

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, NOVEMBER 22, 2016
7:00 PM**

(RDN Board Chambers)
This meeting will be recorded

A G E N D A

PAGES

CALL TO ORDER

DELEGATIONS

- 6-7 **Sandy Herle and Blain Sepos, Parksville Qualicum Beach Tourism**, re District 69 Municipal, Tourism Growth MoU and Short Term / Vacation Rentals.
- 8 **Mitch Freko**, re 2377 Higginson Road, Nanoose Bay, Electoral Area 'E'.

MINUTES

- 9-12 Minutes of the Regular Committee of the Whole meeting held Tuesday, October 11, 2016.
- That the Minutes of the Regular Committee of the Whole meeting held Tuesday, October 11, 2016 be adopted.*
- 13-14 Minutes of the Special Committee of the Whole meeting held Tuesday, November 8, 2016.
- That the Minutes of the Special Committee of the Whole meeting held Tuesday, November 8, 2016 be adopted.*
- 15-16 Minutes of the Special Committee of the Whole meeting held Tuesday, November 15, 2016.
- That the Minutes of the Special Committee of the Whole meeting held Tuesday, November 15, 2016 be adopted.*

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

CORPORATE SERVICES

17-20 2017 Board and Standing Committee Regular Meeting Schedule.

FINANCE

21-25 Bylaw No. 1751 - A Bylaw to Authorize Preparation of 2017 Parcel Tax.

26-33 Rolls. Operating Results for the period ending September 30, 2016.

34-47 2017 Proposed Budget Overview.

REGIONAL AND COMMUNITY UTILITIES AND SOLID WASTE SERVICES

WATER AND ASSET MANAGEMENT

48-51 Westerne Heights Water Rates and Regulations – Bylaws No. 1654.03 and 1655.05.

WASTEWATER

52-54 Greater Nanaimo Pollution Control Centre Capital Project Updates.

55-65 Northern and Southern Wastewater Development Cost Charges.

STRATEGIC AND COMMUNITY DEVELOPMENT

INTERGOVERNMENTAL LIASION

66-69 Snaw-Naw-As First Nation Request for Support – Wallis Point.

ADVISORY, SELECT COMMITTEE AND COMMISSION

70-76 **Minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, October 18, 2016.**

That the minutes of the Liquid Waste Management Plan Monitoring Committee meeting held Tuesday, October 18, 2016 be received for information.

77-80

Minutes of the District 69 Recreation Commission meeting held Thursday, October 20, 2016.

That the minutes of the District 69 Recreation Commission meeting held Thursday, October 20, 2016 be received for information.

Grants

1. *That the following District 69 Youth Recreation Grant applications be approved:*

Arrowsmith Community Recreation Association - youth sports programs	\$4,200
District 69 Family Resource Association - youth life skills program food and supplies	\$2,500
Parksville Curling Club - junior program equipment	\$2,500
Total	\$9,200

2. *That the following District 69 Community Recreation Grant applications be approved:*

Arrowsmith Agricultural Association - Family Day Celebration	\$1,414
Errington Elementary School - Tribune Bay for low income families	\$2,500
Inclusion Parksville Society (formerly PDACL) - tables, chairs, tents	\$1,000
Nanoose Place Seniors - carpet bowls for visually impaired players	\$828
Oceanside Community Arts Council - senior's art program	\$1,250
Qualicum Beach Lawn Bowling Club - bowling aides	\$1,000
Qualicum Weavers and Spinners Guild - portable loom	\$1,200
Ravensong Masters Swim Club - pool rental	\$1,000
Total	\$10,192

81-83

Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 26, 2016.

That the Minutes of the Grants-in-Aid Advisory Committee meeting held Wednesday, October 26, 2016 be received for information.

District 68 Grant Approvals

1. *That the Board award District 68 Grants-in-Aid funds as follows:*

Mudge Island Citizen's Society - purchase of a cistern for collecting rainwater to assist in firefighting.	\$2,100
Scouts Canada 1st Gabriola Scouts Group - Wood Badge training for volunteers.	\$405
Total	\$2,505

2. *That the remaining District 68 funds in the amount of \$614.00 be carried forward to the 2017 Grants-in-Aid budget.*

District 69 Grant Approvals

1. *That the Board award District 69 Grants-in-Aid funds as follows:*

ECHO Players Society - purchase of materials (e.g. paint and marine-grade plywood) for the Mural Project.	\$4,500
Inclusion Parksville Society - purchase of 4 computers and 4 tablets for client use.	\$2,500
Oceanside Stroke Recovery Society - purchase of a rolling metal library book cart and stroke survivor printed resources.	\$1,000
Total	\$8,000

2. *That the remaining District 69 funds in the amount of \$892.00 be carried forward to the 2017 Grants-in-Aid budget.*

New Business

That staff be directed to provide a report in spring, 2017, with options for updating the Grants-in-Aid Policy to clarify ineligibility related to annual operating expenses.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Directors' Roundtable

IN CAMERA

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

ADJOURNMENT

Delegation: Sandy Herle and Blain Sepos, Parksville Qualicum Beach Tourism, re District 69 Municipal, Tourism Growth MoU and Short Term / Vacation Rentals

Summary: The two topics my Board Chair, Sandy Herle, and I will speak to are:

1. District 69 Municipal, Tourism Growth Memorandum of Understanding (MOU) – attached
2. Short Term Rentals (STRs) / Vacation Rentals

**District 69 Municipal, Tourism Growth Memorandum of Understanding (MOU)
A Collaborative Working Agreement Between and Amongst (in alphabetical order):**

City of Parksville
Lighthouse Business Association
Parksville & District Chamber of Commerce
Parksville Downtown Business Association
Parksville Qualicum Beach Tourism Association
Qualicum Beach Chamber of Commerce
Qualicum Beach Downtown Business Association
Regional District of Nanaimo
Town of Qualicum Beach

Hereinafter referred to as the "Partners"

WHEREAS the Partners are the regions key municipal, business and tourism stakeholders

WHEREAS there are community development topics which have particular impact on District 69

WHEREAS the effectiveness of collaboration significantly strengthens the community interests

WHEREAS the roles and responsibilities of each party are further defined as:

- Parksville Qualicum Beach Tourism Association's mandate is primarily external destination marketing;
- The Chambers are the voice of business and deliver visitor services in their respective communities;
- The Business Associations promote and enhance businesses within their footprint in their respective communities; and
- The Regional District, Town and City maintain and improve municipal infrastructure, living, and working environments for residents, visitors, and business owners.

THEREFORE, the Partners agree that they will develop a supportive and collaborative relationship to promote business/tourism awareness topics of mutual concern. The Partners understand it is in the best interest to work cooperatively together and to minimize organizational stress and/or overlap. This working group serves its community memberships as a whole rather than that of any special interest group or business sector.

The Partners recognize that joint cooperation and working together on common goals should not be interpreted as jeopardizing the jurisdictional integrity of each organization, nor the need to maintain independence in decision making on broader aspects of the Partners' overall mandate and responsibilities. The Partners agree to focus collective efforts to develop a Strategic Plan which will:

- promote and develop work plans that identify responsibilities, challenges, and opportunities;
- develop position statements on business attraction, growth and retention strategies; and
- work collaboratively to collectively link business and strategic plans as part of an overall strategy.

Dated this _____ day of _____, 2016

MAYOR, City of Parksville

MAYOR, Town of Qualicum Beach

CHAIR, Regional District of Nanaimo

CHAIR, Qualicum Beach Chamber of Commerce

CHAIR, Parksville Qualicum Beach Tourism Assoc.

CHAIR, Parksville & District Chamber of Commerce

CHAIR, Qualicum Beach Downtown Business Assoc.

PRESIDENT, Parksville Downtown Business Assoc.

CHAIR, Lighthouse Country Business Assoc.

Delegation: Mitch Freko, re 2377 Higginson Road, Nanoose Bay, Electoral Area 'E'.

Summary: I would like to address the Board with regard to the VRBO that is being operated at 2377 Higginson Road, Nanoose Bay.

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, OCTOBER 11, 2016 AT 7:00 PM IN THE
RDN BOARD CHAMBERS

In Attendance:

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

Regrets:

Director M. Young	Electoral Area C
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Also in Attendance:

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

CALL TO ORDER

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

The Chairperson welcomed Phyllis Carlyle, the new Chief Administrative Officer, and Alternate Director Pinker to the meeting.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, September 13, 2016.

MOVED Director Stanhope, SECONDED Director Thorpe, that the minutes of the Regular Committee of the Whole meeting held Tuesday, September 13, 2016, be adopted.

CARRIED

COMMUNICATION/CORRESPONDENCE

Tara Faganello, Ministry of Community, Sport, and Cultural Development, re Clean Water and Wastewater Fund Project #C40009 – Greater Nanaimo Pollution Control Centre: Centrifuge and Polymer System.

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Tara Faganello, Ministry of Community, Sport, and Cultural Development, regarding Clean Water and Wastewater Fund Project #C40009 – Greater Nanaimo Pollution Control Centre: Centrifuge and Polymer System be received.

CARRIED

Tara Faganello, Ministry of Community, Sport, and Cultural Development, re Clean Water and Wastewater Fund Project #C40016 – San Pareil Water System – Treatment Upgrades.

MOVED Director Stanhope, SECONDED Director Houle, that the correspondence from Tara Faganello, Ministry of Community, Sport, and Cultural Development, regarding Clean Water and Wastewater Fund Project #C40016 – San Pareil Water System – Treatment Upgrades be received.

CARRIED

STRATEGIC AND COMMUNITY DEVELOPMENT

INTERGOVERNMENTAL LIAISON

2016-2020 Strategic Plan Seminar Session Summary.

MOVED Director Stanhope, SECONDED Director Lefebvre, that the Board receive the report on the 2016 – 2020 Strategic Plan Session Summary for information.

CARRIED

Federation of Canadian Municipalities – Canada 150 Community Leaders.

MOVED Director Westbroek, SECONDED Director Lefebvre, that the Board appoint Director Houle from the District 68 area and Director Stanhope from the District 69 area to the Federation of Canadian Municipalities Canada 150 Community Leaders network.

CARRIED

Disposition of Regional District of Nanaimo Owned Property.

MOVED Director Lefebvre, SECONDED Director Houle, that staff be directed to proceed with the transfer of the Regional District of Nanaimo owned parcel in the City of Parksville, legally described as Lot A, District Lot 123, Nanoose District, Plan VIP58761, to the City of Parksville for \$1.00.

CARRIED

MOVED Director Lefebvre, SECONDED Director Houle, that staff be directed to proceed with a notice of proposed disposition pursuant to Section 286 of the *Local Government Act* for the transfer of the Regional District of Nanaimo owned parcel, legally described as Lot A, District Lot 123, Nanoose District, Plan VIP58761, to the City of Parksville.

CARRIED

Update Regarding Strategic Initiatives and Relations with First Nations in the Region.

MOVED Director Stanhope, SECONDED Director Houle, that the Update Regarding Strategic Initiatives and Relations with First Nations in the Region report be received for information.

CARRIED

ADVISORY, SELECT COMMITTEE AND COMMISSION

District 69 Recreation Commission Meeting.

Minutes of the District 69 Recreation Commission meeting held Thursday, September 15, 2016.

MOVED Director Fell, SECONDED Director Pratt, that the minutes of the District 69 Recreation Commission meeting held Thursday, September 15, 2016 be received for information.

CARRIED

Recreation Services Master Plan Advisory Committee – Selection of D69 Recreation Commission Members.

MOVED Director Fell, SECONDED Director Pratt, that Commissioners Fell, Nosworthy, Patterson and Horner be appointed to the District 69 Recreation Services Master Plan Advisory Committee.

CARRIED

Directors' Roundtable

Directors provided updates to the Board.

IN CAMERA

MOVED Director Stanhope, SECONDED Director Lefebvre, that pursuant to Section 90 (1) (e) of the *Community Charter* the Committee proceed to an In Camera Meeting, for discussions related to land issues.

CARRIED

TIME: 7:39 PM

ADJOURNMENT

MOVED Director Houle, SECONDED Director Stanhope, that this meeting be adjourned.

CARRIED

TIME: 7:43 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 8, 2016 AT 3:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	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 J. Stanhope	Electoral Area G
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director J. Kipp	City of Nanaimo
Director W. Pratt	City of Nanaimo
Director I. Thorpe	City of Nanaimo
Director M. Lefebvre	City of Parksville

Regrets:

Director B. McKay	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director T. Westbroek	Town of Qualicum Beach

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Emergency Planning Services
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
L. Gardner	Mgr. Solid Waste Services
J. Hill	Mgr. Administrative Services
C. Midgley	Mgr. Water Services & Asset Management
B. Ritter	Recording Secretary

CALL TO ORDER

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

FINANCE

2017 Preliminary Budget and Business Plan

Staff provided a presentation showing an overview of the 2017 Preliminary Budget.

Staff provided a presentation on the 2017 Proposed Budget and budget highlights for Regional and Community Utilities and Solid Waste Services, Strategic and Community Development, and Transportation and Emergency Planning Services.

ADJOURNMENT

MOVED Director Stanhope, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 5:20 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, NOVEMBER 15, 2016 AT 3:52 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

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

Regrets:

Director C. Haime	Deputy Chairperson
Director J. Stanhope	Electoral Area G
Director B. Bestwick	City of Nanaimo
Director B. McKay	City of Nanaimo
Director B. Yoachim	City of Nanaimo

Also in Attendance:

P. Carlyle	Chief Administrative Officer
R. Alexander	Gen. Mgr. Regional & Community Utilities & Solid Waste
G. Garbutt	Gen. Mgr. Strategic & Community Development
T. Osborne	Gen. Mgr. Recreation & Parks
D. Trudeau	Gen. Mgr. Transportation & Emergency Planning Services
J. Harrison	Director of Corporate Services
W. Idema	Director of Finance
K. Dolan	Mgr. Human Resources
J. Hill	Mgr. Administrative Services
M. Moody	Mgr. Information Technology & Geographic Information Systems
B. Ritter	Recording Secretary

CALL TO ORDER

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

FINANCE

2017 Preliminary Budget and Business Plan

Staff provided presentations on the 2017 Proposed Budget and budget highlights for Recreation & Parks Services, Corporate Services, and Financial Services.

Staff provided an overview and summary of the 2017 preliminary budget for the Regional District.

ADJOURNMENT

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

CARRIED

TIME: 5:30 PM

CHAIRPERSON

CORPORATE OFFICER

TO: Committee of the Whole **DATE:** November 8, 2016
FROM: Matt O'Halloran **MEETING:** November 22, 2016
Legislative Coordinator **FILE:** 0570
SUBJECT: 2017 Board and Standing Committee Regular Meeting Schedule

RECOMMENDATION

That the 2017 Board and Standing Committee regular meeting schedule be approved as presented.

PURPOSE

To present the 2017 Board and Standing Committee meeting schedule for consideration.

BACKGROUND

Board meeting requirements are set under *Regional District of Nanaimo Board Procedure Bylaw No. 1512, 2006*, and in provincial statute. The Board approves its upcoming annual meeting schedule in late fall.

Pursuant to Bylaw 1512, the Board holds one regular meeting per month, on the fourth Tuesday, except in September, November, and December. The November Inaugural meeting is set in accordance with the *Local Government Act*, which requires the Board to elect its chair and vice chair at the first meeting held after November 1. In December, the Regular Board meeting takes place on the second Tuesday of the month. The September session is held one week after the fourth Tuesday (October 3) to accommodate the annual convention of the Union of British Columbia Municipalities.

The 2017 meeting schedule also includes the Electoral Area Services Committee (EASC), which was established by the Board in July, 2016, and has met regularly since September, 2016. The Electoral Area Planning Committee (EAPC) has been absorbed into the EASC, and is not included in the 2017 schedule.

Meetings of the EASC and Committee of the Whole Committee are scheduled on the second Tuesday of each month, except in August, November, and December. In November these meetings are held on the fourth Tuesday to accommodate the above-noted statutory requirement for scheduling the Inaugural Board meeting. Consistent with Board practice, there are no meetings of the EASC or CoW in August or December. There are no scheduling requirements for these committees in Bylaw 1512, or under provincial statute.

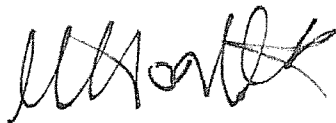
The list of proposed 2017 meeting dates is included on Appendix I. The 2017 schedule does not include Special meetings that may be required for Board and Standing Committees, or town hall meetings which would be scheduled through a Board motion.

ALTERNATIVES

1. That the 2017 meeting schedule be approved as presented.
2. That the Board provide alternate direction.

SUMMARY/CONCLUSIONS

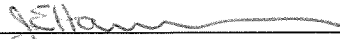
A list of 2017 regular meeting dates for the Board and Standing Committees has been prepared for consideration. The meeting schedule includes the recently established EASC, and no longer includes the EAPC.



M. O'Halloran
mohalloran@rdn.bc.ca



J. Hill
Manager, Administrative Services



J. Harrison
Director, Corporate Services



P. Carlyle
Chief Administrative Officer

APPENDIX I (page 1 of 2)

Regional District of Nanaimo 2017 Board and Standing Committee Regular Meeting Schedule

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

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

January 10	EASC/Committee of the Whole
January 24	Board Meeting
February 14	EASC/Committee of the Whole
February 28	Board Meeting
March 14	EASC/Committee of the Whole
March 28	Board Meeting
April 11	EASC/Committee of the Whole
April 25	Board Meeting
May 9	EASC/Committee of the Whole
May 23	Board Meeting
June 13	EASC/Committee of the Whole
June 27	Board Meeting
July 11	EASC/Committee of the Whole
July 25	Board Meeting
August 22	Board Meeting
September 12	EASC/Committee of the Whole
October 3	Board Meeting
October 10	EASC/Committee of the Whole
October 24	Board Meeting
November 14	Inaugural Board Meeting
November 28	EASC/Committee of the Whole
December 12	Board Meeting

2017 Conferences:

AVICC Convention - April 7-9 (Campbell River)
FCM Conference – June 1-4 (Ottawa)
UBCM Convention – September 25-29 (Vancouver)

APPENDIX I (page 2 of 2)

Regional District of Nanaimo 2017 Board and Standing Committee Regular Meeting Schedule

January 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28				

March 2017						
S	M	T	W	T	F	S
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April 2017						
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23	24	25	26	27	28	29
30						

May 2017						
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28	29	30	31			

June 2017						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
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23	24	25	26	27	28	29
30	31					

August 2017						
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13	14	15	16	17	18	19
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27	28	29	30	31		

September 2017						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
S	M	T	W	T	F	S
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December 2017						
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24	25	26	27	28	29	30
31						

COW
EASC
Board

AVICC (April 7-9)
FCM (June 1-4)
UBCM (Sept 25-29)

TO: Committee of the Whole **DATE:** November 9, 2016

FROM: Tiffany Moore **MEETING:** November 22, 2016
Manager, Accounting Services **FILE:**

SUBJECT: Bylaw No. 1751 – A Bylaw to Authorize Preparation of 2017 Parcel Tax Rolls

RECOMMENDATION:

1. That the "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016", be introduced and read three times.
2. That the "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016" be adopted.
3. That the Board appoint the Chairperson, the Manager, Administrative Services and the Director of Finance to preside as the 2017 parcel tax review panel.

PURPOSE:

To introduce for three readings and adoption "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016".

BACKGROUND:

The *Local Government Act* requires that the Board adopt a bylaw to provide for the preparation of assessment rolls in order to levy parcel taxes. The "2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016", introduced with this report identifies thirty-one services for which parcel taxes form a part of the annual revenues.

When a parcel tax is to be imposed for the first time, a parcel tax review panel must be established to consider any concerns respecting the parcel tax roll. The types of corrections which can be addressed by the review panel include updating an owner's name and address, considering whether a parcel is correctly included or excluded from the service and considering whether an exemption has been properly or improperly allowed. For 2017, there are new parcel taxes being imposed for Westurne Heights Water Service and a parcel tax review panel is required.

The review panel consists of 3 people, which may be any combination of staff and Board members. A tentative date for the review panel would be Tuesday, February 28, 2017 between 4:30 pm and 5:30 pm in the Regional District Committee Room. Section 388(2)(b) of the *Local Government Act* requires that the authenticated parcel tax rolls be forwarded to the Surveyor of Taxes, however, the Surveyor of Taxes office controls the time the rolls are received by our offices and returned to them. The dates outlined in this report may be amended slightly to conform to Surveyor of Taxes schedule and to ensure sufficient notice to property owners and Board appointed panel members.

ALTERNATIVES:

There are no alternatives to this process.

FINANCIAL IMPLICATIONS:


Advertising and mailing costs are provided in the 2017 budget for this purpose.

SUMMARY/CONCLUSIONS:

Pursuant to the *Local Government Act* this report introduces a bylaw which will provide for the preparation of parcel tax rolls for 2017. The parcel tax review panel will meet tentatively on Tuesday, February 28, 2017 between 4:30 and 5:30 pm to hear any concerns regarding information contained in the parcel tax rolls.



T. Moore
Manager, Accounting Services
tmoore@rdn.bc.ca



W. Idema
Director of Finance



P. Carlyle
Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1751

**A BYLAW TO PROVIDE FOR THE PREPARATION OF
PARCEL TAX ROLLS FOR THE YEAR 2017**

WHEREAS the Board of the Regional District of Nanaimo shall, pursuant to the *Local Government Act*, provide by bylaw for the preparation of an assessment roll for the purpose of imposing a parcel tax;

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

1. Assessment rolls for the purpose of levying a parcel tax for the Year 2017 are to be prepared for the following services:

Sewer:

French Creek Sewerage Facilities Local Service Area	Establishing Bylaw No. 813, 1990
Fairwinds Sewerage Facilities Local Service Area	Conversion Bylaw No. 947, 1994
Pacific Shores Sewer Local Service Area	Establishing Bylaw No. 1021, 1996
Surfside Sewer Local Service Area	Establishing Bylaw No. 1124, 1998
Barclay Crescent Sewer	Establishing Bylaw No. 1391, 2004
Cedar Sewer Service	Establishing Bylaw No. 1445, 2005
Cedar Sewer Commercial Properties Capital Financing Service	Establishing Bylaw No. 1513, 2007
Cedar Sewer Large Residential Properties Capital Financing Service	Establishing Bylaw No. 1517, 2007
Cedar Sewer Sportsfield Capital Financing Service	Establishing Bylaw No. 1519, 2007
Cedar Sewer Small Residential Properties Capital Financing Service	Establishing Bylaw No. 1521, 2007
Cedar Sewer Small Residential Properties Stage 2 Capital Financing Service	Establishing Bylaw No. 1565, 2009
Hawthorne Rise Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1686, 2013
Reid Road Sanitary Sewer Capital Financing Service	Establishing Bylaw No. 1707, 2014

Water:

Surfside Properties Water Supply Specified Area	Establishing Bylaw No. 694, 1985
French Creek Water Local Service	Conversion Bylaw No. 874, 1992
French Creek Bulk Water Supply Local Service Area	Establishing Bylaw No. 1050, 1996
Nanoose Bay Bulk Water Supply Local Service Area	Establishing Bylaw No. 1049, 1996
Decourcey Water Local Service Area	Establishing Bylaw No. 1096, 1998
San Pareil Water Local Service Area	Establishing Bylaw No. 1170, 1999
Driftwood Water Supply Service Area	Establishing Bylaw No. 1255, 2001
Englishman River Community Water Service	Establishing Bylaw No. 1354, 2003
Melrose Terrace Community Water Service	Establishing Bylaw No. 1397, 2004
Nanoose Peninsula Water Service	Establishing Bylaw No. 867.01, 2005
Whiskey Creek Water Services	Establishing Bylaw No. 1605, 2010
San Pareil Water System (Fire Protection Improvements) Service	Establishing Bylaw No. 1646, 2013
Westurne Heights Water Service	Establishing Bylaw No. 1718, 2015

Other:

Regional Parks	Establishing Bylaw No. 1231, 2001
Meadowood Fire Protection Service Area	Establishing Bylaw No. 1509, 2006
Crime Prevention and Community Justice Support	Establishing Bylaw No. 1479, 2006
Drinking Water and Watershed Protection Service Area	Establishing Bylaw No. 1556, 2008
Northern Community Economic Development Service	Establishing Bylaw No. 1649, 2011

2. The bylaws referred to in (1) above include any subsequent amendments.
3. Unless otherwise noted herein a parcel tax shall be levied on the basis of a single amount for each taxable property with land and improvements or land only within the service area.

4. Parcel taxes with respect to the Cedar Sewer Commercial Capital Financing Service will be levied on the basis of the size of each parcel with a parcel defined as a taxable folio within the service area assessed for land and improvements, or land only or improvements only and the amount of the parcel tax will be established as a rate per hectare.
5. Parcel taxes with respect to the Cedar Sewer Large Residential Properties Capital Financing Service will be levied on the basis of a rate per unit of size with a unit of 1 established for a property up to 2 hectares in size and a unit of 2 established for properties greater than 2 hectares in size.
6. Parcel taxes with respect to the Cedar Sewer Service (sewer collection and treatment) will be levied on the basis of a rate per unit of size with units established as:

Parcel of land less than or equal to .2 ha = 1
Parcel of land greater than .2 ha up to 1 ha = 2
Parcel of land greater than 1 ha up to 3 ha = 3
Parcel of land greater than 3 ha = 6
8. Parcel taxes under Sections (3) above shall not be levied on folios with the following characteristics:
 - i) water, including but not limited to foreshore leases
 - ii) continuous structures physically identifiable as telephone, hydro, or other utility wires, fiber or cables.
9. It is the responsibility of taxpayers with properties described under Section 8 to notify the Regional District in order to note those properties as exempt from the particular parcel taxes otherwise applicable.
10. This bylaw may be cited as “2017 Parcel Tax Assessment Roll Bylaw No. 1751, 2016”.

Introduced and read three times this __th day of _____, 2016.

Adopted this __th day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

TO: Committee of the Whole **DATE:** November 8, 2016

FROM: Manvir Manhas **MEETING:** November 22, 2016
Manager, Capital Accounting & Financial Reporting **FILE:**

SUBJECT: Operating Results for the Period ending September 30, 2016

RECOMMENDATION:

That the summary report on financial operating results as at September 30, 2016 be received for information.

BACKGROUND:

The Regional Board is provided with quarterly financial progress statements in order to review both positive and negative budget trends. Assuming an even distribution of revenues and expenses throughout the year, the current financial benchmark would be approximately 75% versus budget. Variances are explained below and in Appendix 1. Forecasts for year end at this time indicate all services will complete the year within budget or under budget as a result of reduced operating costs and carry forward projects.

Overall Summary by Division (Appendix 2)

This appendix provides an overview of the year to date results at an organizational level.

Revenues

Total revenues are at 70% of budget which is consistent with prior years. Grant Revenues are at 98% mainly due to the inclusion of the \$6 million grant for the Marine Outfall. Other Revenues at 44% (includes transfers from reserves for capital projects) reflect timing of large projects. Capital projects use a drawdown accounting approach where transfers from reserves and Development Cost Charge revenues are recorded as project expenses are incurred. Operating revenues are at 85% of the budget as they reflect both of the water utility services billings which occur in May and September.

Expenditures

Overall 2016 expenditures are at 64% of budget which is also consistent with prior years. Expenditure items noticeably under budget include Professional fees (41%) and Capital Expenditures (46%). Capital Expenditures and Professional fees are directly related to the timing of payments for projects.

Community Grants are at (98%) as the majority of grants have been disbursed to the recipients. Expenditures for Debt Interest (63%) and Debt Principal (70%) vary from the budget because of the timing of debt payments made to the Municipal Finance Authority. Transfers to Reserve (105%) are completed and recorded in August every year with additional transfers made to Gabriola Island Emergency Wharf reserve for the Green's Landing Wharf transfer and the Nanoose Bulk water reserve for Englishman River Joint Venture land sale.

Summary of Operating Results by Department (Appendix 3)

This appendix lists the total year to date revenues and expenditures for services within each organizational division at September 30. The majority of the variances are due to timing differences related to capital works and consulting projects and the related revenue accruals. The attached Appendix 1 provides a summary of variances other than those resulting from timing..

FINANCIAL IMPLICATIONS:

There are no significant variances impacting the overall budget for the period ending September 30, 2016 and year end projections indicate a similar pattern of variances and carry forward surplus amounts for all services.

STRATEGIC PLAN IMPLICATIONS:

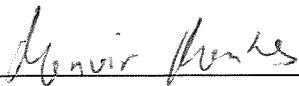
Quarterly financial progress statements provide information to identify both positive and negative budget trends and to allow for improved financial planning. This directly supports the Board governing principles to “Be Transparent and Accountable” and to “Show Fiscal Restraint” through prudent use of tax dollars and to deliver the services expected by residents of the Region as cost effectively as possible.

SUMMARY:

To date 70% of budgeted revenues and 64% of budgeted expenditures have been recorded for the RDN as a whole. The majority of the variances are due to timing differences in recording these revenues and expenses and the timing of the capital projects.

Expenditures for professional fees (41%) and capital projects (46%) are lower due to the timing of capital projects with some larger projects such as the E&N Rail Trail being completed this fall and others such as the Landfill Scale replacement being carried forward to 2017. Community Grants are at (98%) as the majority of the grants were disbursed to the recipients by August. Across all services, wages and benefits are in line with expectations at 73% of the budget.

At this time, year end projections indicate RDN services will be on budget with carry forward surpluses similar to prior years.



M. Manhas
Manager, Capital Accounting & Financial Reporting
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W. Idema
Director of Finance



P. Carlyle
Chief Administrative Officer

Services with variances as at September 30, 2016 for reasons in addition to timing and carryforward projects are as follows:

Services	Revenue/Expenses	Explanation of variance
Corporate Administration	84% revenue/73% expenditures	Better than projected interest income + timing of revenue accruals
Community Planning	82% revenue/66% expenditures	Staff vacancies + related operating cost savings
Regional Growth Strategy	81% revenue/62% expenditures	Staff vacancies + related operating cost savings
Building Inspection	94% revenue/73% expenditures	Higher than expected building permit revenues
Hazardous Properties	47% revenue/98% expenditures	Cassidy property cleanup costs
Southern Community Wastewater	66% revenue/66% expenditures	Reduced debt servicing cost as result of grant, staff vacancies, reduced operating costs + timing of capital work
Northern Community Wastewater	75% revenue/64% expenditures	Staff vacancies, reduced operating costs + timing of capital work
Water Services	Revenue over 75% benchmark	Revenue reflects both spring and fall utility billings
Drinking Water/Watershed Protection	81% revenue/58% expenditures	Rebate program fully allocated but payments issued upon receipt in fall + timing variances
Nanosee Bay Bulk Water	27% revenue/27% expenditures	Utilization of grant funding as primary project funding by Joint Venture partners + timing of the capital project
French Creek Bulk Water	201% revenue/214% expenditures	Sale of AWS/ERWS Joint Venture Property
Solid Waste Management	64% revenue/56% expenditures	Lower capital cost/timing of capital projects offset by higher than expected tipping fee revenues
Community Parks	Revenue 58%-160% Expenditures 44%-145%	Staff vacancies/Timing of projects/Mudge Island park purchase-Community Park Area B
Gabriola Island Emergency Wharf	3457% revenue/3476% expenditures	Transfer of Green's Landing Wharf - funds received/offsetting additional transfer to reserve



GENERAL REVENUE FUND
As of September 30, 2016

	CORPORATE			SERVICES			STRATEGIC & COMM DEVELOPMENT			REGIONAL & COMM UTILITIES		
	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var
REVENUES												
TAX REQUISITION	2,836,379	3,781,837	75%				1,789,896	2,386,528	75%	12,281,597	16,375,461	75%
GRANTS	597,592	158,890	376%				60,936	209,128	29%	6,234,617	1,825,025	342%
OPERATING REVENUE	20,865	19,554	107%				1,104,914	1,213,763	91%	12,197,520	13,650,849	89%
OTHER REVENUE	7,893,504	11,623,380	68%				275,474	382,385	72%	11,533,346	33,547,324	34%
PRIOR YEARS SURPLUS (DEFICI)	1,244,851	1,244,851	100%				1,206,108	1,206,108	100%	4,832,295	4,832,295	100%
TOTAL REVENUES	12,593,191	16,828,512	75%				4,437,328	5,397,912	82%	47,079,375	70,230,954	67%
EXPENSES												
OFFICE OPERATING	98,689	188,603	52%				276,058	398,735	69%	1,344,504	1,858,319	72%
COMMUNITY GRANTS	54,517	56,528	96%				0	0	0%	0	0	0%
LEGISLATIVE	344,699	496,894	69%				0	0	0%	0	0	0%
PROFESSIONAL FEES	157,699	375,550	42%				140,865	331,100	43%	640,856	1,410,078	45%
BUILDING - OPER & MAINT	277,951	340,947	82%				27,985	40,813	69%	1,004,204	1,568,860	64%
VEH & EQUIP - OPER & MAINT	148,299	175,062	85%				66,087	74,767	88%	1,249,829	1,798,940	69%
OTHER OPERATING COSTS	464,612	761,967	61%				507,820	694,746	73%	6,590,917	10,849,391	61%
WAGES & BENEFITS	3,070,895	4,176,161	74%				1,694,804	2,418,273	70%	5,803,362	7,937,129	73%
PROGRAM COSTS	0	21,000	0%				98,347	173,284	57%	108,040	189,300	57%
CAPITAL EXPENDITURES	167,982	549,500	31%				65,401	72,500	90%	17,924,010	35,251,642	51%
DEBT - FINANCING - INTEREST	2,216,690	3,438,815	64%				0	0	0%	236,684	594,437	40%
DEBT - FINANCING - PRINCIPAL	1,991,421	3,185,994	63%				0	0	0%	333,663	443,392	75%
TRSF TO RESERVE FUND	183,841	187,550	98%				167,929	156,375	107%	5,492,773	5,215,586	105%
TRSF TO OTHER GOV'T/AGENCIE	2,057,669	2,207,331	93%				177,000	376,828	47%	0	0	0%
TOTAL EXPENDITURES	11,234,964	16,161,902	70%				3,222,296	4,737,221	68%	40,728,842	67,117,074	61%
OPERATING SURPLUS (DEFICIT)	1,358,227	666,610					1,215,032	660,691		6,350,533	3,113,880	



GENERAL REVENUE FUND
As of September 30, 2016

	RECREATION & PARKS SERVICES			TRANSIT & EMERGENCY SERVICE:			TOTAL REVENUE			FUND		
	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var	Actual 2016	Budget 2016	% Var
REVENUES												
TAX REQUISITION	8,026,313	10,701,750	75%	10,682,666	14,243,555	75%	35,616,851	47,489,131	75%			
GRANTS	1,402,013	4,115,245	34%	4,672,162	6,988,710	67%	12,967,320	13,296,998	98%			
OPERATING REVENUE	1,226,473	1,608,515	76%	3,355,798	4,509,487	74%	17,905,570	21,002,168	85%			
OTHER REVENUE	336,350	1,507,942	22%	1,867,086	3,222,459	58%	21,905,760	50,283,490	44%			
PRIOR YEARS SURPLUS (DEFICIT)	1,522,596	1,522,596	100%	2,676,636	2,676,636	100%	11,482,486	11,482,486	100%			
TOTAL REVENUES	12,513,745	19,456,048	64%	23,254,348	31,640,847	73%	99,877,987	143,554,273	70%			
EXPENSES												
OFFICE OPERATING	431,191	597,498	72%	989,694	1,347,825	73%	3,140,136	4,390,980	72%			
COMMUNITY GRANTS	0	0	0%	0	0	0%	54,517	56,528	96%			
LEGISLATIVE	0	1,500	0%	0	0	0%	344,699	498,394	69%			
PROFESSIONAL FEES	70,946	311,200	23%	27,023	94,740	29%	1,037,389	2,522,668	41%			
BUILDING - OPER & MAINT	513,063	806,539	64%	297,831	475,449	63%	2,121,034	3,232,608	66%			
VEH & EQUIP - OPER & MAINT	143,490	236,827	61%	4,035,870	5,593,401	72%	5,643,575	7,878,997	72%			
OTHER OPERATING COSTS	561,321	1,165,284	48%	2,220,315	3,390,217	65%	10,344,985	16,861,605	61%			
WAGES & BENEFITS	3,326,387	4,619,653	72%	8,592,038	11,513,970	75%	22,487,486	30,665,186	73%			
PROGRAM COSTS	423,881	563,286	75%	0	0	0%	630,268	946,870	67%			
CAPITAL EXPENDITURES	1,800,688	5,602,994	32%	752,145	3,339,737	23%	20,710,226	44,816,373	46%			
DEBT - FINANCING - INTEREST	343,545	459,224	75%	123,318	171,693	72%	2,920,237	4,664,169	63%			
DEBT - FINANCING - PRINCIPAL	914,561	1,004,287	91%	115,459	153,954	75%	3,355,104	4,787,627	70%			
TRSF TO RESERVE FUND	1,419,940	1,485,660	96%	1,617,821	1,411,826	115%	8,882,304	8,456,997	105%			
TRSF TO OTHER GOVTT/AGENCIES	1,707,332	2,001,992	85%	2,545,090	2,658,462	96%	6,487,091	7,244,413	90%			
TOTAL EXPENDITURES	11,656,345	18,855,944	62%	21,316,604	30,151,274	71%	88,159,051	137,023,415	64%			
OPERATING SURPLUS (DEFICIT)	857,400	600,104		1,937,744	1,489,573		11,718,936	6,530,858				



SUMMARY OF OPERATING RESULTS
For period ending September 30, 2016

	Revenues		Expenditures		Surplus	
	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget
CORPORATE SERVICES						
Administration	6,028,901	7,194,286	4,870,907	6,631,037	1,157,994	563,249
Community Justice	103,725	138,300	138,300	138,300	(34,575)	0
Electoral Area Administration	744,742	843,738	517,493	740,375	227,249	103,363
Regional Library	2,161,440	2,931,822	2,161,439	2,931,822	1	0
Feasibility Studies	14,930	14,930	7,375	14,930	7,555	0
Municipal Debt Transfers	3,539,883	5,683,936	3,539,883	5,683,936	0	0
House Numbering	16,125	21,500	16,125	21,500	0	0
TOTAL	12,609,746	16,828,512	11,251,522	16,161,900	1,358,224	666,612
STRATEGIC & COMMUNITY DEVELOPMENT						
EA Community Planning	1,661,488	2,034,828	1,231,573	1,858,795	429,915	176,033
Economic Development South	132,750	177,000	177,000	177,000	(44,250)	0
Economic Development North	49,868	57,838	38,464	57,838	11,404	0
VIHA Community Wellness Grant	0	154,933	0	154,933	0	0
VIHA Health Network Funding	7,951	44,695	7,951	44,695	0	0
Regional Growth Strategy	577,888	710,478	376,699	605,355	201,189	105,123
Building Inspection	1,488,811	1,581,682	892,657	1,229,979	596,154	351,703
Bylaw Enforcement						
Bylaw Enforcement	237,925	303,785	237,925	303,785	0	0
Animal Control EA A,B,C,LANIZ	55,136	71,506	48,605	67,463	6,531	4,043
Animal Control E,G & H	74,477	96,440	68,499	92,744	5,978	3,696
Animal Control EA F	25,438	30,086	14,157	20,841	11,281	9,245
Unsanitary Premises	43,480	59,273	43,463	58,493	17	780
Hazardous Properties	11,853	25,481	24,441	24,867	(12,588)	614
Noise Control	39,211	49,887	29,812	40,432	9,399	9,455
Community Works Fund Projects - Strategic & Community Dev	31,053	0	31,053	0	0	0
TOTAL	4,437,329	5,397,912	3,222,299	4,737,220	1,215,030	660,692
REGIONAL & COMMUNITY UTILITIES						
RCU - Administration	283,287	373,845	283,287	373,845	0	0
Wastewater Management						
Liquid Waste Management Planning	527,978	664,521	313,590	512,652	214,388	151,869
Wastewater Southern Community	20,141,584	30,318,769	19,393,974	29,369,865	747,610	948,904
Wastewater Northern Community	4,524,708	5,995,177	3,606,921	5,599,045	917,787	396,132
Wastewater Duke Point	408,689	483,970	249,585	329,137	159,104	154,833
Water Supply						
Water - Surfside	42,193	46,682	35,650	45,565	6,543	1,117
Water - French Creek	146,227	199,006	102,747	181,067	43,480	17,939
Water - Whiskey Creek	106,933	181,022	86,060	169,693	20,873	11,329
Water - Decourcy	10,915	12,566	8,097	10,018	2,818	2,548
Water - San Pareil	215,053	236,432	175,961	232,943	39,092	3,489



SUMMARY OF OPERATING RESULTS
For period ending September 30, 2016

	Revenues		Expenditures		Variance	Expenditures		Variance	Surplus	
	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget		2016 Actuals	2016 Budget			
Water - Driftwood	4,094	5,459	4,093	5,459	75%			1	0	
Water - Englishman River	127,251	135,237	75,860	112,928	67%			51,391	22,309	
Water - Melrose Place	35,591	46,233	23,771	38,901	77%			11,820	7,332	
Water - Nanoose Peninsula	1,724,937	2,128,974	1,007,729	2,007,037	81%			717,208	121,937	
Water - Bulk Water Nanoose Bay	1,114,829	4,069,226	1,079,206	3,952,298	27%			35,623	116,928	
Water - Bulk Water French Creek	122,918	61,027	122,918	57,549	201%			0	3,478	
Water - San Pareil Fire	55,658	74,211	55,659	74,211	75%			(1)	0	
Water - Westurne Heights	9,844	4,295	12,060	4,295	229%			(2,216)	0	
Drinking Water/Watershed Protection	549,796	676,105	334,361	578,602	81%			215,435	97,503	
Streetlighting	84,659	116,118	68,494	104,744	73%			16,165	11,374	
Sewer Collection										
Sewer - French Creek	857,369	1,016,609	738,634	1,012,733	84%			118,735	3,876	
7551 / 2851 - Sewer/Fairwinds / Wastewater Nanoose	741,169	877,802	448,242	804,390	84%			292,927	73,412	
Sewer - Pacific Shores	64,069	80,870	51,570	76,671	79%			12,499	4,199	
Sewer - Surfside	30,877	36,058	16,160	27,337	86%			14,717	8,721	
Sewer - Cedar	213,623	230,964	136,916	185,512	92%			76,707	45,452	
Sewer - Barclay	215,921	253,506	155,529	221,140	85%			60,392	32,366	
Sewer - Reid Road Debt	2,295	3,624	2,718	3,624	63%			(423)	0	
Sewer - Hawthorne Rise Debt	7,906	9,941	7,456	9,941	80%			450	0	
Englishman River Stormwater	10,128	11,382	4,011	6,348	89%			6,117	5,034	
Cedar Estates Stormwater	10,746	11,927	5,011	7,348	90%			5,735	4,579	
Pump & Haul	1,500	2,400	1,500	2,400	63%			0	0	
Solid Waste										
Solid Waste Management	10,525,465	16,363,113	8,845,664	15,665,903	64%			1,679,801	697,210	
Solid Waste Collection & Recycling	4,106,067	4,750,352	3,220,324	4,580,342	86%			885,743	170,010	
Community Works Fund Projects - Regional & Community Utiliti	55,092	753,531	55,092	753,531	7%			0	0	
TOTAL	47,079,371	70,230,954	40,728,850	67,117,074	67%			6,350,521	3,113,880	
RECREATION & PARKS SERVICES										
Regional Parks	3,498,988	6,973,997	3,060,957	6,798,704	50%			438,031	175,293	
Community Parks										
Community Parks - Area A	189,627	258,783	137,429	251,367	73%			52,198	7,416	
Community Parks - Area B	435,805	272,012	383,268	265,025	160%			52,537	6,987	
Community Parks - Area C (Extension)	82,741	99,282	45,064	80,494	83%			37,677	18,788	
Community Parks - Area C (East Wellington)	116,628	158,143	75,642	139,838	74%			40,986	18,305	
Community Parks - Area E	164,999	285,325	125,818	282,990	58%			39,181	2,335	
Community Parks - Area F	149,120	184,490	101,213	174,682	81%			47,907	9,808	
Community Parks - Area G	122,072	191,427	89,224	183,800	64%			32,848	7,627	
Community Parks - Area H	168,614	214,300	121,205	208,115	79%			47,409	6,185	
Area A Recreation & Culture	258,405	303,447	104,906	191,275	85%			153,499	114,172	
Northern Community Recreation	1,422,071	1,807,639	1,445,141	1,778,762	79%			(23,070)	28,877	
Oceanside Place	2,042,468	2,768,511	1,854,997	2,671,095	74%			187,471	97,416	



SUMMARY OF OPERATING RESULTS
For period ending September 30, 2016

	Revenues		Expenditures		Variance	Expenditures		Variance	Surplus	
	2016 Actuals	2016 Budget	2016 Actuals	2016 Budget		2016 Actuals	2016 Budget			
Ravensong Aquatic Centre	2,763,595	3,504,979	79%	2,714,532	3,398,074	80%	49,063	106,905		
Gabriola Island Recreation	119,015	120,874	98%	129,869	120,874	107%	(10,854)	0		
Southern Community Recreation & Culture	939,232	1,249,320	75%	1,226,715	1,249,320	98%	(287,483)	0		
Community Works Fund Projects - Parks & Recreation Services	40,363	1,061,519	4%	40,363	1,061,519	4%	0	0		
TOTAL	12,513,743	19,456,048	64%	11,656,343	18,855,934	62%	857,400	600,114		
TRANSIT & EMERGENCY SERVICES										
Transit										
Transit - Southern Community	16,773,687	23,319,307	72%	15,239,204	22,403,144	68%	1,534,483	916,163		
Transit - Gabriola Transit Contribution	73,249	97,665	75%	96,849	97,665	99%	(23,600)	0		
Transit - Gabriola Island Taxi Saver	8,955	11,940	75%	2,330	11,940	20%	6,625	0		
Transit - Northern Community	1,788,705	2,222,226	80%	1,286,669	1,873,383	69%	502,036	348,843		
Gabriola Island Emergency Wharf	204,435	5,914	3,457%	205,572	5,914	3,476%	(1,137)	0		
Fire Protection										
Fire - Meadowood	104,517	139,357	75%	104,518	139,357	75%	(1)	0		
Fire - Nanaimo River	13,347	17,795	75%	17,388	17,795	98%	(4,041)	0		
Fire - Coombs Hilliers	540,530	651,505	83%	637,224	651,505	98%	(96,694)	0		
Fire - Errington	376,608	512,901	73%	485,208	512,901	95%	(108,600)	0		
Fire - French Creek	392,060	498,238	79%	342,307	438,286	78%	49,753	59,952		
Fire - Nanoose Bay	823,616	976,294	84%	612,078	960,849	64%	211,538	15,445		
Fire - Wellington	60,111	79,022	76%	74,970	79,022	95%	(14,859)	0		
Fire - Cassidy Waterloo	133,871	171,538	78%	134,194	171,538	78%	(323)	0		
Fire - Dashwood	463,793	574,160	81%	584,330	574,160	102%	(120,537)	0		
Fire - Extension	161,098	193,515	83%	137,369	193,515	71%	23,729	0		
Fire - Parksville Local	153,425	176,968	87%	91,413	92,140	99%	62,012	84,828		
Fire - Bow Horn Bay	256,465	737,085	35%	337,781	737,085	46%	(81,316)	0		
Emergency Planning	254,685	379,460	67%	173,329	361,585	48%	81,356	17,875		
D68 Search & Rescue	38,628	50,460	77%	43,475	47,800	91%	(4,847)	2,660		
D69 Marine Search & Rescue	3,750	5,000	75%	5,000	5,000	100%	(1,250)	0		
D69 Land Search & Rescue	7,500	10,000	75%	10,000	10,000	100%	(2,500)	0		
D68 E911	109,626	147,445	74%	84,379	147,445	57%	25,247	0		
D69 E911	511,686	663,052	77%	611,013	619,245	99%	(99,327)	43,807		
TOTAL	23,254,347	33,640,847	73%	21,316,600	30,151,274	71%	1,937,747	1,489,573		
TOTAL ALL SERVICES	99,894,536	143,554,273	70%	88,175,614	137,023,402	64%	11,718,922	6,530,871		

TO: Committee of the Whole
DATE: November 16, 2016

FROM: Wendy Idema, Director of Finance
Manvir Manhas, Manager, Capital
Accounting & Financial Reporting
MEETING: November 22, 2016

SUBJECT: 2017 Proposed Budget Overview
FILE:

RECOMMENDATION:

1. That the proposed 2017 budget be approved.
2. That staff be directed to proceed to finalize the 2017 to 2021 financial plan.

BUDGET OVERVIEW:

Local governments are required to prepare five year financial plans which are intended to guide the development of annual operating budgets. The 2017 proposed budget is based on the 2016 to 2020 Financial Plan with adjustments for known capital projects and service level changes. The RDN faces cost pressures in the next few years related to capital upgrades required for the Greater Nanaimo Pollution Control Centre, the French Creek Pollution Control Centre, the landfill and the various water services we operate.

This report refers to pages in the Director's budget binders and appendices to this report.

Budget Summaries (Appendix A/Binder Page 11, Appendix B/Binder Pages 7-9, Appendix E/Binder Page 13)

The consolidated summary of the Regional District's 2017 budget (Appendix A), projects \$157 million in expenditures in 2017, an increase of 14.6% from 2016. The primary change is an \$18.0 million increase in capital expenditures. Appendix E provides the current estimated property tax change by jurisdiction from 2016.

There are 105 different services forming the Regional District's budget, 34 of the services are shared among multiple member jurisdictions such as Wastewater & Solid Waste Management, Regional Parks and Transit. Seventy-one services are single member jurisdiction functions such as Utility Services, Animal and Noise Control, Community Parks, and certain Recreation Services. Appendix B shows the annual change by individual service.

Approximately \$68.9 million or 44% (2016 = \$67.0 million/49%) of expenditures is applied to operating costs, 6% of the budget goes to long term debt, 6% to various capital reserves, 5% will be transferred to other organizations under agreements and the remaining 40% is allocated to capital projects in 2017.

Total revenues (excluding prior year surpluses) are \$152.7 million versus \$132.1 million in 2016. The majority of the increase is due to borrowing and reserve fund transfers to fund additional capital projects. Operating revenues are higher than 2016 by \$1 million largely due to increased fee revenue in Solid Waste and Building Inspection as well as general increases across other departments.

Year over Year Changes (Appendix C/Binder Page 6)

The 2016 to 2020 Financial Plan forecast for property tax revenues in 2017 was \$49.8 million. The current 2017 estimate is for \$49.2 million (3.7% increase from 2016) which includes both local and shared services. The year-over-year change for shared services has been summarized into three categories:

New/Changed Service Levels: 3.4% (Appendix C/Binder Page 6)

Capital programs for Wastewater Services, a Regional Services Review, the Mudge Island Park purchase and the Northern Community Transit expansion are the largest drivers of the annual tax increase.

Existing Services: -0.8% (Appendix C/Binder Page 6)

The cumulative property tax change year over year for existing services is a \$361,848 decrease or -0.8%. Much of this change is impacted by the return of ICF requisition (\$799,000), Ravensong completion of 20 year debt servicing requisition (\$500,000) and operating cost changes in all other services.

Capital Projects:

The 2017 budget includes \$62.8 million in capital expenditures; major capital items are listed below.

Service Area	Capital Project
Southern Community Wastewater	Secondary Treatment Upgrade – construction
Nanoose Bay Bulk Water	Englishman River Joint Venture project
Regional Parks	Possible land purchases/donations Little Qualicum Bridge – construction Benson Creek Falls projects
Errington Fire Service	Two Pumper Trucks
Transit Services	Possible downtown exchange development Shop roof repair
San Pareil Water	UV Treatment Project
Solid Waste Services	Scale and Loader replacements
Bow Horn Bay Fire Service	Satellite hall engineering/construction
Northern Community Wastewater	Plant expansion - design
Water Services	Nanoose Peninsula Water – Marine Drive & Anchor Way watermain replacement
Dashwood Fire Service	Hall replacement planning

Staff Resource Changes Summary

Southern Community Wastewater	2 FTE's for Operator Positions related to Secondary Treatment Upgrade (\$94,220 = 2017 ½ year cost) Temporary Project Inspector position specific to the capital project (\$82,000)
Corporate Services (Finance)	Purchasing Manager FTE to provide support to departments for capital and operational procurement funded by Admin recoveries to all service areas (2017 part year cost estimate \$68,000)
Transit & Emergency Services	D69 Transit expansion additional driver hours (\$113,000) Temporary Bodyperson (net zero impact as costs recovered through ICBC & BC Transit) Emergency Planning temp Special Projects Coordinator (\$40,000)
Parks & Recreation + Strategic & Community Development	Convert temporary Parks Planner to FTE for project work (\$41,000 additional cost) Community Planning temporary Planner related to Bylaw 500 review (\$53,000)

Pending 2017 funding requests

A Request for funding has been received from the Coastal Invasive Species Committee for \$16,500. Staff will provide additional information regarding that request in January along with any other requests or changes that come forward.

ALTERNATIVES:

1. That the Board receive and approve the proposed 2017 budget as presented and direct staff to proceed to finalize the 2017 to 2021 Financial Plan.
2. That the Board receive this report for information and provide direction to staff for recommended amendments or further analyses.

FINANCIAL IMPLICATIONS:

Member Participation (Appendix D/Binder Pages 14-16 & Appendix E/Binder Page 13)

These schedules summarize financial implications for each of the member jurisdictions based on 2016 assessments which will be updated when 2017 values are released. There are many unique cost sharing formulas for Regional District services including assessments only and formulas based on a combination of usage and assessment, usage only, population and assessment as well as flat rate taxes that have been approved for some services.

Local service tax requisitions – fire, water, sewage collection and streetlighting – are unique to individual property owners and often have a greater impact than all other services combined. These requisitions and tax rates are set out in Appendix B.

STRATEGIC PLAN IMPLICATIONS:

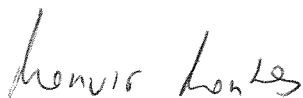
The 2017 Proposed Budget is consistent with the current strategic plan and is guided by the Board governing principles to “Be Transparent and Accountable” and to “Show Fiscal Restraint” through improved financial planning and prudent use of tax dollars and to deliver the services expected by residents of the Region as cost effectively as possible.

SUMMARY/CONCLUSIONS:

This report outlines the proposed 2017 budget and the impacts on each member jurisdiction, as well as the major initiatives planned in 2017. The full 2017 to 2021 Financial Plan will be presented in the new year and will include final 2016 Budget results along with any new items.

There are many factors impacting budgets including legislated wastewater, solid waste and water service standards, demand from the community for services such as Parks and Recreation as well as the general economy of the area. Current economic indicators for growth in the region are favourable which is impacting assessments and tax rates in a positive way. Proposed changes to tax requisitions either for increases or decreases are developed within the context of maintaining the long term plans for services and infrastructure replacements and reflect the significant capital program underway.

The 2017 preliminary budget information as discussed here is available on the RDN website for public access <http://www.rdn.bc.ca/cms.asp?wpID=771>.



M. Manhas
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W. Idema
Director of Finance



P. Carlyle
Chief Administrative Officer



GENERAL REVENUE FUND
2017 Proposed Budget

	CORPORATE	SERVICES	STRATEGIC & COMM	DEVELOPMENT	REGIONAL & COMM UTILITIES	RECREATION & PARKS SERVICES	TRANSIT & EMERGENCY SERVICES	TOTAL	PROPOSED BUDGET	%
	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	2017	Change
	2016	2017	2016	2017	2016	2017	2016	2016	2017	
REVENUES										
TAX REQUISITION	3,781,837	3,272,309	2,386,528	2,520,645	16,375,461	17,974,989	14,243,555	47,489,131	49,234,527	3.7%
GRANTS	158,890	140,890	209,128	53,195	1,825,025	3,449,387	6,988,710	13,296,998	11,416,964	
OPERATING REVENUE	19,554	22,076	1,213,763	1,341,711	13,650,849	14,362,256	4,509,487	21,002,168	22,033,567	
OTHER REVENUE	11,623,380	12,482,148	382,385	531,975	33,547,324	50,596,175	3,222,459	50,283,490	70,052,307	
PRIOR YEARS SURPLUS (DEFICI)	1,244,851	1,269,738	1,206,108	999,999	4,832,295	4,413,487	2,676,636	11,482,486	10,001,334	
TOTAL REVENUES	16,828,512	17,187,161	5,397,912	5,447,525	70,230,954	90,796,304	31,640,847	143,554,273	162,738,699	
EXPENSES										
OFFICE OPERATING	188,602	204,333	398,735	399,202	1,858,322	1,803,991	1,347,826	4,390,983	4,508,654	
COMMUNITY GRANTS	56,528	32,836					56,528	56,528	32,836	
LEGISLATIVE	496,894	510,135					498,394	498,394	511,635	
PROFESSIONAL FEES	375,550	429,485	331,100	335,600	1,410,078	1,104,315	94,740	2,522,668	2,364,270	
BUILDING - OPER & MAINT	340,947	331,890	40,813	41,313	1,568,859	1,645,070	475,449	3,232,607	3,256,406	
VEH & EQUIP - OPER & MAINT	175,062	195,005	74,766	76,593	1,796,938	1,718,626	5,593,401	7,878,993	7,583,762	
OTHER OPERATING COSTS	761,966	771,776	694,746	667,267	10,849,392	10,718,738	3,390,217	16,861,501	17,112,106	
WAGES & BENEFITS	4,176,160	4,295,171	2,418,273	2,650,249	7,937,129	8,586,369	11,513,970	30,665,183	32,468,818	
PROGRAM COSTS	21,000		173,284	258,296	189,300	206,550		946,870	1,090,077	
CAPITAL EXPENDITURES	549,500	640,500	72,500	18,000	35,251,642	54,599,142	3,339,737	44,816,373	62,818,320	
DEBT - FINANCING - INTEREST	3,438,815	3,422,588			447,712	547,286	167,533	4,513,284	4,545,969	
DEBT - FINANCING - PRINCIPAL	3,185,994	3,187,018	590,117			800,963	158,114	4,938,512	4,562,552	
CONTINGENCY										
TRSF TO RESERVE FUND	187,550	187,550	156,375	121,875	5,215,586	6,350,154	1,411,826	8,456,996	9,007,941	
TRSF TO OTHER GOVT/AGENCIE	2,207,331	2,270,628	376,628	249,695		1,719,644	2,658,462	7,244,413	7,155,958	
TOTAL EXPENDITURES	16,161,899	16,478,885	4,737,220	4,818,090	67,117,075	88,081,204	30,151,275	137,023,405	157,019,304	14.6%
OPERATING SURPLUS (DEFICIT)	666,613	708,276	660,692	629,435	3,113,879	2,715,100	1,489,572	6,530,868	5,719,395	



Summary of Tax Revenues/Municipal Participation Agreements

	2016 FINAL Mar 2016	2017 Proposed Nov 2016	change from 2016 \$	change from 2016 %
CORPORATE SERVICES				
Corporate Administration	1,103,007	1,310,157	207,150	18.8%
House Numbering	21,500	21,500	0	0.0%
Electoral Areas Admin/Building Policy & Advice	428,795	447,992	19,197	4.5%
Lantzville Service Participation Agreement	19,136	19,600	464	2.4%
General Grants In Aid	80,150	(734,000)	(814,150)	-1015.8%
Southern Restorative Justice/Victim Services	16,000	16,000	0	0.0%
Northern Community Justice	122,300	122,300	0	0.0%
	1,790,888	1,203,549		
STRATEGIC & COMMUNITY DEVELOPMENT				
Electoral Area Community & Long Range Planning	1,495,256	1,562,543	67,287	4.5%
Regional Growth Strategy	433,857	455,549	21,692	5.0%
Economic Development - Southern Community	177,000	190,000	13,000	7.3%
Economic Development - Northern Community	50,000	50,000	0	0.0%
Animal Control - Area A ,B,C,Lantzville	67,482	68,832	1,350	2.0%
Animal Control Area E,G,H	83,252	84,917	1,665	2.0%
Animal Control Area F	18,595	18,781	186	1.0%
Hazardous Properties	14,511	36,927	22,416	154.5%
Unightly Premises	7,841	11,461	3,620	46.2%
Noise Control	38,734	41,635	2,901	7.5%
	2,386,528	2,520,645		
RECREATION & PARKS				
Ravensong Aquatic Centre	2,524,505	2,020,829	(503,676)	-20.0%
Oceanside Place	1,878,543	1,934,899	56,356	3.0%
Northern Community Recreation	1,107,471	1,140,657	33,186	3.0%
Gabriola Island Recreation	111,876	124,351	12,475	11.2%
Area A Recreation & Culture	188,171	193,816	5,645	3.0%
Port Theatre/Cultural Centre Contribution	82,869	83,813	944	1.1%
Regional Parks- operating	1,329,060	1,362,287	33,227	2.5%
Regional Parks - capital	946,036	951,216	5,180	0.5%
Electoral Areas Community Parks	1,100,610	1,218,439	117,829	10.7%
	9,269,141	9,030,307		
REGIONAL & COMMUNITY UTILITIES				
Southern Wastewater Treatment	6,107,395	7,023,504	916,109	15.0%
Northern Wastewater Treatment	3,924,468	4,114,561	190,093	4.8%
Liquid Waste Management Planning	168,366	171,733	3,367	2.0%
Drinking Water Protection	505,237	543,552	38,315	7.6%
Solid Waste Management & Disposal	578,088	722,610	144,522	25.0%
	11,283,554	12,575,960		
TRANSIT & EMERGENCY SERVICES				
Southern Community Transit	8,565,785	8,822,759	256,974	3.0%
Northern Community Transit	1,012,665	1,093,679	81,014	8.0%
Descanso Bay Emergency Wharf	5,914	6,961	1,047	17.7%
Gabriola Transit contribution	97,665	136,000	38,335	39.3%
Gabriola Taxi saver	11,940	15,000	3,060	25.6%
Emergency Planning	272,354	296,865	24,511	9.0%
Lantzville Service Participation Agreement	24,203	25,792	1,589	6.6%
District 68 Search & Rescue	47,563	47,884	321	0.7%
District 69 Marine Search & Rescue	5,000	5,000	0	0.0%
District 69 Land Search & Rescue	10,000	10,200	200	2.0%
	10,053,089	10,460,140		
GENERAL TAXATION FOR OTHER JURISDICTIONS				
SD 68 Emergency 911	151,278	157,337	6,059	4.0%
SD 69 Emergency 911	605,464	644,737	39,273	6.5%
Southern Community Recreation	1,157,962	1,168,458	10,496	0.9%
Northern Community Sportsfield Agreement	274,647	280,140	5,493	2.0%
Vancouver Island Regional Library	1,990,949	2,068,760	77,811	3.9%
	4,180,300	4,319,432		
GENERAL SERVICES PROPERTY TAX REVENUES				
	38,963,500	40,110,033		
Change from previous year	5.4%	2.9%		
LOCAL SERVICE AREA TAX REVENUES				
Duke Point Wastewater Treatment	226,779	231,315	4,536	2.0%
Northern Community Wastewater -other benefitting areas	940,977	994,156	53,179	5.7%
Fire Protection Areas	3,433,724	3,725,455	291,731	8.5%
Streetlighting Service Areas	84,789	87,396	2,607	3.1%
Stormwater Management	9,739	9,839	100	1.0%
Utility Services	3,829,623	4,076,333	246,710	6.4%
	8,525,631	9,124,494		
NET PROPERTY TAX REVENUES/MUNICIPAL SERVICE PARTICIPATION AGREEMENTS				
	47,489,131	49,234,527		
Change from previous year	5.5%	3.7%		



Summary of Tax Revenues/Municipal Participation Agreements

	2016 FINAL Mar 2016	2017 Proposed Nov 2016	change from 2016 \$	change from 2016 %
ADDITIONAL DETAILS - GENERAL SERVICES				
PORT THEATRE/CULTURAL CENTRE CONTRIBUTION				
Electoral Area A	15,120	15,347	227	1.5%
Electoral Area B	27,136	27,363	227	0.8%
Electoral Area C (Extension)	15,020	15,126	106	0.7%
Electoral Area C (E.Wellington)	3,890	3,948	58	1.5%
Electoral Area E	21,703	22,029	326	1.5%
	82,869	83,813		
COMMUNITY PARKS				
Electoral Area A	186,000	188,490	2,490	1.3%
Electoral Area B	188,828	260,000	71,172	37.7%
Electoral Area C(Extension)	66,161	68,807	2,646	4.0%
Electoral Area C(E. Wellington)	85,409	89,679	4,270	5.0%
Electoral Area E	126,000	142,080	16,080	12.8%
Electoral Area F	148,800	156,240	7,440	5.0%
Electoral Area G	114,739	126,623	11,884	10.4%
Electoral Area H	184,673	186,520	1,847	1.0%
	1,100,610	1,218,439		
ADDITIONAL DETAILS - LOCAL SERVICES TAX REVENUES				
FIRE PROTECTION				
Nanaimo River Fire (Area C)	17,792	17,792	0	0.0%
Coombs-Hilliars Fire Volunteer (Area F)	406,318	466,406	60,088	14.8%
Errington Fire Volunteer (Area F)	452,901	496,086	43,185	9.5%
Nanoose Bay Fire Volunteer (Area E)	644,095	702,065	57,970	9.0%
Dashwood Fire Volunteer (Area F,G,H)	527,960	553,709	25,749	4.9%
Meadowood Fire (Area F)	139,358	139,357	(1)	0.0%
Extension Fire Volunteer (Area C)	157,736	186,808	29,072	18.4%
Bow Horn Bay (Area H)	333,448	353,104	19,656	5.9%
Cassidy Waterloo Fire Contract (Area A, C)	158,758	166,759	8,001	5.0%
Wellington Fire Contract (Area C - Pleasant Valley)	75,644	80,547	4,903	6.5%
Parksville (Local) Fire Contract (Area G)	94,172	97,014	2,842	3.0%
French Creek Fire Contract (Area G)	425,542	465,808	40,266	9.5%
	3,433,724	3,725,455		
STREETLIGHTING				
Rural Areas Streetlighting	16,356	16,356	0	0.0%
Fairwinds Streetlighting	23,500	23,500	0	0.0%
French Creek Village Streetlighting	6,851	7,536	685	10.0%
Highway Intersections Streetlighting (French Creek)	1,173	1,279	106	9.0%
Morningstar Streetlighting	15,300	15,912	612	4.0%
Sandpiper Streetlighting	11,962	12,799	837	7.0%
Hwy # 4 (Area F)	3,850	4,043	193	5.0%
Englishman River Community	5,797	5,971	174	3.0%
	84,789	87,396		
NOISE CONTROL				
Noise Control Area A	7,271	8,541	1,270	17.5%
Noise Control Area B	8,575	9,350	775	9.0%
Noise Control Area C	7,068	7,599	531	7.5%
Noise Control Area E	7,496	7,571	75	1.0%
Noise Control Area G	8,324	8,574	250	3.0%
	38,734	41,635		
UTILITIES				
Englishman River Community Stormwater	5,014	5,114	100	2.0%
Cedar Sewer Stormwater	4,725	4,725	0	0.0%
	9,739	9,839		



Summary of Tax Revenues/Municipal Participation Agreements

	2016 FINAL Mar 2016	2017 Proposed Nov 2016	change from 2016 \$	change from 2016 %					
					2016 # of parcels	2016 # of parcels	2017 # of parcels	2017 # of parcels	Change
UTILITY SERVICES - PARCEL TAX REVENUES									
WATER UTILITIES									
Nanoose Peninsula (Area E)	851,881	902,994	51,113	6.0%	2,503	340	2,503	361	20
Driftwood (Area E)	5,458	5,458	0	0.0%	13	420	13	420	0
Surfside(Area G)	14,083	14,505	422	3.0%	39	361	39	372	11
French Creek(Area G)	72,243	77,300	5,057	7.0%	239	302	239	323	21
Englishman River Community(Area G)	37,602	37,602	0	0.0%	157	240	157	240	0
Whiskey Creek Water(Area F)	89,824	90,722	898	1.0%	126	713	126	720	7
San Pareil Water(Area G)	133,480	133,480	0	0.0%	289	462	289	462	0
San Pareil Water(Fire Improvements Debt levy)	74,212	74,213	1	0.0%	268	277	268	277	0
Melrose Place(Area F)	22,597	23,049	452	2.0%	28	807	28	823	16
Decourcey Water(Area A)	7,871	8,186	315	4.0%	5	1,574	5	1,637	63
Nanoose Bulk Water (Area E)	937,418	1,021,786	84,368	9.0%	2,505	374	2,505	408	34
French Creek Bulk Water (Area G)	4,320	4,320	0	0.0%	2,200	2	2,200	2	0
Westurne Heights Water		18,576	0	NEW			17	1,093	NEW
	2,250,989	2,412,191							
SEWAGE COLLECTION UTILITIES									
Hawthorne Rise Debt levy	8,138	9,941	1,803	22.2%	14	581	14	710	129
Reid Road Debt levy	5,316	3,624	(1,692)	-31.8%	5	1,063	5	725	(338)
French Creek (Area G)	635,083	685,890	50,807	8.0%	1,907	333	1,907	360	27
Fairwinds (Area E)	557,798	581,919	24,121	4.3%	796	701	796	731	30
Surfside Sewer (area G)	21,209	21,633	424	2.0%	27	786	27	801	16
Pacific Shores (Area E)	66,638	69,970	3,332	5.0%	129	517	129	542	26
Barclay Crescent (Area G)	150,473	156,632	6,159	4.1%	245	varies	245	varies	
Cedar Sewer Service (Operating)(Area A)	28,191	28,755	564	2.0%	varies	varies	varies	varies	
Cedar Sewer Service (Capital Financing) (Area A)	105,788	105,778	(10)	0.0%	varies	varies	varies	varies	
	1,578,634	1,664,142							
TOTAL UTILITY PARCEL TAX REVENUES	3,829,623	4,076,333							
Change from previous year	6.02%	6.44%							

**2017 BUDGET
ANALYSIS OF CHANGES IN GENERAL PROPERTY TAX/MUNICIPAL SERVICE PARTICIPATION REVENUES**

	%		
	Change		
General Services Property Tax Revenues 2016		38,963,500	
Changed service levels			
Southern Community Wastewater		725,000	New debt servicing and capital program for Secondary treatment/marine outfall
Northern Community Wastewater		190,000	Additional capital projects & maintenance of reserve fund transfers for 2019 expansion
Legislative Services		150,000	Regional Services Review, 50th anniversary + website upgrades
Area B Community Parks		63,000	Mudge Island park purchase debt servicing
Transportation Services		60,000	Northern Expansion - 1400 hours in 2017 (estimate pending BC Transit revised budget)
Gabriola Transit Contribution		38,335	Additon for full year funding - new service
Drinking Water/Watershed Protection		38,315	Increase from municipal participation/changed rates
Hazardous Properties		22,000	Cassidy Property Clean Up Legal
Emergency Planning		15,000	Table top exercise, temporary position + CECA Coms Trailer
Grants in Aid		10,000	Coastal Invasive Species Committee - 2016 grant collected in 2017
Gabriola Island Recreation		8,000	Increase contribution to Gabriola Island Recreation Society
Unightly Premises		3,600	Increase reserve fund transfer pending EA H clean up litigation
Descanso Bay Wharf		1,000	Addition of Green's Landing Wharf
	3.4%	1,324,250	
Changes for Other Jurisdictions			
Vancouver Island Regional Library		77,811	Budget per VIRL
D69 E911		39,273	Per preliminary budget from NI 911 includes FireCom adjustments
Southern Community - Facilities & Sportsfield agreement		10,496	Preliminary per 2016 budget from Nanaimo
D68 E911		6,059	Firecom agreement impacts
Northern Community - Sportsfield agreement		5,493	Preliminary estimate of costs from Parksville & Qualicum
	0.3%	139,132	
Changes within existing service levels			
Grants in Aid		(799,000)	Impact of return of ICF requisiton
Ravensong Aquatic Centre		(500,000)	Completion of 20 year debt servicing requisition
Other increases/decreases		982,152	Includes \$100,000 for solid waste increase to offset tipping fee revenue decline and develop reserves
	-0.8%	(316,848)	
General Services Property Tax Revenues 2017 - Change	2.9%	40,110,034	
Total Annual 2017 Tax Revenues		49,234,527	
Less: Local Service Area/Parcel Taxes		(9,124,493)	
2017 General Services Tax Revenues		40,110,034	
2016 General Services Tax Revenues		(38,963,500)	
Change	2.9%	1,146,534	



2017 BUDGET
ANALYSIS OF CHANGES IN GENERAL PROPERTY TAX/MUNICIPAL SERVICE PARTICIPATION REVENUES

%

Change

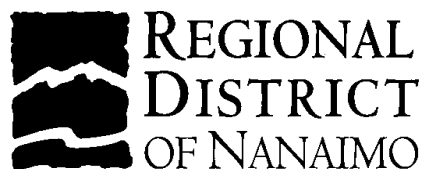
General services property taxes are levied to all properties within the Electoral Area.
 Local Service Area taxes are paid only by property owners within the boundaries of the specific service area.

Local Services Property Tax Revenues 2017 - Change

Local Service Area/Parcel taxes in 2016 8,525,631

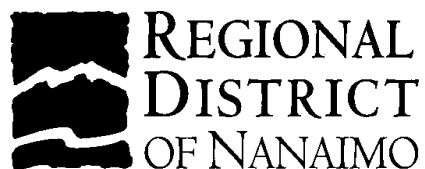
Changed Service Levels

Nanoose Bulk Water	84,000	Englishman River Water Service Joint Venture capital program
All fire service areas	80,000	Fire Services Coordinator implementation
Nanoose Peninsula Water	34,000	Capital program, debt servicing
Coombs-Hilliars Fire Department	33,000	Build capital reserves & Implementation of paid fire chief program
French Creek Fire Service	25,000	Estimate for increased transfer to TQB & Parksville for contract renewal
Errington Fire Department	24,000	Build capital reserves for trucks/hall infrastructure + additional wages
Fairwinds Sewer & Treatment Plan	20,000	Reserve fund development for secondary treatment
Extension Fire Department	15,000	Build capital reserves for trucks/hall
French Creek Sewer	12,000	Transfer to French Creek Pollution Control Centre (FCPCC)
Hawthorne Rise Debt levy	1,803	New service debt servicing implementation
	3.9%	328,803
Local Service Area/Parcel taxes 2017	9,124,493	
Total change from 2016	7.0%	598,862



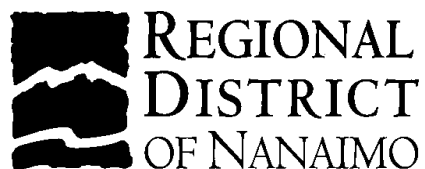
2017 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER

	2016 Final	2017 Proposed	Change from 2016	Changed Service Levels	Other Jurisdictions	Existing Service Levels
City of Nanaimo	17,138,676	18,149,749	1,011,073 5.9%	838,858 4.9%	0 0.0%	172,215 1.0%
General Services Tax cost per \$100,000	\$97.80	\$103.90				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$7.00	\$8.00				
	\$118.80	\$125.90				
Change from previous year	\$3.80	\$7.10				
District of Lantzville	806,894	816,829	9,935 1.2%	15,344 1.9%	5,475 0.7%	(10,884) -1.3%
General Services Tax cost per \$100,000	\$98.00	\$99.10				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$7.00	\$8.00				
	\$119.00	\$121.10				
Change from previous year	(\$0.30)	\$2.10				
City of Parksville	5,067,843	5,115,884	48,041 0.9%	136,926 2.7%	9,668 0.2%	(98,553) -1.9%
General Services Tax cost per \$100,000	\$179.70	\$181.60				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
District 69 Community Justice	\$5.07	\$5.05				
	\$206.77	\$208.65				
Change from previous year	\$1.28	\$1.88				
Town of Qualicum Beach	3,477,706	3,401,937	(75,769) -2.2%	82,182 2.4%	7,912 0.2%	(165,863) -4.8%
General Services Tax cost per \$100,000	\$153.90	\$150.50				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
District 69 Community Justice	\$5.07	\$5.05				
	\$180.97	\$177.55				
Change from previous year	(\$2.32)	(\$3.42)				



**2017 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

	2016 Final	2017 Proposed	Change from 2016	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area A	1,916,639	1,946,757	30,118 1.6%	11,541 0.6%	15,490 0.8%	3,087 0.2%
General Services Tax cost per \$100,000	\$155.80	\$158.40				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$177.80	\$180.40				
Change from previous year	\$1.90	\$2.60				
Electoral Area B	1,192,701	1,326,154	133,453 11.2%	121,302 10.2%	10,071 0.8%	2,080 0.2%
General Services Tax cost per \$100,000	\$99.20	\$111.10				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$121.20	\$133.10				
Change from previous year	\$9.60	\$11.90				
Electoral Area C	1,139,375	1,166,428	27,053 2.4%	9,614 0.8%	16,449 1.4%	990 0.1%
General Services Tax cost per \$100,000	\$141.90	\$137.80				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
	\$163.90	\$159.80				
Change from previous year	\$1.80	(\$4.10)				
Electoral Area E	2,138,590	2,189,326	50,736 2.4%	28,535 1.3%	19,802 0.9%	2,399 0.1%
General Services Tax cost per \$100,000	\$108.10	\$111.40				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.07	\$2.06				
District 69 Community Justice	\$5.07	\$5.05				
	\$137.24	\$140.51				
Change from previous year	(\$0.93)	\$3.27				



**2017 BUDGET
SUMMARY OF PARTICIPATION BY MEMBER**

	2016 Final	2017 Proposed	Change from 2016	Changed Service Levels	Other Jurisdictions	Existing Service Levels
Electoral Area F	2,010,003	1,979,524	(30,479) -1.5%	8,535 0.4%	19,797 1.0%	(58,811) -2.9%
General Services Tax cost per \$100,000	\$149.70	\$146.70				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.07	\$2.06				
District 69 Community Justice	\$5.07	\$5.05				
	\$178.84	\$175.81				
Change from previous year	\$2.27	(\$3.03)				
Electoral Area G	2,570,727	2,552,416	(18,311) -0.7%	58,380 2.3%	21,797 0.8%	(98,488) -3.8%
General Services Tax cost per \$100,000	\$148.00	\$146.80				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.07	\$2.06				
District 69 Community Justice	\$5.07	\$5.05				
	\$177.14	\$175.91				
Change from previous year	(\$2.43)	(\$1.23)				
Electoral Area H	1,504,346	1,465,030	(39,316) -2.6%	13,033 0.9%	12,671 0.8%	(65,020) -4.3%
General Services Tax cost per \$100,000	\$141.50	\$136.80				
Regional Parcel Taxes						
Regional Parks	\$14.00	\$14.00				
Drinking Water/Watershed Protection	\$8.00	\$8.00				
Economic Development Northern Community	\$2.07	\$2.06				
District 69 Community Justice	\$5.07	\$5.05				
	\$170.64	\$165.91				
Change from previous year	(\$3.13)	(\$4.73)				
General Services Tax Revenues	38,963,500	40,110,034				
	5.4%	2.9%				
Local Services Tax Revenues	8,525,631	9,124,493				
Tax Revenues/Municipal Participation Agreements	47,489,131	49,234,527				
Change from previous year	5.5%	3.7%				



**2017
MEMBER SUMMARY
ESTIMATED GENERAL SERVICES PROPERTY TAX CHANGE**

	City of Nanaimo	District of Lantzville	City of Parksville	Town of Qualicum Beach	Area A Cedar Yellowpoint Cassidy	Area B Gabriola Mudge Decourcey Islands	Area C Extension E. Wellington Pleasant Valley	Area E Nanoose Bay	Area F Coombs Hilliers Errington	Area G French Creek San Pareil Surfside	Area H Bowser Deep Bay
General Services Property Tax											
2017	\$ 104	\$ 99	\$ 182	\$ 151	\$ 158	\$ 111	\$ 138	\$ 111	\$ 147	\$ 147	\$ 137
2016	\$ 98	\$ 98	\$ 180	\$ 154	\$ 156	\$ 99	\$ 142	\$ 108	\$ 150	\$ 148	\$ 142
Change per \$100,000	\$ 6	\$ 1	\$ 2	\$ (3)	\$ 2	\$ 12	\$ (4)	\$ 3	\$ (3)	\$ (1)	\$ (5)
Regional Parcel Taxes											
2017	\$ 22	\$ 22	\$ 27	\$ 27	\$ 22	\$ 22	\$ 22	\$ 29	\$ 29	\$ 29	\$ 29
2016	\$ 21	\$ 21	\$ 27	\$ 27	\$ 22	\$ 22	\$ 22	\$ 29	\$ 29	\$ 29	\$ 29
Change per property	\$ 1	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total change at \$100,000	\$ 7	\$ 2	\$ 2	\$ (3)	\$ 2	\$ 12	\$ (4)	\$ 3	\$ (3)	\$ (1)	\$ (5)
Total change at \$200,000	\$ 13	\$ 3	\$ 4	\$ (6)	\$ 4	\$ 24	\$ (8)	\$ 6	\$ (6)	\$ (2)	\$ (10)
Total change at \$300,000	\$ 19	\$ 4	\$ 6	\$ (9)	\$ 6	\$ 36	\$ (12)	\$ 9	\$ (9)	\$ (3)	\$ (15)
Total change at \$400,000	\$ 25	\$ 5	\$ 8	\$ (12)	\$ 8	\$ 48	\$ (16)	\$ 12	\$ (12)	\$ (4)	\$ (20)

TO: Committee of the Whole **DATE:** November 9, 2016
FROM: Deb Churko **MEETING:** November 22, 2016
Engineering Technologist, Water Services **FILE:** 5500-22-WH-01
SUBJECT: Westurne Heights Water Rates & Regulations

RECOMMENDATIONS

1. That “Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016” be introduced and read three times.
2. That “Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016” be adopted.
3. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016” be introduced and read three times.
4. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.05, 2016” be adopted.

PURPOSE

To obtain Board approval to add the Westurne Heights Water Service Area to the existing water rates and regulations bylaws for recovery of water user fees and to regulate water use.

BACKGROUND

The Regional District of Nanaimo acquired the Westurne Heights Water Utility and established a new service area pursuant to *Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014*.

To ensure that consistent terms and conditions in all RDN-owned water service areas, an amendment to *Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012* and *Regional District of Nanaimo Water Services Fees and Charges Bylaw No. 1655, 2012* to include the Westurne Heights Water Service Area is required.

Bylaw Amendment No. 1654.03 and No. 1655.05 are attached to this report for Board consideration and adoption.

ALTERNATIVES

1. Approve the proposed bylaw amendments to include the Westurne Heights Water Service Area into the existing RDN water rates and regulations bylaws.

Alternative 1 provides consistency and administrative cost efficiency across the RDN water services.

2. Do not adopt the proposed bylaw amendments and provide alternate direction to staff.

Under this alternative, the RDN would not be able to charge user fees until such time as unique bylaws could be brought forward for consideration by the Board. Incremental administrative costs would be incurred in developing and administering separate bylaws for Westurne Heights.

FINANCIAL IMPLICATIONS

Under the terms of the Bylaws, the property owners in the Westurne Heights Water Service Area will pay the same user rates for water, and will be subject to the same water use regulations as all other RDN-owned water service areas. Annual user fees vary according to consumption levels and season, but are typically in the range of \$300 to \$400 per year for average users. In addition to the user rates, property owners in this area will pay a parcel tax currently estimated at \$1,100 for 2017 related to debt servicing for their capital improvements and other fixed costs of the service.


The Westurne Heights Water Service has been established without additional operations staffing at this time. Workloads will be monitored closely to ensure that service levels across all RDN systems are not impacted by the establishment of this new service area.

STRATEGIC PLAN IMPLICATIONS

The Board Strategic Plan identifies *Focus on Service and Organizational Excellence* as a strategic priority, stating that *The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region*. The RDN charges the same water user rates and enforces the same water use regulations in all established water service areas. The proposed bylaw amendments ensure that all participating residents have an equitably priced supply of water and are subject to the same regulations.

SUMMARY

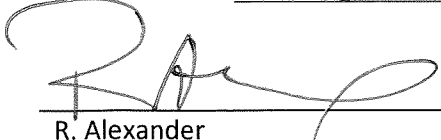
In 2014, the RDN established the Westurne Heights Water Service Area. Amendments are required to the *Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012* and *Regional District of Nanaimo Water Services Fees and Charges Bylaw No. 1655, 2012* to allow the RDN to collect user fees. Property owners will pay user rates for water that are the same as all other RDN-owned water service areas. Further, the property owners will be subject to the same water use regulations as all other RDN-owned water service areas.




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C. Midgley
Manager, Water Services & Asset Mgmt.



R. Alexander
General Manager
Regional & Community Utilities & Solid Waste



P. Carlyle
Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1654.03

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO WATER
USE REGULATION BYLAW. NO. 1654, 2012**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012” to include the Westurne Heights Water Service Area;

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 “Regional District of Nanaimo Water Use Regulation Amendment Bylaw No. 1654.03, 2016”.

2. Amendment

“Regional District of Nanaimo Water Use Regulation Bylaw No. 1654, 2012” is amended as follows:

(1) By adding subsection (j) to Schedule ‘D’ as follows:

(j) Westurne Heights established pursuant to “Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014”.

Introduced and read three times this ___ day of _____, 2016.

Adopted this ___ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655.05

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

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” to include the Westurne Heights Water Service Area;

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. 1655.05, 2016”.

2. **Amendment**

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

(1) By adding subsection (j) to Schedule ‘C’ as follows:

(j) Westurne Heights established pursuant to “Westurne Heights Water Service Area Establishment Bylaw No. 1718, 2014”.

Introduced and read three times this ___ day of _____, 2016.

Adopted this ___ day of _____, 2016.

CHAIRPERSON

CORPORATE OFFICER

TO: Committee of the Whole **DATE:** November 8, 2016

FROM: Maurice Mauch **MEETING:** November 22, 2016
Manager, Engineering Services **FILES:** 5330-20-GNPCC–Marine Outfall
5330-20-GNPC-Sec Upgrade

SUBJECT: Greater Nanaimo Pollution Control Centre Capital Project Updates

RECOMMENDATION

That the Board receive this report for information.

PURPOSE

To update the Board of the status of the Greater Nanaimo Pollution Control Centre (GNPCC) Outfall Replacement and the GNPCC Secondary Treatment Projects.

BACKGROUND

GNPCC Outfall Replacement Project

The RDN Board awarded construction of the replacement outfall to McNally Construction Inc and construction engineering services to Opus Dayton Knight.

The installation of the Outfall is now complete and the Outfall is in service. The remaining construction components including the restoration of the eelgrass beds and landscaping at Morningside Park will be completed by spring 2017, as weather permits.

The anticipated project cost in November 2015 was \$16,097,665. In July 2016 the RDN received a \$6.0 million grant for this project from the federal Gas Tax Fund. The most recent cost projection to bring the project to completion is \$14,822,000.

GNPCC Secondary Treatment Project

Upgrading the GNPCC to provide secondary treatment will ensure the RDN meets all legislative requirements and provides capacity to 2039. The contract for Engineering Services for the GNPCC Secondary Treatment Project was awarded by the Board to AECOM. For the last 18 months, staff have been working with AECOM to develop the design. The design drawings, specifications and contract documents are nearing completion. A request for qualifications (RFQ) for the construction of the GNPCC expansion was issued, with an excellent response level of 11 contractors from across Canada providing submissions.

The submissions were evaluated by the project team, including the Engineering Consultant (AECOM) and RDN staff using the following criteria:

- Respondents experience:
 - Corporate qualifications
 - 5 Relevant projects (water, wastewater, similar scope/cost)
 - Quality control
 - Insurance/Bonding
 - Subcontracts
 - Health and Safety
- Respondent's personnel:
 - Organization structure
 - Experience (water/wastewater, similar scope/cost)
 - Training
- Respondent's performance:
 - Schedule and budget
 - Document control
 - Contract closeout.

The following firms were qualified to submit tenders

- AECOM
- Graham
- Kenaidan
- Ledcor
- Maple Reinders
- NAC / JJM
- PCL

The current schedule anticipates a tender period from December 2016 to February 2017, and a recommendation will be forwarded to the Board in March 2017.

It is anticipated that construction will start in April 2017 and that the project will be substantially complete in the summer of 2019.

The current project cost estimate including the construction, all engineering services, permit requirements and contingency is within the current project budget. The number of contractors qualified indicates there is significant interest in, and competition for the project. Final tender pricing will be affected by factors such as: the value of the Canadian dollar; the number of other projects on the market; commodity pricing; and subcontractor selection. When the tender closes the results will be evaluated and the project cost estimate can be updated.

STRATEGIC PLAN IMPLICATIONS

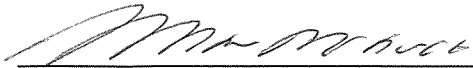
The GNPCC Marine Outfall and GNPCC Secondary Treatment projects support the RDN key focus areas of protecting the environment and funding key core service infrastructure. The new outfall is estimated to have a life exceeding 50 years. The secondary treatment expansion project will enable us to meet upcoming regulatory requirements and provide capacity to the service area to 2039.

Protecting and maintaining assets and protecting the overall health of the region's ecosystems are objectives which directly align with the Strategic Plan.

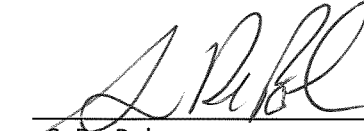
SUMMARY/CONCLUSIONS

The construction of GNPCC Marine Outfall Replacement Project has been completed and is in operation.

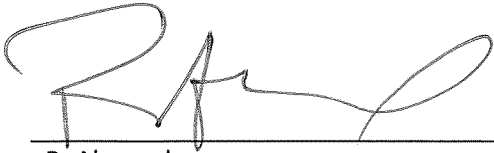
Design of the GNPCC Secondary Treatment Project is nearing completion, it is anticipated that the tender will close early in the new year and that construction will start in April 2017.



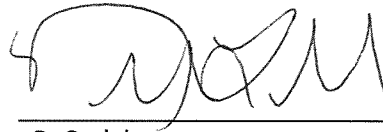
M. Mauch
Manager, Engineering Services
250-390-6583 mmauch@rdn.bc.ca



S. De Pol
Manager, Wastewater Services



R. Alexander
General Manager, Regional & Community
Utilities & Solid Waste Services



P. Carlyle
Chief Administrative Officer

TO:	Committee of the Whole	DATE:	November 8, 2016
FROM:	Sean De Pol Manager, Wastewater Services	MEETING:	November 22, 2016
		FILES:	3150-01-NC, 3150-01-SC
SUBJECT: Northern and Southern Wastewater Development Cost Charges			

RECOMMENDATIONS

1. That the Board give first and second reading to “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016”; and,
2. That the Board give first and second reading to “Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016”; and,
3. That the Board direct staff to undertake public consultation for the proposed bylaw amendments, and to report on the public consultation process prior to third readings.

PURPOSE

To introduce wastewater development cost charge (DCC) bylaw amendments for the Northern Community (French Creek Pollution Control Centre service area) and Southern Community (Greater Nanaimo Pollution Control Centre service area), and to obtain Board approval to proceed to public consultation.

BACKGROUND

The RDN has undertaken a review and update of the Northern and Southern Communities wastewater DCC bylaws that were last fully reviewed and updated in 2009.

The Regional District of Nanaimo (RDN) owns and operates the French Creek Pollution Control Centre (FCPCC) and the Greater Nanaimo Pollution Control Centre (GNPCC). The FCPCC treats and disposes of wastewater from the City of Parksville, Town of Qualicum Beach, French Creek, Surfside, and Pacific Shores. The GNPCC treats and disposes of wastewater from the City of Nanaimo and the District of Lantzville and some Snuneymuxw First Nation lands.

Each treatment plant and its connected interceptor pipes and pump stations have specific flow capacities. Wastewater infrastructure must be expanded to meet the increased demand on the system caused by population growth.

Service populations can grow by geographically expanding the service area, or by densification (increasing the population). When a property within a service area develops, the property owner or developer typically pays a DCC to help recover the costs required to expand wastewater infrastructure to accommodate the developed property.

About Development Cost Charges

DCCs are a standard form of cost recovery for local government capital expansion projects and are regulated under the *Local Government Act*. There are specific requirements that DCCs must meet.

DCCs must:

- only be applied to building permits over a certain value or to subdivisions,
- not be excessive in relation to the capital costs of prevailing standards of service,
- not deter development,
- not discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land.

DCCs are established by bylaw, which typically require public consultation and the approval of the Inspector of Municipalities. DCC rates are determined by estimating growth projections and expansion related capital projects over a specific time frame.

Current DCC Review

The RDN retained professional engineering consultant AECOM to lead this DCC review process. Using development projections and upcoming capital projects in each service area, AECOM and staff developed spreadsheets that provide updated wastewater DCCs for the Northern (Bylaw No. 1442) and Southern (Bylaw No. 1547) Communities. Bylaws Nos. 1442 and 1547 were last updated in 2009. The current DCC review process and schedule is as follows:

Table 1: DCC review project schedule

January – May 2016 <i>Complete</i>	<ul style="list-style-type: none"> • Collect development projection data • Refine capital project cost estimates and schedules • Develop spreadsheets with new DCC estimates
June – September 2016 <i>Complete</i>	<ul style="list-style-type: none"> • Meet with municipal staff to review spreadsheets and bylaws
October 2016 <i>Complete</i>	<ul style="list-style-type: none"> • Present to Municipal Councils • Present to Liquid Waste Management Plan Monitoring Committee
November 2016	<ul style="list-style-type: none"> • Staff report to RDN Board for first and second readings
January – February 2017 <i>Expected</i>	<ul style="list-style-type: none"> • Public consultation and amend plan if needed
March 2017 <i>Expected</i>	<ul style="list-style-type: none"> • Report back to RDN Board on public consultation and for third reading • Forward to Inspector of Municipalities for approval
May 2017 <i>Expected</i>	<ul style="list-style-type: none"> • Adoption & implementation

The methodology used to calculate these DCCs is in accordance with the Province’s *Development Cost Charge Best Practices Guide*. If approved by the Board, the next step will be to conduct public consultation on these proposed DCC rates in each Northern and Southern Community in early 2017. It is expected that the DCC rates will be reviewed on an annual basis so that they will continue to reflect the most up-to-date growth and capital projections.

During the review process, all components of the bylaws and financial models were carefully considered including DCC application, boundaries, capital projects, population equivalents, and development projections for each area. The proposed DCC bylaw amendments are consistent in form with the components of the existing bylaws and financial models. As outlined below, the key updates are to the capital projects and development projections. There are also minor updates to the DCC boundaries to better reflect existing and potential expansion of the wastewater network.

Wastewater Capital Projects

The proposed DCCs are based on the capital projects listed in Tables 2a and 2b. DCCs may only be applied to growth-related capital projects. Capital projects and development projections are based on a 20-year horizon (until 2036).

Table 2a: French Creek Pollution Control Centre DCC eligible capital projects

Project Name & Timing	Estimated Capital Cost	Percentage Attributed to Growth	DCC Recoverable*	Operations Budget*
Interceptor / Pump Expansion 2017-2019	\$ 3,545,000	85%	\$ 2,982,697	\$ 562,303
Plant Expansion 2018-2019	\$ 32,960,000	85%	\$ 27,735,840	\$ 5,224,160
Commissioning of the 5 th Digester 2019	\$ 170,000	100%	\$ 168,300	\$ 1,700
Bay Ave. Pump Station Genset Upgrade 2017	\$ 345,000	15%	\$ 51,233	\$ 293,768
Total	\$ 37,020,000	-	\$ 30,938,070	\$ 6,081,931

Table 2b: Greater Nanaimo Pollution Control Centre DCC eligible capital projects

Project Name & Timing	Estimated Capital Cost	Percentage Attributed to Growth	DCC Recoverable*	Operations Budget*
Treatment & Capacity Upgrades 2017 – 2019	\$ 78,979,000	40%	\$ 31,275,684	\$ 47,703,316
Departure Bay Forcemain 2026 – 2028	\$ 23,000,000	50%	\$ 11,385,000	\$ 11,615,000
Centrifuge & Polymer System 2018	\$ 1,400,000	50%	\$ 693,000	\$ 707,000
Total	\$ 103,379,000	-	\$ 43,353,684	\$ 60,025,316

*1% Municipal Assist factor applied to all projects

As shown in Table 3, to determine the DCC rate per population equivalent, the DCC Recoverable amount less the existing DCC reserve is divided by the expected development projection which is expressed as a total population equivalent:

Table 3: DCC rates per equivalent growth populations

Area	DCC Recoverable less existing DCC Reserves	Total equivalent growth population	DCC per equivalent growth population
Northern Communities (FCPCC)	\$ 24,823,837	5,178	\$4,794 /pop. equivalent
Southern Communities (GNPCC)	\$ 40,407,641	31,424	\$1,286 /pop. equivalent

Existing and Proposed DCCs

Using the projected capital projects and development estimates, the DCCs were calculated for each development type. The DCC rates are calculated by multiplying the DCC per equivalent growth population (from Table 3) by the estimated population equivalency for each category (shown in Tables 4a and 4b). Tables 4a and 4b show the existing and proposed DCC rates for each category in each area.

Table 4a: Northern Community existing and proposed DCCs

Development Type	Population Equivalency	Existing DCC rate per unit	Proposed DCC rate per unit	Percent increase
Single Family	2.1	\$ 7,337.00 /dwelling unit	\$ 10,067.10	37%
Multi-Family	0.0159	\$ 53.95 / m ²	\$ 76.01	41%
Airport Industrial	0.001	\$ 3.50 / m ²	\$ 4.79	37%
Industrial	0.009	\$ 31.45 / m ²	\$ 43.14	37%
Commercial	0.009	\$ 31.45 / m ²	\$ 43.14	37%
Institutional	0.011	\$ 38.45 / m ²	\$ 52.73	37%

Table 4b: Southern Community existing and proposed DCCs

Development Type	Population Equivalency	Existing DCC rate per unit	Proposed DCC rate per unit	Percent increase
Single Family	2.3	\$2,272.85 /dwelling unit	\$2,951.37	30%
Multi-Family	0.01353	\$13.40 / m ²	\$17.40	30%
Mobile Home Park	1.36	\$1,346.75 / service connection	\$1,748.81	30%
Industrial	0.0035	\$3.45 / m ²	\$4.50	30%
Commercial	0.0137	\$13.60 / m ²	\$17.66	30%
Institutional	0.0137	\$13.60 / m ²	\$17.66	30%
RV Parks & Campgrounds	0.375	\$376.30 / service connection	\$482.21	28%

The DCC rates in the Northern Community are higher than the Southern Community. This difference is mainly due to the existing additional capacity of the Southern Community infrastructure that still exists from the original construction. Additionally, there is less growth projected for the Northern Community than for the Southern Community.

ALTERNATIVES

1. Give first and second readings to Bylaws Nos. 1442.03 (Attachment 1) and 1547.01 (Attachment 2), and direct staff to undertake public consultation prior to third readings;
2. Do not give first and second readings to Bylaws Nos. 1442.03 and 1547.01, and provide alternative direction to staff.

FINANCIAL IMPLICATIONS

DCCs are an integral part of long-term asset management and capital expenditure planning. Large capital projects are typically funded through a combination of DCCs, borrowing, general reserves, and grant funding. Sufficient DCC reserves reduce the need to borrow on these large projects.

The DCC rates under Bylaw Nos. 1442 and 1547 were last updated in 2009; if adopted in 2017, the proposed DCCs represent a 37% and 30% increase since the last update for the Northern and Southern Communities, respectively.

STRATEGIC PLAN IMPLICATIONS

The proposed Northern and Southern Communities Wastewater Development Cost Charge Bylaw amendments support the key focus area of service excellence by funding core capital upgrades with a long-term asset management approach and reduce financial burden on taxpayers by allocating expansion costs to those who are increasing pressure on wastewater infrastructure.

LIQUID WASTE MANAGEMENT PLAN IMPLICATIONS

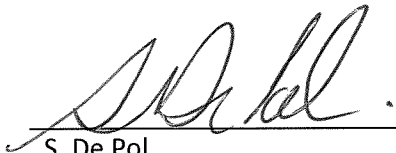
Preparing for growth, including the collection of DCCs, is a priority identified in the RDN's 2014 Liquid Waste Management Plan (LWMP). Revising the DCC Bylaw Nos. 1442 and 1547 for the FCPC and GNPCC will achieve this LWMP commitment. The LWMP further identifies that the RDN will review the DCC plan every year and to revise the bylaws where necessary to fund anticipated projects.

SUMMARY/CONCLUSIONS

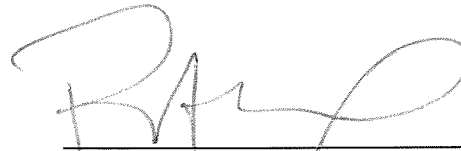
DCCs are a key tool used by local governments in long-term asset management and capital project planning. FCPC and the GNPCC have several capital expansion projects in the coming years. The current DCC rates and bylaws associated with the FCPC and GNPCC were reviewed and revised to better reflect current growth projections and capital plans.

Based on the DCC calculations prepared by professional engineering consultant AECOM, the DCC rates are proposed to increase by approximately 37% and 30% for the Northern and Southern Communities, respectively.

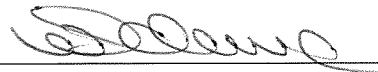
The bylaw process and methodologies used follow the Provincial *Development Cost Charge Best Practices Guide*. This process includes public consultation and the approval of the Inspector of Municipalities. RDN staff met with Municipal staff in developing the spreadsheets and presented to each Municipal Council in October 2016. Staff recommend that the Board give first and second readings to the Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03 and the Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01 and direct staff to undertake public consultation in the new year. Staff will report back to the Board on the public consultations prior to third readings.



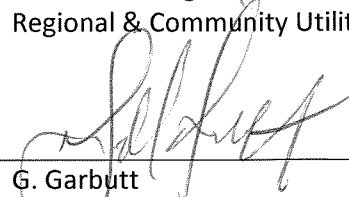
S. De Pol
250-390-6547, sdepol@rdn.bc.ca



R. Alexander
General Manager
Regional & Community Utilities & Solid Waste



W. Idema
Director, Finance



G. Garbutt
General Manager
Strategic & Community Development



P. Carlyle
Chief Administrative Officer

ATTACHMENT 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1442.03

**A BYLAW TO AMEND THE DEVELOPMENT COST
CHARGES WITHIN THE NORTHERN COMMUNITY
SEWER SERVICE AREA**

WHEREAS the Regional District of Nanaimo adopted “Northern Community Sewer Service Area Development Cost Charges Bylaw No. 1442, 2005”;

AND WHEREAS the Board wishes to amend the development cost charges for the collection, conveyance, treatment, and disposal of wastewater works and services at the French Creek Pollution Control Centre;

AND WHEREAS the Board wishes to amend the boundaries within which development cost charges shall be imposed;

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

1. Schedule ‘A’ to Bylaw 1442 is hereby repealed and Schedule ‘A’ attached to and forming part of this Bylaw is substituted therefore;
2. Schedule ‘B’ to Bylaw 1442 is hereby repealed and Schedule ‘B’ attached to and forming part of this Bylaw is substituted therefore.

This Bylaw may be cited for all purposes as “Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016”.

Introduced for first and second readings this ____ day of _____, ____.

Read a third time this ____ day of _____, ____.

Received the Approval of the Inspector of Municipalities this ____ day of _____, ____.

Adopted this ____ day of _____, ____.

Schedule 'A' to accompany "Northern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1442.03, 2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'A'

Development Cost Charges for Wastewater Treatment/Sanitary Sewer Works and Services

1. Pursuant to Section 2 of Bylaw No. 1442 and subsequent amendments, development cost charges shall be levied in those areas that will be serviced by wastewater treatment/sanitary sewerage works and services as outlined on the map in Schedule 'B'.
2. The assist factor for wastewater treatment/sanitary sewerage 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:




Development Type	Subdivision	Building Permit
Single family	\$10,067.10 per lot	\$10,067.10 per dwelling unit
Multiple family residential		\$76.01 per m ² of gross floor area
Commercial		\$43.14 per m ² of gross floor area
Industrial		\$43.14 per m ² of gross floor area
Airport Industrial		\$4.79 per m ² of gross floor area
Institutional		\$52.73 per m ² of gross floor area

SALISH SEA

Strait of Georgia

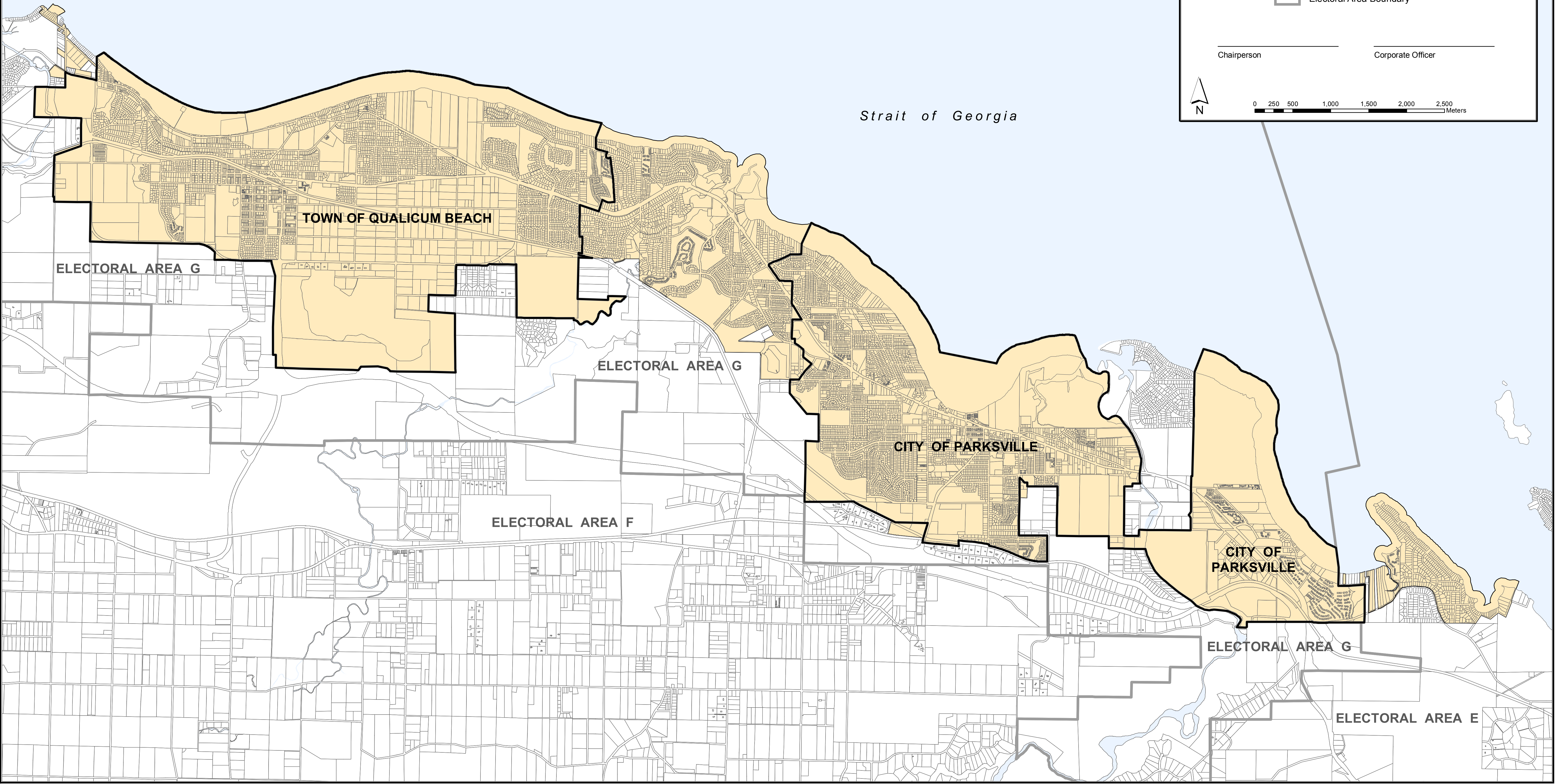
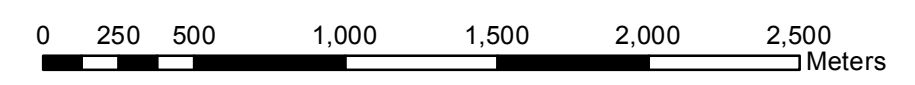


Schedule 'B' to accompany
"NORTHERN COMMUNITY SEWER SERVICE
AREA DEVELOPMENT COST CHARGES
AMENDMENT BYLAW NO. 1442.03, 2016".

-  Northern Community DCC Area
-  Municipal Boundary
-  Electoral Area Boundary

Chairperson

Corporate Officer



ATTACHMENT 2

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1547.01

**A BYLAW TO AMEND THE DEVELOPMENT COST
CHARGES WITHIN THE SOUTHERN COMMUNITY
SEWER SERVICE AREA**

WHEREAS the Regional District of Nanaimo adopted "Southern Community Sewer Service Area Development Cost Charges Bylaw No. 1547, 2009";

AND WHEREAS the Board wishes to amend the development cost charges for the collection, conveyance, treatment, and disposal of wastewater works and services at the Greater Nanaimo Pollution Control Centre;

AND WHEREAS the Board wishes to amend the boundaries within which development cost charges shall be imposed;

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

1. Schedule 'A' to Bylaw 1547 is hereby repealed and Schedule 'A' attached to and forming part of this Bylaw is substituted therefore;
2. Schedule 'B' to Bylaw 1547 is hereby repealed and Schedule 'B' attached to and forming part of this Bylaw is substituted therefore.

This Bylaw may be cited for all purposes as "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

Introduced for first and second readings this ____ day of _____, ____.

Read a third time this ____ day of _____, ____.

Received the Approval of the Inspector of Municipalities this ____ day of _____, ____.

Adopted this ____ day of _____, ____.

Schedule 'A' to accompany "Southern Community Sewer Service Area Development Cost Charges Amendment Bylaw No. 1547.01, 2016".

CHAIRPERSON

CORPORATE OFFICER

SCHEDULE 'A'

Development Cost Charges for Wastewater Treatment/Sanitary Sewer Works and Services

1. Pursuant to Section 2 of this bylaw, development cost charges shall be levied in those areas that will be serviced by wastewater treatment/sanitary sewerage works and services as outlined on the map attached hereto as Schedule 'B' and Schedule 'C'.
2. The assist factor for wastewater treatment/sanitary sewerage 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.

The Development Cost Charge Schedule is as follows:

Category	Subdivision	Building Permit
Single Family	\$2,951.37 per lot being created	\$2,951.37 per dwelling unit constructed
Multi-Family		\$17.40 per square meter of building gross floor area provided that no development cost charge for multi-family development shall exceed an amount calculated by multiplying the number of dwelling units created by \$2,951.37
Mobile Home Park	\$1,748.81 per service connection being created	\$1,748.81 per service connection being created
Commercial		\$17.66 per square meter of building gross floor area
Industrial		\$4.50 per square meter of building gross floor area
Campground		\$482.21 per service connection being created
Institutional		\$17.66 per square meter of building gross floor area



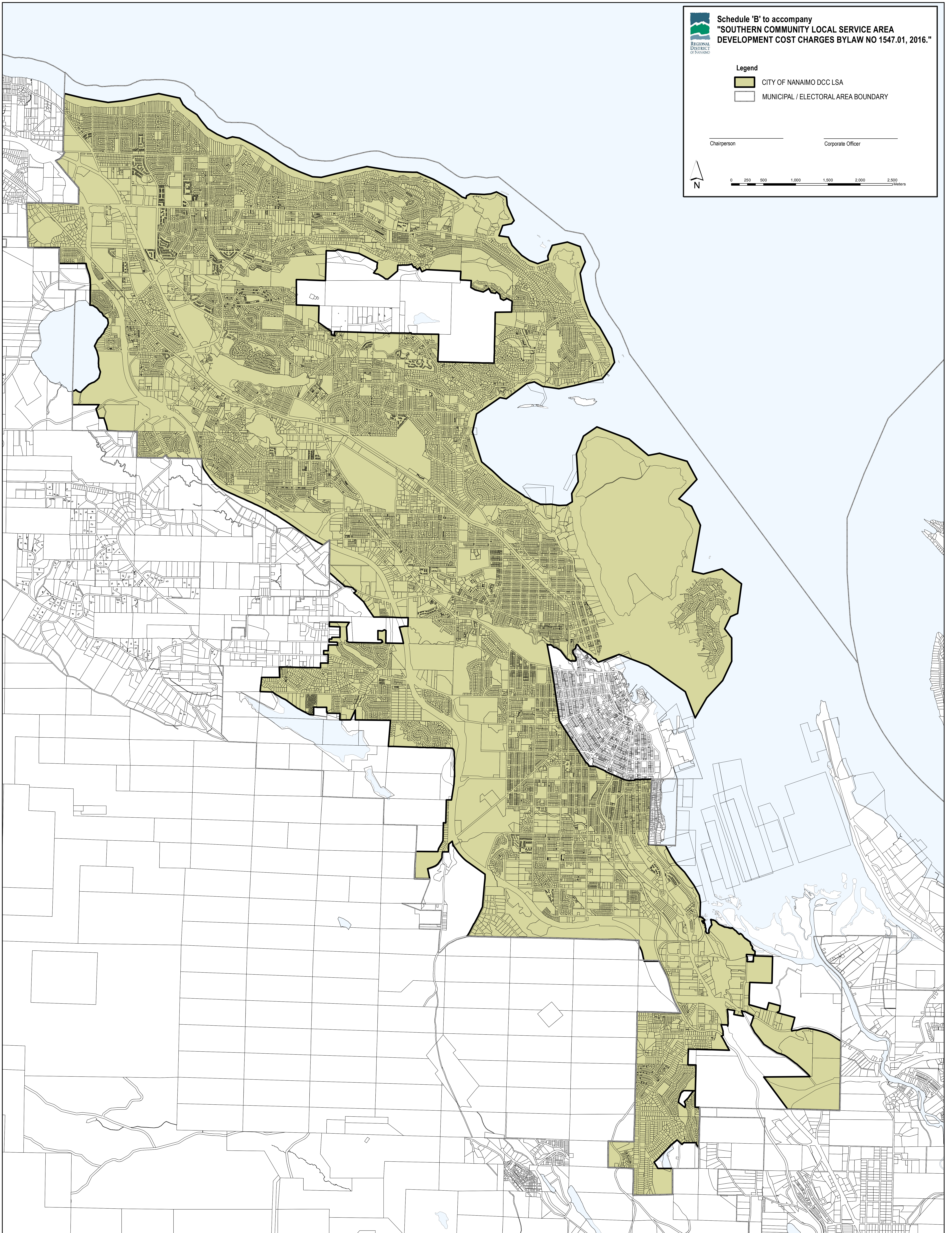
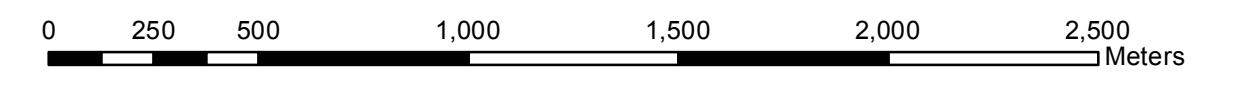
Schedule 'B' to accompany
"SOUTHERN COMMUNITY LOCAL SERVICE AREA
DEVELOPMENT COST CHARGES BYLAW NO 1547.01, 2016."

Legend

- CITY OF NANAIMO DCC LSA
- MUNICIPAL / ELECTORAL AREA BOUNDARY

Chairperson

Corporate Officer



TO: Committee of the Whole

DATE: November 8, 2016

FROM: Tyler Brown
Intergovernmental Liaison

MEETING: November 22, 2016

SUBJECT: Snaw-Naw-As First Nation Request for Support – Wallis Point

RECOMMENDATION

That the Chair write a letter to Snaw-Naw-As First Nation Chief and Council stating that the Regional District of Nanaimo supports access to Wallis Point and for the land to be dedicated as park.

PURPOSE

To consider providing Snaw-Naw-As First Nation with a written letter stating that the Regional District of Nanaimo supports access to Wallis Point and for the land to be dedicated as park.

BACKGROUND

On October 4, 2016, the RDN Board passed the following motion in response to a request by Chief Edwards of Snaw-Naw-As First Nation for the Regional District of Nanaimo to provide a written expression of support for their initiative to have Wallis Point dedicated as parkland:

That the Board direct staff to prepare a report with respect to the history of Wallace Point and work in conjunction with the Snaw-Naw-As First Nation to support the use of Wallace Point as a public park.

Wallis Point, located in the Electoral Area 'E' of the Regional District of Nanaimo, is part of a large parcel owned by the Department of National Defence (see Attachment 1 – Area Map). The entire parcel is approximately 245 hectares and is used as part of maritime test facility. The facility is known as the Canadian Forces Maritime Experimental and Test Ranges (CFMETR) and includes the use of an area in the Strait of Georgia.

Snaw-Naw-As First Nation approached the Department of National Defence to explore the possibility of a small portion of the property, Wallis Point, being opened to the public and dedicated as park land. Snaw-Naw-As First Nation was informed by the Department of National Defence in October that permitting access to or turning Wallis Point into a park was not viable at this time. Snaw-Naw-As First Nation has expressed that they remain committed to having Wallis Point dedicated as park and will continue to have discussions with the Federal Government of Canada on the matter.

DISCUSSION

Following the October 4, 2016, Board motion, Regional District of Nanaimo staff contacted Snaw-Naw-As First Nation staff to obtain a brief history of Wallis Point. Snaw-Naw-As First Nation Councillor Christopher Bob met with Regional District of Nanaimo staff to explain the significance of Wallis Point to Snaw-Naw-As First Nation.

Snaw-Naw-As First Nation have advised that they traditionally used Wallis Point as an efficient location to obtain food resources and for temporary/seasonal habitation. Elders report that deer could easily be hunted on Nanoose Peninsula and transported efficiently across Nanoose Bay by canoe. Different types of salmon were harvested and processed during different seasons in and around Wallis Point. Further, clams, scallops and other sea creatures were harvested for food and at times their shells were used for cultural reasons. Snaw-Naw-As First Nation states that they have continually used Wallis Point for a variety reasons until they were informed that the use of the lands is exclusively for CFMETR operations and staff. Snaw-Naw-As First Nations claims of historic use are corroborated by known and Provincially mapped archeological sites on Wallis Point and nearby areas. Snaw-Naw-As First Nation is requesting access to the site based on their historic use and its cultural significance.

Snaw-Naw-As First Nation also reports that CFMETR staff often use the point and nearby island for recreational purposes. They are requesting that the greater community benefit from the natural beauty of the point and have the ability to use it for recreational purposes. Given these factors, Snaw-Naw-As First Nation believes that Wallis Point should be dedicated as park.

A similar request for support was made from Snaw-Naw-As First Nation to the District of Lantzville Mayor and Council. At their October 12, 2016 meeting, Lantzville Mayor and Council passed a motion to support Snaw-Naw-As First Nation's request.

Regional District of Nanaimo staff have reviewed Snaw-Naw-As First Nation's request for a written expression of support and do not anticipate any negative implications associated with providing a letter of support.

ALTERNATIVES

1. To instruct the Chair to write a letter to Snaw-Naw-As First Nation Chief and Council stating that the Regional District of Nanaimo supports access to Wallis Point and for the land to be dedicated as park.
2. To receive this report and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Staff have reviewed the proposed development and note that the proposal has no implications related to the Board 2016 – 2020 Financial Plan.

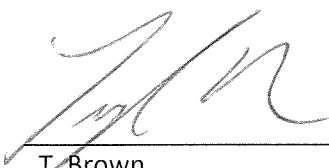
STRATEGIC PLAN IMPLICATIONS

Staff have reviewed Snaw-Naw-As First Nation's request for support and note that the request will be in keeping with the 2016 – 2020 Board Strategic Plan priority of Focusing on Relationships by supporting Snaw-Naw-As First Nation on an initiative to advance the region and advocating for an issue outside of the Regional District of Nanaimo's jurisdiction.

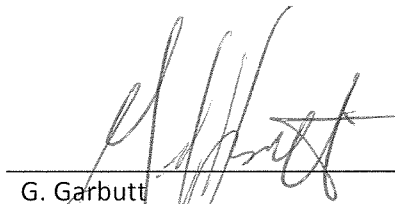
SUMMARY/CONCLUSIONS

The Regional District of Nanaimo has received a request from Chief Edwards of Snaw-Naw-As First Nation for the Regional District of Nanaimo to provide a written expression of support for their initiative to have Wallis Point dedicated as parkland. Wallis Point is currently part of a large parcel owned by the Department of National Defence. The point has been used historically by Snaw-Naw-As First Nation for resource gathering and as a temporary settlement. Moreover, known archeological sites evidence the historical use and its culture significance.

Staff have reviewed the request and do not anticipate any negative implications associated with providing a letter to Snaw-Naw-As First Nation stating that the Regional District of Nanaimo supports access to Wallis Point and for the land to be dedicated as park. Further, providing support to Snaw-Naw-As First Nation on this initiative is consistent with Board Strategic Plan priority of Focusing on Relationships as the initiative has the potential to advance the region and advocates for an issue outside of the Regional District of Nanaimo’s jurisdiction. Staff recommend the Board instruct the Chair to write a letter to Snaw-Naw-As First Nation Chief and Council stating that the Regional District of Nanaimo supports access to Wallis Point and for the land to be dedicated as park



T. Brown
Intergovernmental Liaison



G. Garbutt
GM, Strategic and Community Development

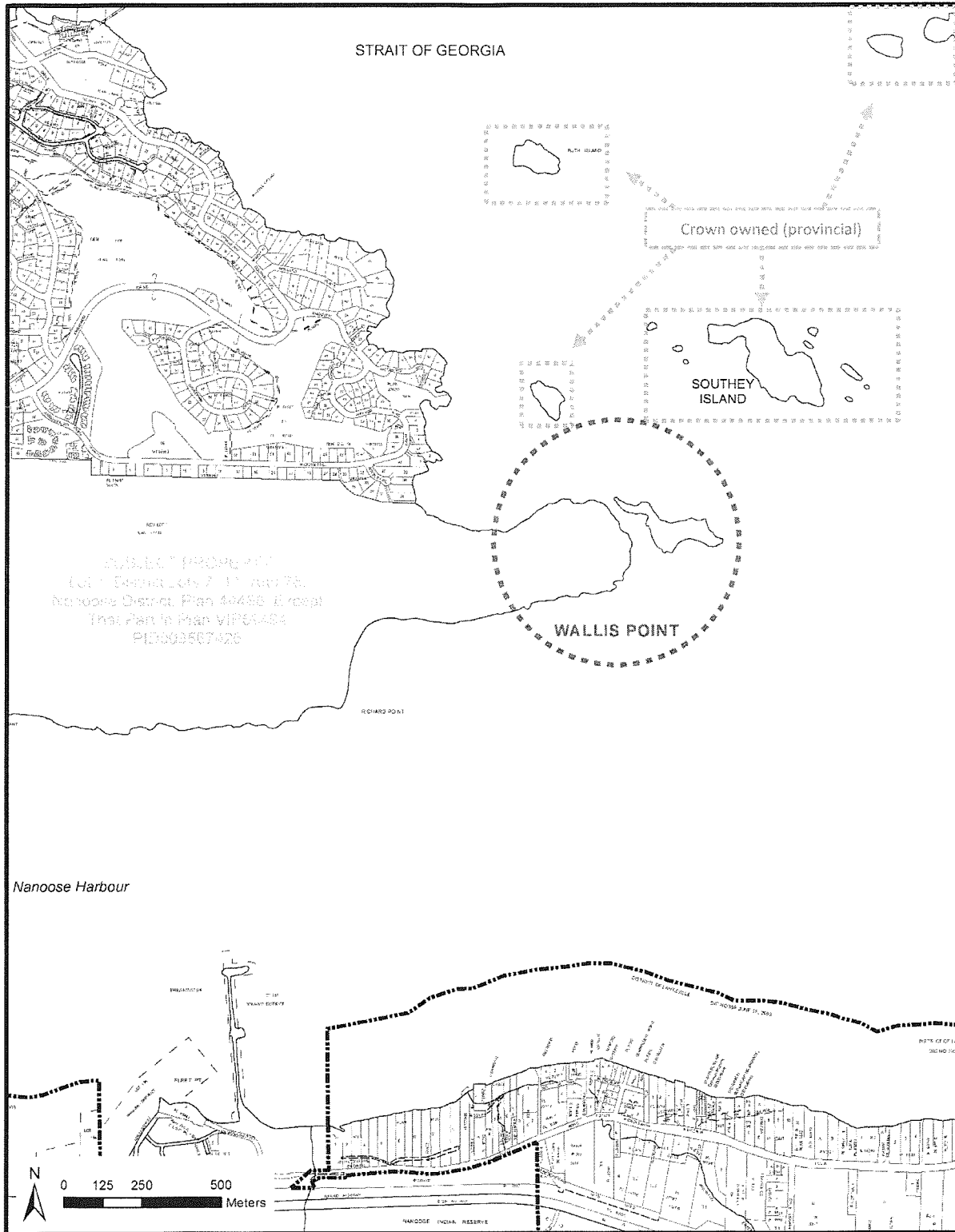


T. Osborne
GM, Recreation and Parks



P. Carlyle
Chief Administrative Officer

Attachment 1
Area Map



**REGIONAL DISTRICT OF NANAIMO
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE MEETING
HELD ON TUESDAY OCTOBER 18, 2016
COMMITTEE ROOM**

MINUTES

Present:

Ian Thorpe	Chair, Director (Nanaimo)	Rosa Telegus	City of Parksville
Bob Rogers	Director Electoral Area E	John Elliot	City of Nanaimo
Alec McPherson	Director Electoral Area A	Daniel Hooper	Public (District 68)
Bob Weir	Town of Qualicum Beach	Ted Malyk	Business Community (District 69)
Fred Spears	District of Lantzville	Glenn Gibson	Island Health

Also in Attendance:

Jason Clarke	Director, GreatPacific Consulting
Randy Alexander	GM, Regional and Community Utilities, RDN
Sean De Pol	Manager Wastewater Services, RDN
Shelley Norum	Wastewater Program Coordinator, RDN
Deanna McGillivray	Special Projects Coordinator, Wastewater Services, RDN
Ryan Powell	GNPCC Lab Technician, Wastewater Services, RDN

Regrets:

Doug Muir	Snuneymuxw First Nation	Blake Medlar	Business Community (District 68)
Marc Lefebvre	City of Parksville	Vaughn Figueira	City of Parksville
Juanita Rogers	Fisheries and Oceans Canada		

CALL TO ORDER

Chairperson I. Thorpe called the meeting to order at 12:30 PM and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

ADOPT AGENDA

MOVED Director Rogers, SECONDED T. Malyk, that the agenda be adopted.

CARRIED

PRESENTATIONS

J. Clarke gave a presentation on the refined Greater Nanaimo Pollution Control Centre (GNPCC) Receiving Environment Monitoring Program. This presentation was a follow-up to the draft scoping report presentation given at the March 29, 2016 LWMP Monitoring Committee meeting.

A discussion of the presentation followed and the main topics are discussed below:

- Receiving environment monitoring is a regulatory requirement associated with the GNPCC outfall replacement. The goal is to monitor the effects of the effluent at the boundary of the initial dilution zone (IDZ) and to give confidence in the treatment levels provided at the plant.
- "Trapping depth" for water quality sampling was determined through predictive modelling for both summer and winter conditions, and will be field tested during the first year of sampling.
- All monitoring stations were carefully chosen. The bioaccumulation sampling station locations chosen through modelling will be field tested and evaluated for appropriateness during the first year of sampling.

- B. Rogers asked if some substances accumulate farther down in the sediment column than others, and if so, would the proposed grab sampling methodology be at risk of missing these substances. J. Clarke replied that most parameters of interest to the monitoring program are either dissolved in water or attached to very light, fine flocculants that are suspended in the water column and unlikely to descend to the ocean floor.
- Throughout the three-year monitoring cycle of the program, preliminary sampling results and program methodology will be reevaluated to ensure that the program is informed by current industry standards and is continuing meet the regulatory requirements and objectives. Regulatory updates which come into effect during the three-year monitoring cycle will also be reviewed.
- The program as a whole will be reviewed after the three-year monitoring cycle is complete to evaluate efficacy and identify opportunities for reducing costs associated with the monitoring program.

DELEGATIONS

MINUTES

MOVED Director McPherson, SECONDED Director Rogers, that the minutes from the Liquid Waste Management Plan Monitoring Committee meeting held on June 21, 2016, be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Director McPherson followed up on an action item which arose from discussion at the June 21st Monitoring Committee meeting and inquired about the name of the company responsible for the incineration of medications collected through the B.C. Medications Return Program. S. Norum answered that following the June meeting, RDN staff determined that the company responsible for incineration is Stericycle. She added that this information was included in the minutes from the June meeting.

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

REPORTS

Committee Appointments

S. Norum gave an update on the LWMP Monitoring Committee appointments. She notified the Committee that the term for two general public Committee appointments and two business community Committee appointments expires in December 2016. The deadline for applications for these positions is November 14th. New appointments for public and business community committee members and 2017 appointments for Regional Board members sitting on LWMP Committee will be announced in December 2016.

Chairperson I. Thorpe inquired if there was a limit to the number of terms at-large committee members can serve.

S. Norum answered that there is no limit set out in the Monitoring Committee's Terms of Reference.

GNPCC Outfall Update

S. De Pol gave an update on the GNPCC outfall project. The construction contract for the project was awarded to McNally Construction on November 3, 2015. The June 2016 replacement of the GNPCC marine outfall proceeded without issue. Aerial footage of the outfall installation was shown, and an explanation of the float & sink installation process undertaken by the contractor was given. This installation process was completed on-schedule and on-budget. While the project was substantially completed with the installation of the outfall, there are a few remaining items to be addressed, including the restoration of Morningside Park and eelgrass replanting in the outfall right-of-way. Park restoration will occur in Spring 2017. To maximize the probability of successful reestablishment, staff are waiting for sediment on and around the site of the new outfall to settle before eelgrass replanting is authorized. At completion, the entire outfall replacement project is expected come in below the project budget of \$16 million. On July 6, 2016, the RDN received a Gas Tax grant for \$6 million for the outfall replacement project. The new outfall is now online.

T. Malyk asked if there are any environmental implications associated with the old outfall pipe remaining on the ocean floor.

S. De Pol replied that there are no expected adverse effects as the old outfall pipe is steel. It will also provide an artificial reef, creating habitat for marine organisms.

I. Thorpe congratulated S. De Pol and RDN staff on the project's success.

J. Elliot added that City of Nanaimo staff were impressed with the way communications were handled throughout project. The City received very few questions or complaints from the public relating to the outfall project, and was able to maintain special events bookings in the park throughout the construction process.

GNPCC Secondary Treatment Update

S. De Pol provided an update on the Secondary Treatment Upgrade Project. 100% design has been completed by AECOM, and an internal review of the design documents is underway. In preparation for tendering, the RDN released a Request for Qualifications for the GNPCC Secondary Treatment Upgrade Project. A number of responses were received, and after a thorough review process, the list of Qualified General Contractors has been posted on the RDN website. The project is expected to go to tender in late 2016. It is anticipated that the contract will be awarded in Spring 2017. The total project cost is approximately \$82 million; if required, the budget will be adjusted following tendering.

Director Rogers asked if the review process for submissions to the Request for Qualifications included the applicants' past records for reliability and professionalism.

S. De Pol replied that extensive reference checks were completed for all shortlisted applicants.

G. Gibson asked what the GNPCC Secondary Treatment Upgrade Project has to do with the receiving environment monitoring.

S. De Pol answered that the receiving environment monitoring is a regulatory requirement associated with the construction of the new outfall. However, information collected via the sampling program will be evaluated to determine whether a UV disinfection upgrade will be needed at the GNPCC in future.

T. Malyk asked where the budget for the Receiving Environment Monitoring Program comes from.

S. De Pol explained that capital projects are funded by Development Cost Charges, while ongoing operation and maintenance expenses are funded by property taxes. Year one of the program will

be funded through the capital projects budget. Beyond that, the sampling program will be included in the operations and maintenance budget.

Update on the Sewer Servicing Studies

S. De Pol provided an update on the sewer servicing studies. Wastewater Services received \$350,000 in federal Gas Tax grant funds for sewer servicing studies. This funding was divided into two separate studies: a \$50,000 sewer servicing study in Cedar, and \$300,000 sewer servicing study in Bowser.

The Cedar study centred on the Duke Point Pollution Control Centre's available capacity, and evaluated whether a future upgrade of the facility could allow the connection of currently unserviced properties in the Cedar area. Currently, the City of Nanaimo and the RDN have an agreement in place restricting further connection of Cedar properties to the collection system. The study produced a conceptual plan for the expansion of the Duke Point treatment plant, projected costs for the project, and estimated cost per connection. The required capacity for the projected build-out of the Duke Point industrial area over the next twenty years was also considered in the plan. Next steps in this project include discussions with the City of Nanaimo regarding a possible update of the existing agreement, and the amendment of existing RDN Wastewater bylaws. It is important to note that if an update to the agreement with the City is approved and a plan for expansion is devised, there will still be much work to be done before any new connections will be authorized.

T. Malyk asked if there was an indication from the City of Nanaimo prior to the commencement of the study that the agreement can be amended.

S. De Pol answered that RDN staff did consult with City staff prior to commencing the study, and that there was support in principle to move forward with the study. The results of the study will inform further discussion about updating the agreement.

J. Elliot commented that City is concerned with ensuring that properties in the Duke Point industrial area retain access to their allotted service if there are new connections to the system. The Cedar servicing study is a necessary step towards understanding the upgrades to the treatment plant that would be necessary to allow for the expansion of sewer servicing in the Cedar area without impacting existing customers, or any build-out of the industrial park, and the costs associated with the upgrades.

The Sewer Servicing Study for Bowser Village Centre includes predesign and detail design on collection and treatment, and predesign on disposal options. A public meeting was held in Area H on July 11, 2016, when predesign on the project was 60% complete. The most significant update shared at that meeting was the cost for the project. The ground disposal and outfall options have very similar cost estimates. The outfall is estimated to cost \$1.3 million, while ground disposal is estimated to cost \$1.8 million. Costs to construct a treatment plant are estimated at \$3.4 million, while the collection system is estimated to cost \$4.9 million. The estimated total for the project, whether ground or marine disposal is chosen, is estimated at approximately \$10 million. If the project receives support from residents, the RDN will pursue two-thirds funding (\$6.6 million), leaving \$3.3 million to be collected from residents. Funding options and estimates of cost per household are to be determined.

T. Malyk asked if the RDN had already applied for grant funding, or if RDN staff were aware if any grant funding was available for a Bowser sewer servicing project.

S. De Pol replied that a new federal-provincial grant program was recently announced, and that staff are currently evaluating whether this project meets the grant criteria.

G. Gibson asked what the justification for choosing the Bowser area for this servicing study was.

S. De Pol answered that the Regional Growth Strategy and Area H Official Community Plan identify Bowser as a “village centre”, an area of growth and densification in years to come. Sewer servicing is required before densification can occur.

Biosolids Update

S. Norum gave an update on the Biosolids program. For the last several years, the RDN has had a partnership agreement with Vancouver Island University (VIU) and SYLVIS Environmental for the beneficial use of biosolids through land application at the VIU Woodlot. The RDN has received notification that VIU will not be renewing their woodlot lease, and therefore the RDN will not be able to renew the partnership agreement that allows the woodlot to be used for land application. The current contract will come to term in March 2017. The RDN can send biosolids to the Regional Landfill if the VIU woodlot is not available; however, Wastewater Services has hired SYLVIS to explore other potential beneficial use options including other land application and landfill closure opportunities.

S. De Pol added that VIU has chosen not to renew their woodlot lease due to requirements imposed by TimberWest to address liability concerns associated with recreational use in the area. Over the last several years, the biosolids program and the partnership with VIU and SYLVIS has been very successful, and has even been recognized with a national award.

Director McPherson asked how many tonnes of biosolids are produced at RDN Wastewater facilities each year.

S. De Pol answered that between the four treatment plants, 4,000 tonnes of biosolids are produced annually. This quantity is expected to increase when the GNPCC secondary treatment upgrades are completed.

Director McPherson noted that long term disposal of biosolids at the Region Landfill may have implications for solid waste management planning.

T. Malyk asked about the possibility of using an existing parcel of RDN land to dispose of biosolids or of purchasing a parcel for this purpose. He also mentioned the possible use of agricultural land for land application.

S. De Pol replied that the RDN is not considering at purchasing new land for land application as an option at this time, as there are many other opportunities for land application to be explored. The RDN is not exploring options for farmland application at this time as there are several other viable options for beneficial use.

SepticSmart and Septic Maintenance Rebate Program

S. Norum gave an update on the SepticSmart and Septic Maintenance Rebate program. A total of four SepticSmart workshops were held in 2016: two in spring and two in September. G. Gibson attended this year’s workshops as part of the expert panel, and his knowledge has been a great asset to the program. 2016 was the best attended year since the first year of the program, which may be in part due to the popularity of the Septic Maintenance Rebate Program. A rebate top-up bonus of up to \$100 is offered to rebate program participants who attend a SepticSmart workshop; however, not all workshop attendees participate in the rebate program.

The Septic Maintenance Rebate program is in its third year. Funds are fully allocated for 2016, and a waitlist is being taken for new applicants. Wastewater Services anticipates offering the rebate program again in 2017, with minor improvements. The program has been very well received, in part because it is the only program of its kind in the province. Areas E, B and A have the highest number

of rebate program participants this year. The RDN has invested approximately \$74,000 in the Septic Maintenance Rebate. Funding for this program comes from a portion of the RDN's septage receiving revenue. In addition, the program received \$17,000 in grant funding from WCOWMA BC in its first two years. In total this equals about \$91,000 in rebate funding over the three years of the program, with the program's 209 participating households to date spending a total of \$500,000 on septic upgrades. This year, the rebate program budget was increased due to an increase in funds from septage revenue.

T. Malyk asked if there were any plans to increase the rebate program budget next year.

S. Norum explained that the funding for the program is directly tied to septage receiving fees, and that funding cannot increase unless the funding model is changed. However, there is the opportunity to reallocate additional funds to the rebate program mid-year, if more septage fees are collected than projected.

S. De Pol added that septage revenues are increasing, in part due to the SepticSmart program.

Chairperson Thorpe called upon G. Gibson to comment on his experience attending the workshops.

G. Gibson replied that the workshops were well organized and offer valuable information. Attendance in 2016 was good. There are always more people who could attend the program..

2017 Work Plan

S. Norum presented the key LWMP action items in the 2017 Wastewater Services work plan. At least two meetings of the LWMP Monitoring Committee will be held next year, and are expected to be scheduled in close proximity to the annual LWMP reporting deadline and GNPCC Secondary Treatment Upgrade Project milestones. In addition, staff will host two Wastewater & Water Collaborative (W3C) meetings, and three W3C working groups will meet to address source control, inflow & infiltration, and rainwater management. Four SepticSmart workshops will be offered in 2017: two in the spring and two in the fall. The Septic Maintenance Rebates will be offered again; \$35,000 has been allocated for that program in the preliminary 2017 budget. In addition, the implementation of the Trucked Liquid Waste Rates and Regulations Bylaw (Bylaw 1732) will require industry outreach to familiarize local businesses with the changes that will affect them. Public communication regarding the GNPCC Secondary Treatment Upgrade and other major capital projects remains a priority for 2017. The Bowser Village Sewer Servicing Study will be completed, as per the Gas Tax funding agreement. The Wastewater Services website content will also be reviewed to align with the look and feel of the new 2017 RDN Website.

Director Rogers asked if there were any items in the work plan regarding consultation of, and/or opportunities for partnership with, First Nations on matters related to liquid waste.

R. Alexander replied that the RDN has ongoing communications with First Nations about the LWMP and all related projects. He added that Wastewater Services will undertake communications about new initiatives or opportunities through the RDN's Intergovernmental Liaison as warranted.

Director McPherson inquired as to whether completion of remaining tasks relating to the Cedar Village Sewer Servicing Study would be included in the 2017 work plan.

S. De Pol replied that these tasks would be included in the work plan for 2017.

Next LWMP MC Meetings

The next LWMP Monitoring Committee meetings are tentatively scheduled March, May/June, and October 2017.

ADDENDUM

BUSINESS ARISING FROM COMMUNICATIONS/CORRESPONDENCE

NEW BUSINESS

ADJOURNMENT

MOVED G. Gibson, SECONDED T. Malyk that this meeting be adjourned.

TIME: 2:37 PM

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION

REGULAR MEETING

HELD THURSDAY OCTOBER 20, 2016

2:00PM

(OCEANSIDE PLACE)

Attendance: Julian Fell, RDN Board
Reg Nosworthy, Electoral Area 'F'
Ted Malyk, Electoral Area 'G'
Teresa Patterson, Councillor, City of Parksville
Neil Horner, Councillor, Town of Qualicum Beach
Julie Austin, School District 69 Trustee

Staff: Tom Osborne, General Manager of Recreation and Parks
Hannah King, Superintendent of Recreation Program Services
Ann-Marie Harvey, Recording Secretary

Regrets: Bill Veenhof, Director, Electoral Area 'H'
Gordon Wiebe, Electoral Area 'E'

CALL TO ORDER

Chair Fell called the meeting to order at 2:00pm and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

DELEGATIONS

None

PRESENTATION

RDN Summer Programs - K. Valade, RDN Programmer

Ms. Valade gave a presentation about the 2016 summer programs offered, their stats and changes for next year.

2:15pm – Commissioner Patterson arrived

MINUTES

MOVED Commissioner Horner, SECONDED Commissioner Patterson that the Minutes of the Regular District 69 Recreation Commission meeting held September 15, 2016 be adopted.

CARRIED

MOVED Commissioner Horner, SECONDED Commissioner Patterson that the minutes of the D69 Recreation Grants Sub-Committee meeting held October 12, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

Grants

MOVED Commissioner Nosworthy, SECONDED Commissioner Horner that the following District 69 Youth Recreation Grant applications be approved:

Community Group	
Arrowsmith Community Recreation Association- youth sports programs	\$4,200
District 69 Family Resource Association- youth life skills program food and supplies	\$2,500
Parksville Curling Club- junior program equipment	\$2,500
Total	\$9,200

CARRIED

MOVED Commissioner Nosworthy, SECONDED Commissioner Horner that the following District 69 Community Recreation Grant applications be approved:

Community Group	
Arrowsmith Agricultural Association - Family Day Celebration	\$1,414
Errington Elementary School- Tribune Bay for low income families	\$2,500
Inclusion Parksville Society (formerly PDA CL)- tables, chairs, tents	\$1,000
Nanoose Place Seniors- carpet bowls for visually impaired players	\$828
Oceanside Community Arts Council- senior's art program	\$1,250
Qualicum Beach Lawn Bowling Club- bowling aides	\$1,000
Qualicum Weavers and Spinners Guild- portable loom	\$1,200
Ravensong Masters Swim Club- pool rental	\$1,000
Total	\$10,192

CARRIED

COMMUNICATIONS/CORRESPONDENCE

MOVED Commissioner Horner, SECONDED Commissioner Nosworthy that the following Communications/Correspondence be received:

RDN Public Notice - District 69 (Oceanside) Recreation Services Update

CARRIED

UNFINISHED BUSINESS

None

REPORTS

Monthly Update – Oceanside Place – September 2016

Mr. Osborne summarized the Oceanside Place Monthly Update, noting the success of the Panthers Hockey Tournament and the appearance of Kirk Browning at a Skate Canada Development Camp.

Monthly Update – Ravensong Aquatic Centre – September 2016

No Report – This report will come to the November meeting.

Monthly Update – Northern Recreation Program Services – September 2016

Ms. King summarized the Northern Recreation Program Services Monthly Update, noting a successful National Active aging week and Terry Fox Run. She said the volunteering from the Oceanside Generals hockey team has been very helpful at the Terry Fox Run.

Ms. King mentioned the launch of the new Active Reg registration program is mostly been a smooth transition, with some minor issues to iron out.

Monthly Update of Community and Regional Parks and Trails Projects – September 2016

Mr. Osborne gave a summary of the Monthly Update of Community and Regional Parks and Trails Projects in the D69 area. He noted that the E & N Rail Trail is moving along at a good pace. He mentioned the recent Dunsmuir Community Park Open House that had a positive turn out.

MOVED Commissioner Horner, SECONDED Commissioner Patterson that the reports be received.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

None

COMMISSIONER ROUNDTABLE

Commissioner Nosworthy told the Commission about the new part-time Recreation Coordinator at Arrowsmith Community Recreation Association (ACRA), Jessica McLean.

Commissioner Patterson told the Commission about the Canada 150 mural that was unveiled by the City of Parksville. She also mentioned that due to demand, the City of Parksville is looking to add another dog park or the possibility of splitting one between smaller dogs and larger dogs.

Commissioner Horner attended the very popular the Mushroom Festival in Errington at the North Island Wildlife Recovery Centre and suggested an RDN Mushroom Camp as an idea.

Chair Fell mentioned that the RDN has started GPS mapping their trails and will link to the website. Horne Lake was the start of the mapping.

ADJOURNMENT

MOVED Commissioner Patterson that the meeting be adjourned at 2:50pm.

CARRIED

Chair

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE GRANTS-IN-AID ADVISORY COMMITTEE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
WEDNESDAY, OCTOBER 26, 2016 AT 1:00 PM IN THE
RDN COMMITTEE ROOM**

In Attendance:

M. Lefebvre	Chairperson
M. Young	Director, District 68
B. Erickson	Citizen Advisory Member
L. Mathews	Citizen Advisory Member
J. O'Connor	Citizen Advisory Member

Regrets:

E. Yewchin	Citizen Advisory Member
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Also in Attendance:

M. O'Halloran	Legislative Coordinator
C. Golding	Recording Secretary

CALL TO ORDER

The Chairperson called the meeting to order.

MINUTES

Minutes of the Grants-in-Aid Advisory Committee meeting held Thursday, May 19, 2016.

MOVED J. O'Connor, SECONDED L. Mathews, that the minutes of the Grants-in-Aid Advisory Committee meeting held Thursday, May 19, 2016, be adopted.

CARRIED

CORRESPONDENCE

Ross Bowen, Scouts Canada, re Response to grant for Scouts Canada Camp Caillet – AED.

MOVED L. Mathews, SECONDED M. Young, that the correspondence from Ross Bowen, Scouts Canada, regarding the grant for the Scouts Canada Camp Caillet – AED be received.

CARRIED

District 68 Grant Approvals

Funds available: \$3,119.00

MOVED J. O'Connor, SECONDED L. Mathews, that the Board award District 68 Grants-in-Aid funds as follows:

Gabriola Arts Council – rental costs, workshop materials, and marketing & promotion for the Isle of the Arts Festival in April 2017.	\$0.00
Mudge Island Citizen's Society - purchase of a cistern for collecting rainwater to assist in firefighting.	\$2,100.00
Scouts Canada 1st Gabriola Scouts Group - Wood Badge training for volunteers.	\$405.00
Total	\$2,505.00

CARRIED

MOVED J. O'Connor, SECONDED B. Erickson, that the remaining District 68 funds in the amount of \$614.00 be carried forward to the 2017 Grants-in-Aid budget.

CARRIED

District 69 Grant Approvals

Funds available: \$8,892.00

MOVED J. O'Connor, SECONDED L. Mathews, that the Board award District 69 Grants-in-Aid funds as follows:

BCSPCA Parksville - Qualicum Beach & District Branch – support for low-cost spay and neuter program.	\$0.00
ECHO Players Society - purchase of materials (e.g. paint and marine-grade plywood) for the Mural Project.	\$4,500.00
Inclusion Parksville Society - purchase of 4 computers and 4 tablets for client use.	\$2,500.00
Oceanside Stroke Recovery Society – purchase of a rolling metal library book cart and stroke survivor printed resources.	\$1,000.00
Parksville & District Historical Society - printing costs to print Parksville Local History Book.	\$0.00
Total	\$8,000.00

CARRIED

MOVED L. Mathews, SECONDED J. O'Connor, that the remaining District 69 funds in the amount of \$892.00 be carried forward to the 2017 Grants-in-Aid budget.

CARRIED

NEW BUSINESS

MOVED M. Young, SECONDED J. O'Connor, that staff be directed to provide a report in spring, 2017, with options for updating the Grants-in-Aid Policy to clarify ineligibility related to annual operating expenses.

CARRIED

ADJOURNMENT

MOVED B. Erickson, SECONDED M. Young, that this meeting be adjourned.

CARRIED

TIME: 2:11 PM

CHAIRPERSON