time. The other member municipalities (City of Nanaimo, District of Lantzville and City of Parksville) updated their Regional Context Statements in 2013.

Town of Qualicum Beach RGS Amendment Development Application

The Town of Qualicum Beach and RDN staff reviewed a request to amend the Regional Growth Strategy to expand the Town's Growth Containment Boundary (GCB) to coincide with the municipal boundary.

First Nations

Throughout 2014, RDN staff and elected officials met primarily with staff and elected officials from First Nations with existing village sites within the region (Qualicum, Snaw-Naw-As and Snuneymuxw). Discussions involved various planning and implementation projects related to regional growth, development applications, parks, transit, emergency planning and utilities. While some meetings were to address specific matters related to land use planning, development, and servicing agreements, others were focused on strengthening relationships in order to facilitate stronger collaboration on issues of mutual concern. Key outcomes included:

- Coordinated attendance of First Nations, RDN Elected Officials and RDN staff at various special events hosted by the RDN or First Nations. These include Cedar Skate Park Opening, Snuneymuxw First Nation National Aboriginal Day Celebration and Community building Ground Breaking, RDN Watershed Tour, RDN Inaugural Board Meeting.

- The RDN helped facilitate successful outcome to the concerns of Snaw-Naw-As (Nanoose First Nation) related to the Fairwinds re-zoning and phased development agreement.
- Liaised and coordinated with First Nations and Vancouver Island University regarding bringing the Witness Blanket art installation to the region.
- Worked with two First Nations to draft protocols for the RDN to follow to acknowledge First Nations Traditional Territory.
- The RDN worked with First Nations to address concerns related to treated effluent leak from storm damaged sewer outfall pipe at Morningside Park in Nanaimo.
- The RDN Emergency Operation Centre worked with the Snuneymuxw First Nation to address the Nanaimo River flood risk in Electoral Area A (Cedar) and collaborated on a joint response.
- The RDN initiated and followed up on opportunities for collaboration with First Nations.
- The RDN initiated ongoing maintenance of respectful relationships with First Nations elected officials and staff.

Adjacent Regional Districts and Municipalities

The RDN continued to host and participate in meetings to network and liaise with staff at adjacent regional districts and staff at member municipalities. On an ongoing basis, outside of these meetings, RDN staff maintains professional relationships that enable effective communication and collaboration. This allows for the RDN to share information on RGS implementation activities in order to support adjacent jurisdictions having long term plans and taking actions consistent with the direction of the RGS.

Nanaimo Airport Land Use Planning Process

Furthering RGS Goal to Enhance Economic Resiliency and to Enhance Cooperation Among Jurisdictions, the RDN continued with the second of three phases of the Nanaimo Airport Land Use Planning Process in 2014. During the year, the RDN held several meetings with the Nanaimo Airport Commission related to Phases 2 and 3 of the Nanaimo Airport Planning Process. In addition, a terms of reference was adopted for an Advisory Committee who will provide advice to the RDN during Phases 2 and 3 of the process.

Phase 2 involves developing a Memorandum of Understanding between the RDN and Nanaimo Airport Commission that outlines a process and principles for developing a Land Use Plan for the airport. A preliminary draft of the Memorandum of Understanding was prepared.

The RDN will complete Phase 2 and initiate Phase 3 in 2015. Phase 3 will involve creating a Master Development Plan for the airport and as necessary amendments to the Electoral Area 'A' Official Community Plan and zoning bylaw. This process is intended to provide greater certainty for all stakeholders regarding future development and land use at the Nanaimo Airport.

Seaweed Harvesting

The RDN communicated concerns to the Ministry of Agriculture regarding the seaweed harvesting licences issued along the foreshore of Deep Bay – Qualicum Bay. Both the RDN and the Ministry met and established a commitment to continue the dialogue on seaweed harvesting as to minimize the impact on the community and the environment. The Ministry has also indicated that the seaweed harvest will not continue if it cannot be done with very little impact. The commitment builds on RGS goals to Protect the Environment, Enhance Rural Integrity and Cooperation Among Jurisdictions.

Transit Future Plan

The Regional District of Nanaimo and BC Transit completed a 25-year Transit Future Plan for the RDN. The Transit Future Plan envisions the ideal RDN transit network 25 years from now, and describes what services, infrastructure and investments are needed to get there. The plan supports local community goals and objectives, such as strengthening the link between transportation and land use in order to support sustainable growth. Consistent with RGS Goals Coordinate Land Use and Mobility, sustainable transportation will assist in reducing transportation-related emissions and improving the overall quality of life in the region.

7 MEMBER MUNICIPALITIES ACTIONS

In addition to collaborating with the RDN on various initiatives identified earlier in this report, the RDN's member municipalities have also undertaken their own studies and actions that support achieving RGS goals. The following information was provided by each jurisdiction.

7.1 City of Nanaimo

RGS Goal 1 - Prepare for Climate Change and Reduce Energy Consumption

- Initiated a review of the Corporate Climate Change Plan.
- The Community Sustainability Action Plan was updated with a Realtor Energy Efficiency Program (REEP). In 2014, the program included six training sessions on promoting home energy assessments, a draft training manual for realtors, incentive program to encourage realtor training and a home energy webpage created in partnership with the Real Estate Board.
- The City held a Climate Science Symposium on the latest climate science. The symposium was in partnership with the RDN.
- The City worked with BC Hydro to co-ordinate the Home Energy Rebate Offer, as a means to offer financial savings to residents who purchase more energy and water efficient appliances.

RGS Goal 2 – Protect the Environment

- Completed an update of the Water Conservation Strategy.
- Continued to implement initiative and opportunities consistent with the Blue Community designation.

RGS Goal 3 – Coordinate Land Use and Mobility

- Council approved the completed Transportation Master Plan. The Master Plan was developed with input from the Regional District with regards to transit planning.
- Continued with general amendments to the Official Community Plan, to recognize the RGS Growth Containment Boundary, as well as road classification changes.
- Worked with the Island Corridor Foundation to increase the viability of the E&N rail line, including work to establish a terminal facility in the Wellcox yard.

RGS Goal 4 – Concentrate Housing and Jobs in Rural Village and Urban Growth Centres

- The City continued to adhere to development within the Growth Containment Boundary, and advised potential applicants of plan Nanaimo goals and policies regarding multi-family developments and mixed use corridor zoning. In this regard, the City encourages infill development at higher densities.

RGS Goal 6 – Facilitate the Provision of Affordable Housing

- Initiated changes to update the Social Development Strategy in the Official Community Plan, including updates to end homelessness.
- Completed the construction of supported housing at Uplands Drive, with occupancy expected in February 2015. Construction commenced on a supported housing project on Boundary Crescent, with completion expected in the Summer of 2015.

RGS Goal 7 – Enhance Economic Resiliency

- Continued to address potential redevelopment opportunities along the waterfront through the South Downtown Waterfront Initiative. The City worked with property owners to enhance the waterfront and create an uninterrupted trail.
- Council supported objectives of the Nanaimo Economic Development Corporation, including for an application for Island Ferries Services Ltd. for a Building Canada grant.
- A project was initiated to improve access to Newcastle Island.

RGS Goal 8 – Enhance Food Security

- Continued work on drafting a Food Charter and Strategy for Nanaimo.

RGS Goal 9 – Celebrate Pride of Place

- The City continued to implement the Urban Forest Management Strategy by planting street trees in partnership with community associations.
- Work began to upgrade and improve the Departure Bay Section of the Waterfront Trail.
- Initiated the implementation of the 2014 – 2020 Cultural Plan for a Creative Nanaimo.
- Continued to update the Heritage Registrar, and initiated a Heritage Façade Grant and Heritage Tax Exemption process for the Free Press Building located at 223 Commercial Street. The City also continued with the promotion and awareness of Nanaimo's heritage resources.

RGS Goal 10 – Provide Services Efficiently

- Initiated a review of Development Cost Charges to encourage development within currently serviced areas of the City, as a means to reduce infrastructure costs.

RGS Goal 11 - Enhance Cooperation Among Jurisdictions

- The City continues all of the actions listed in the Regional Context Statement.

7.2 District of Lantzville

Lantzville/Nanaimo Water Agreement

A Water Agreement between the District of Lantzville and the City of Nanaimo to supplement the District's water supply was approved by Council. The agreement provides the community with a safe, secure and reliable source of water in the future. This agreement is consistent with RGS Goal 10: Provide Services Efficiently.

Village Commercial Core Improvement Plan

The District completed a draft Village Commercial Core Improvement Plan to establish a long term design vision for the form and character within the village core. The Plan is consistent with RGS Goal 3: Coordinate Land Use and Mobility, Goal 4: Concentrate Housing and Jobs in Rural Village and Urban Growth Centre, and Goal 9: Celebrate Pride of Place.

Water and Energy Efficiency Rebates

Lantzville continued to participate in the provision of green building incentives through the RDN, including incentives for rainwater harvesting, wood stove exchanges, solar hot water, home energy assessments, and residential vehicle charging stations. These actions are consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption, Goal 2: Protect the Environment and Goal 10: Provide Services Efficiently.

Actions to Protect the Environment

- Provided educational information to residents concerning water conservation and implemented water restrictions consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption, Goal 2: Protect the Environment and Goal 10: Provide Services Efficiently.
- Participated in the RDN's Drinking Water Watershed Protection Function consistent with RGS Goal 2: Protect the Environment and Goal 11: Enhance Cooperation Among Jurisdictions.
- Provided information to residents concerning outdoor burning consistent with RGS Goal 2: Protect the Environment.
- Participated in the Climate Action Revenue Incentive Program and are producing a report for 2014. This is consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption.

Planning for Urban Agriculture

The District completed a process in May 2014 to develop bylaws to support urban food production. The bylaw amendments permit market gardening operations as a home based business. This supports RGS Goal 7: Enhance Economic Resiliency and Goal 8: Enhance Food Security.

Parks

- Continued improving road accesses to adjacent ocean/beach public areas consistent with RGS Goal 3: Coordinate Land Use and Mobility, and Goal 9: Celebrate Pride of Place.
- Continued with the implementation of the Trails and Journeyways Strategy consistent with RGS Goal 3: Coordinate Land Use and Mobility, and Goal 9: Celebrate Pride of Place.

Waste Reduction

Lantzville continued to participate in the RDN's organic food waste collection program. This is consistent with RGS Goal 1: Prepare for Climate Change and Reduce Energy Consumption, and Goal 10: Provide Services Efficiently.

7.3 City of Parksville

Mount Arrowsmith Biosphere Reserve

The City and Vancouver Island University have signed a Memorandum of Understanding to support and protect the Mount Arrowsmith Biosphere Reserve designation.

Transportation Upgrades

The City is in the process of making upgrades to Temple and Bay Streets, major thoroughfares in the City including road, sidewalk, traffic light and bicycle lanes. The upgrades to Temple Street (Phillips to Chinook) are 50% complete and scheduled for completion in June 2015. The Chinook to Bay preliminary design are also complete.

Growth Management

The majority of the City is within the Growth Containment Boundary and the new OCP policies support directing growth to the City and offering a range of densities throughout the City. Also, directing growth to municipal areas within the Growth Containment Boundary helps to promote and preserve rural integrity.

Rathtreavor Park Upgrades

The Rathtreavor trail pedestrian bridge preliminary investigations were completed in 2014, with approvals expected in 2015.

Englishman River Water Service

The City of Parksville and the RDN completed a community consultation project for the Englishman River Water Service project (water intake, water treatment, aquifer storage), including a working group, public open houses and new online engagement platform.

Storm and Sanitary Sewer

A draft update to the storm and sanitary sewer master plan was completed.

7.4 **Town of Qualicum Beach**

Qualicum Beach Fire Hall

Construction began on a new fire Hall that will use 73% less energy than a fire hall built to modern building code. A number of other green building features are also incorporated into the design, such as use of on-site timber, on-site stormwater management and water conservation. It is being built to post disaster standards and can function as an emergency operations centre.

Qualicum Beach Waterfront Master Plan

The Town began a comprehensive waterfront master plan that will provide a long-term strategy of climate adaptation for the waterfront.

Qualicum Beach Digital Media Studio

The Town renovated the old train station into a shared workplace for digital media professionals and other “life style entrepreneurs” that live in Qualicum Beach for the lifestyle but that work remotely.

Qualicum Park Village

In collaboration with the Qualicum – Parksville Affordable Housing Society, construction began on a 34 unit multi-unit affordable housing project next to downtown Qualicum Beach.

Secondary suite review

The Town completed a review of secondary suites policies, resulting in the legalization of detached secondary suites in many areas of the Town.

8 IMPLEMENTATION - 2015

For 2014 the RDN will continue to make progress on the following implementation items:

1. Establishing a process and program to monitor, evaluate and periodically report on regional economic, population, social and environmental trends and progress towards achieving RGS goals and policies and the targets to be established as set out in Policy 4.
2. Establishing a Corporate Implementation Strategy that demonstrates how all the RDN's bylaws, services, and spending are consistent with the adopted RGS.
3. Continuing to undertake a series of studies and actions as identified in Table 3 of the RGS which identifies specific goals, actions, primary responsible agency and expected timeline for completion.
4. Continuing to build stronger relationships and pursuing protocol agreements with First Nations.
5. Strengthening relationships with major institutions such as Island Health, Vancouver Island University, School District 68 and School District 69 and organizations key to furthering RGS Goals (e.g. Chambers of Commerce, Economic Development Groups, non-governmental / community organizations).

APPENDIX: SUMMARY OF RGS IMPLEMENTATION ACTIONS

RGS GOAL / SECTION	ACTION	STATUS JANUARY 2015
Section 5.0	Establish Targets & Indicators to monitor progress.	RDN Board has approved the list of targets and indicators. Reporting to start in 2015.
Section 5.0	Corporate Implementation Strategy to show how RDN activities are consistent with RGS.	To be initiated in 2015
1. Climate Change	Complete Community Energy & Emissions Plan.	Completed 2013
2. Environmental Protection	Advocate for provincial and federal government support to update and maintain SEI databases.	Ongoing
	Encourage the Province to regulate groundwater, require reporting on water use and protect water resources on a watershed basis.	Ongoing
3. Coordinate land use & mobility	Initiate discussions with provincial and federal transportation authorities to share data collection and analysis and prepare mobility strategy.	Participated in the City of Nanaimo's Transportation Master Plan. – Adopted in 2014
	Prepare industrial land supply and demand study and strategy (also applies to Goal 7).	Industrial Lands Study completed Spring 2013.
4. Concentrate housing & jobs	Prepare region-wide study of Rural Village Centres.	Rural Village Centres Study completed Spring 2013.
5. Rural integrity	Policy 5.13: Implementation - Study of options for more sustainable forms of subdivision - to limit sprawl and fragmentation on rural residential land.	Completed October 2012
6. Affordable housing	Identify next steps to addressing affordable housing issues.	Housing Action Plan Completed 2011.

RGS GOAL / SECTION	ACTION	STATUS JANUARY 2015
		Secondary Suites Bylaw Amendments completed in Spring 2014.
7. Vibrant, resilient economy	7.2 Support and encourage economic development.	Northern Community Economic Development Program Established 2012 with ongoing implementation. Southern Community Economic Development Service Agreement completed 2012 with ongoing implementation.
	7.6 Collaborate in the preparation of a regional industrial land supply strategy and ensure that the region remains competitive in its ability to attract industrial development.	Industrial Lands Study completed Spring 2013.
	7.9 Collaborate in the preparation of a commercial (retail and office) land strategy to ensure that the supply, location, distribution, form and type of commercial development is consistent with sustainability and growth management objectives of the RGS and supports the continued vitality of the sector.	To be initiated.
8. Food security	Prepare study of agriculture in the region to identify issues and present and future needs of the agricultural sector.	Agricultural Area Plan (AAP) completed in 2012. Agricultural Area Plan 2014-2016 Action Plan completed November 2013. Committee established in 2013 to oversee carrying out the Action Plan during 2014-2016.

RGS GOAL / SECTION	ACTION	STATUS JANUARY 2015
		Emergency Livestock Evacuation Plan approved in 2013.
9. Pride of Place	Ongoing activities through implementation and development of parks plans and OCPs.	<p>Cedar Main Street Plan adopted 2013.</p> <p>City of Nanaimo Cultural Plan, adopted in 2014 and now being implemented.</p> <p>RDN Community Parks and Trails Guidelines approved 2014.</p> <p>RDN Community Parks and Trails Strategy for Electoral Areas 'E', 'F', 'G' and 'H' approved 2014.</p> <p>Qualicum Beach Cultural Plan completed 2012 with ongoing implementation.</p>
10. Efficient services	Prepare strategy for servicing Rural Village Centres (See Goal 4).	Will be pursued for different Rural Village Centres as funding permits.
11. Cooperation among jurisdictions	Continue outreach initiatives to First Nations including signing of protocol agreements.	<p>Ongoing outreach initiatives and discussions on areas of mutual interest.</p> <p>First handyDART servicing agreement signed between Snaw-Naw-As and RDN in 2013.</p>