

REGIONAL DISTRICT OF NANAIMO

**COMMITTEE OF THE WHOLE
TUESDAY, MARCH 14, 2017
7:10 PM**

(RDN Board Chambers)
This meeting will be recorded

A G E N D A

PAGES

- 1. CALL TO ORDER**
- 2. DELEGATIONS**
 - 7 **Ronda Murdock, Trevor Wicks, Doug O'Brien, and Derrick Grimmer, re Emergency Preparedness for Parksville Water Supply.**
 - 8 **David Bligh, re Water Bill Adjustment: 1965 Highland Road, Nanoose Bay Peninsula Water Service Area.**
- 3. MINUTES**
 - 9-10 **3.1 Special Committee of the Whole Meeting - February 14, 2017.**

That the Minutes of the Special Committee of the Whole meeting held February 14, 2017 be adopted.
 - 11-13 **3.2 Regular Committee of the Whole Meeting - February 14, 2017.**

That the Minutes of the Regular Committee of the Whole meeting held February 14, 2017 be adopted.
- 4. BUSINESS ARISING FROM THE MINUTES**
- 5. COMMUNICATIONS/CORRESPONDENCE**
 - 14 **5.1 John Rams, District of Metchosin, re Aboriginal Day.**
 - 15-16 **5.2 Matt Miller and Nicole Vaugeois, Vancouver Island University, re 'A Plastic Ocean' Screening at VIU.**
- 6. UNFINISHED BUSINESS**

7. ADMINISTRATION

17-119 **7.1 Regional District of Nanaimo 2017 Operational Plan.**

That the Board endorse the Regional District of Nanaimo 2017 Operational Plan.

120-124 **7.2 Celebrating the Regional District of Nanaimo's 50th Anniversary.**

That the Board endorse the communication and outreach activities to celebrate the Regional District of Nanaimo's 50th Anniversary as outlined in Attachment 1.

8. STRATEGIC AND COMMUNITY PLANNING

125-131 **8.1 Mount Arrowsmith Biosphere Region Request for Funding.**

- 1. That the Regional District of Nanaimo work with Vancouver Island University and Mount Arrowsmith Biosphere Region to engage with local First Nations to determine the level of support for a Truth and Reconciliation focused community based learning program to be piloted in 2017, and provide an update to the Board once the programming is developed.*
- 2. That \$10,000 be allocated in the 2017 budget for Truth and Reconciliation focused community based programming in partnership with Vancouver Island University and Mount Arrowsmith Biosphere Region.*

132-139 **8.2 Statistics Canada 2016 Census Population Data.**

That this report be received for information.

9. REGIONAL AND COMMUNITY UTILITIES

140-141 **9.1 Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring.**

That the Board award the Environmental Consulting Services contract for the Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring Program to G3 Consulting Ltd. For \$226,314.45.

142-147 **9.2 Marine Litter Resolution – Federation of Canadian Municipalities Annual Conference.**

That the following resolution be forwarded to the Federation of Canadian Municipalities for consideration at the Annual Conference:

WHEREAS the United Nations Environmental Programme estimates that 8 million tonnes of the plastic produced globally every year finds its way into our oceans, food chains and ecosystems, damaging our health in the process;

AND WHEREAS, with over 202,080 kilometres of coastline, Canada has one of the longest interfaces with oceans and bodies of water of any country on the planet;

AND WHEREAS, well designed laws can help reverse this global trend;

RESOLVED, that the Federation of Canadian Municipalities urge the federal government to develop a national strategy to mitigate and manage marine litter.

148-158 **9.3 Water Bill Adjustment: 1965 Highland Road, Nanoose Bay Peninsula Water Service Area.**

That the Board authorize a water bill adjustment at 1965 Highland Road for an amount equal to 50 percent of the value of water leaked during the September 2015 to May 2016 billing period.

159-162 **9.4 Bylaw No. 1655.06 – Water User Rate Amendments 2017.**

That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.06, 2017” be introduced and read three times.

10. TRANSPORTATION AND EMERGENCY PLANNING

163-170 **10.1 Island Timberlands Licence for Underground Fire Water Tank.**

That the Board approve the Non-Exclusive Licence with Island Timberlands for the use of lands to construct, maintain and access an underground water tank.

11. ADVISORY, SELECT COMMITTEE AND COMMISSION

11.1 Agricultural Advisory Committee.

171-173

11.1.1 Minutes of the Agricultural Advisory Committee Meeting - February 17, 2017.

That the minutes of the Agricultural Advisory Committee Meeting held February 17, 2017 be received for information.

11.2 District 69 Recreation Commission.

174-177

11.2.1 Minutes of the District 69 Recreation Commission Meeting - February 22, 2017.

That the minutes of the District 69 Recreation Commission Meeting held February 22, 2017 be received for information.

11.2.2 District 69 Recreation Grants.

- 1. That the District 69 Youth Recreation Grant applications be approved as follows:*

Youth Organization	
Arrowsmith Community Recreation Association - youth basketball event	\$485
Ballenas Secondary School - Dry Grad Committee	\$1,000
Errington War Memorial Hall Association - World Music Camp	\$950
Oceanside Minor Softball Association - equipment	\$2,500
School District #69 – Quw’utsun Cultural Centre trip	\$2,000
Total	\$6,935

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

Community Organization	
Arrowsmith Community Recreation Association - Coombs Community Picnic	\$909
Bow Horne Bay Community Club - Lighthouse Fall Fair	\$1200
Family Resource Association - Special Needs Program family retreat	\$1200
Lighthouse Community Centre Society - pickleball nets	\$500
Oceanside Building Learning Together Society - Dad's Night Out Skating	\$689
Parksville Lions Club - free family skate events	\$1,000
Qualicum Beach Elementary School PAC – play space	\$2,500
Town of Qualicum Beach - Select Committee on Beach Day Celebrations	\$1,000
Town of Qualicum Beach - Select Committee on Family Day Celebrations	\$500
Total	\$9,498

178-193

11.2.3 Amended Arrowsmith Community Recreation Association Recreation Services Report.

That the amended Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three year term from January 1, 2017 through to December 31, 2019.

12. ADDENDUM

13. BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

14. NEW BUSINESS

14.1 Directors' Roundtable

15. IN CAMERA

That pursuant to Sections 90 (1) (e), (i), (j), (k), and (m) of the Community Charter the Committee proceed to an In Camera Meeting for discussions related to land acquisition, solicitor-client privilege, third-party business interests, a proposed service, and intergovernmental relations.

16. ADJOURNMENT

Delegation: Ronda Murdock, Trevor Wicks, Doug O'Brien, and Derrick Grimmer, re
Emergency Preparedness for Parksville Water Supply.

Summary: Presentation on emergency preparedness for Parksville water supply.

Delegation: David Bligh, re Water Bill Adjustment: 1965 Highland Road, Nanoose Bay Peninsula Water Service Area.

Summary: I do wish to appear as a delegation Tuesday, March 14, 2017 as offered in Chris Midgley's email.

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, FEBRUARY 14, 2017 AT 4:00 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	Chairperson
Director I. Thorpe	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. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Colclough	District of Lantzville
Alternate	
Director N. Horner	Town of Qualicum Beach

Regrets:

Director J. Kipp	City of Nanaimo
Director W. Pratt	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
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
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 Alternate Director Horner to the meeting.

FINANCE

2017 Budget and Financial Plan.

Staff presented an overview of the 2017 – 2021 Financial Plan to the Board highlighting recent updates, tax requisition and allocations, revenues, and consolidated operating, debt and capital expenditures.

MOVED Director Hong, SECONDED Director Stanhope, that the return of the Island Corridor Foundation requisition through the Grants-in-Aid Service be split over 2017 and 2018 in equal installments.

DEFEATED

ADJOURNMENT

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

CARRIED

TIME: 5:22 PM

CHAIRPERSON

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING
OF THE REGIONAL DISTRICT OF NANAIMO HELD ON
TUESDAY, FEBRUARY 14, 2017 AT 7:08 PM IN THE
RDN BOARD CHAMBERS**

In Attendance:

Director W. Veenhof	Chairperson
Director I. Thorpe	Deputy Chairperson
Director A. McPherson	Electoral Area A
Director H. Houle	Electoral Area B
Director M. Young	Electoral Area C
Director B. Rogers	Electoral Area E
Director J. Fell	Electoral Area F
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Alternate	
Director G. Fuller	City of Nanaimo
Director M. Lefebvre	City of Parksville
Director B. Colclough	District of Lantzville
Alternate	
Director N. Horner	Town of Qualicum Beach

Regrets:

Director J. Stanhope	Electoral Area G
Director J. Kipp	City of Nanaimo
Director W. Pratt	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
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
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.

COMMITTEE OF THE WHOLE MINUTES

Minutes of the Regular Committee of the Whole meeting held Tuesday, January 10, 2017.

MOVED Director Lefebvre, SECONDED Director Horner, that the minutes of the Regular Committee of the Whole meeting held Tuesday, January 10, 2017, be adopted.

CARRIED

CORPORATE SERVICES

Regional District of Nanaimo Name Change.

MOVED Director Horner, SECONDED Director McPherson, that the Minister of Community, Sport & Cultural Development be advised that the Regional District of Nanaimo will be undertaking a public process for the renaming of the Regional District.

DEFEATED

MOVED Director Horner, SECONDED Director McPherson, that the Chair appoint three Directors to a Select Committee for the purpose of investigating and implementing a name change for the Regional District of Nanaimo.

DEFEATED

MOVED Director Horner, SECONDED Director McPherson, that a consultant be engaged to assist with the rebranding and renaming process for the Regional District of Nanaimo, and that \$100,000 be added to the 2017 Budget for this purpose.

DEFEATED

REGIONAL AND COMMUNITY UTILITIES

Bylaw No. 1170.05 - San Pareil Water Service Area Expansion, Electoral Area 'G'.

MOVED Director Rogers, SECONDED Director Fell, that the Board give three readings to "San Pareil Water Supply Local Service Area Amendment Bylaw No. 1170.05, 2017".

CARRIED

Engineering Services for Preliminary Design of the French Creek Pollution Control Center Stage 4 Expansion Project.

MOVED Director Lefebvre, SECONDED Director Colclough, that the Board award AECOM the Preliminary Design of the Stage 4 Expansion to the French Creek Pollution Control Centre (FCPCC).

CARRIED

MOVED Director Lefebvre, SECONDED Director Colclough, that the Board approve a total budget of \$429,277 to complete the Preliminary Design phase of the Project.

CARRIED

NEW BUSINESS

Regional District of Nanaimo Name Change.

MOVED Director McKay, SECONDED Director Horner, that staff be directed to determine the process and total anticipated costs for changing the name of the Regional District of Nanaimo.

DEFEATED

Directors' Roundtable

Directors provided updates to the Board.

IN CAMERA

MOVED Director McKay, SECONDED Director Lefebvre, that pursuant to Sections 90 (1) (a), (e), (j), (k), and (m) of the *Community Charter* the Committee proceed to an In Camera Meeting for discussions related to Board appointments, land acquisition, third-party business interests, a proposed service, and intergovernmental relations.

CARRIED

TIME: 7:39 PM

ADJOURNMENT

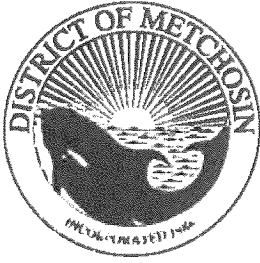
MOVED Director McKay, SECONDED Director Young, that this meeting be adjourned.

CARRIED

TIME: 8:56 PM

CHAIRPERSON

CORPORATE OFFICER



DISTRICT OF METCHOSIN

File No. 0360-20-20

February 2, 2017

Association of Vancouver Island and Coastal Communities
Local Government House
525 Government Street
VICTORIA, BC V8V 0A8

Re: Aboriginal Day

This is to advise that at its Council Meeting held on Monday, January 23, 2017, the District of Metchosin Council made the following resolution to designate a National Statutory Holiday that celebrates the cultures and history of the First Nations, Inuit and Metis peoples of Canada.

2017 Resolutions - AVICC Annual General Meeting

ABORIGINAL DAY

Metchosin

WHEREAS number 80 of the Calls to Action of the Truth and Reconciliation Commission of Canada calls for a national statutory holiday for Truth and Reconciliation,

And WHEREAS National Aboriginal Day recognizes and celebrates the cultures and contributions of the First Nations, Inuit and Métis peoples of Canada, but is not a national statutory holiday,

And WHEREAS a statutory holiday would allow all Canadians to be able to participate in the recognition and celebration of First Nations' cultures and histories,

THEREFORE be it resolved that the federal government, working with Aboriginal leaders, designate a national statutory holiday that celebrates the cultures and histories of the First Nations, Inuit and Metis peoples of Canada.

Sincerely,

John Rains
Mayor
District of Metchosin

4450 Happy Valley Road, Victoria, B.C. V9C 3Z3
Administration Office (250) 474-3167 Fax 474-6298
Building Inspection Department (250) 474-3196 Fax 474-6298

-----Original Message-----

From: Matt Miller [<mailto:Matt.Miller@viu.ca>]
Sent: Monday, March 06, 2017 3:23 PM
To: Larson, Meghan
Subject: RE: 'A Plastic Ocean' Screening at VIU

Hi Meghan,

Here is the letter of support from the VIU Research Faculty. Sorry it took so long. We are shooting for a mid-April screening date.

Thanks!

Matt Miller
Ecological Interactions Research Program Vancouver Island University

-----Original Message-----

From: Matt Miller [<mailto:Matt.Miller@viu.ca>]
Sent: Friday, February 10, 2017 12:11 PM
To: Larson, Meghan
Subject: 'A Plastic Ocean' Screening at VIU

Hi Meghan,

I joined you on stage at the screening of 'A Plastic Ocean' in Parksville last month and have a proposal for you. I have been inspired to organize a screening of the film at VIU for students and the general public of Nanaimo. The Parksville screening was the only one on Vancouver Island, and based on the attendance of that event I believe the turnout could be immense if it was advertised in Nanaimo. The film did such a great job of bringing to light our immense problem of ocean plastic pollution and the need to reduce single-use plastics in a way that the public can understand, and I feel the need to share this with the people of Nanaimo. I have contacted the makers of the film, The Plastic Ocean Foundation, about holding the screening, and they require a screening licensing fee of \$250 USD for the DVD and to support the production of their film. I was wondering if the RDN would like to sponsor this event and cover some or all of the cost for the screening license, as our funds here at VIU are very limited. You would also have the opportunity to attend, and much like the Parksville screening, join myself and my fellow microplastics lab members in answering questions after the film. We would host the event in VIU's theatre which holds around 300 people.

I think this is a great opportunity for both VIU and the RDN to demonstrate their progressiveness and continue to be leaders in sustainability.

Let me know what you think,

Thanks,
Matt



March 6, 2017

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

Dear Regional District of Nanaimo,

I am writing this letter to show Vancouver Island University's support for the student-led screening of "The Plastic Ocean" documentary at Vancouver Island University. Public concern regarding plastic debris has been increasing globally and this film is a powerful tool for increasing public awareness about this crucial issue that threatens our oceans. This film provides an opportunity for our community to learn about the problems associated with disposable or single use plastics and to motivate change through education, allowing citizens to make informed choices in their everyday lives. This documentary has been screened worldwide, but currently there are no showings scheduled for Nanaimo.

I believe this will increase community engagement with VIU and a chance to share relevant projects that are occurring at the university. Dr. Sarah Dudas and the students in her Ecological Interactions Research Program have been busy conducting research on several aspects of plastic pollution, particularly microplastics. Dr. Dudas along with her students (VIU undergraduates and UVic graduate students) and graduates will be present at the screening to share the research that has been occurring and to answer questions.

This documentary states, "We need a wave of change, and this starts with us." We ask if you will support the screening of "The Plastic Ocean" to increase greatly needed awareness to the alarming truth about plastic pollution.

Sincerely,

Nicole Vaugeois
Associate Vice-President, Scholarship, Research, and Creative Activity
Vancouver Island University

TO: Committee of the Whole **MEETING:** March 14, 2017

FROM: Tiffany Moore
Manager, Accounting Services

Chris Midgley
Manager, Water Services and Asset Management

Tyler Brown
Intergovernmental Liaison

SUBJECT: Regional District of Nanaimo 2017 Operational Plan

RECOMMENDATION

That the Board endorse the Regional District of Nanaimo 2017 Operational Plan.

SUMMARY

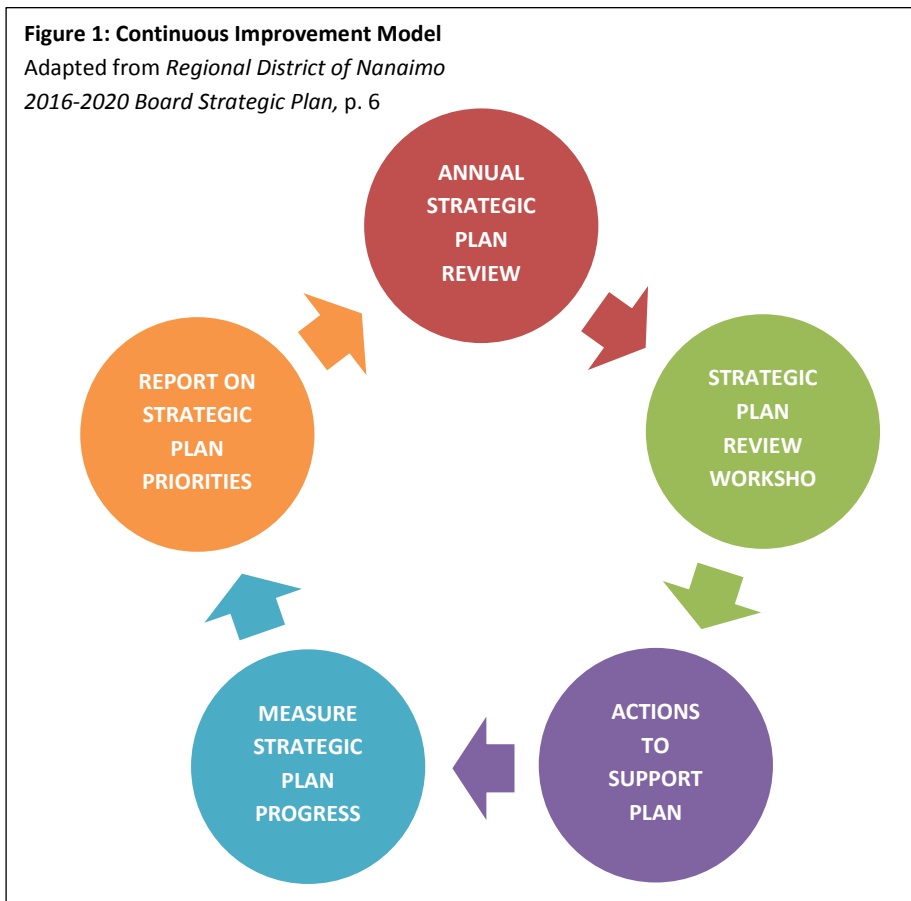
The 2016 – 2020 Board Strategic Plan was developed to be a ‘living’ document that is reviewed and updated on an annual basis. As part of this review process, a 2017 Operational Plan has been developed (see Attachment 1: Regional District of Nanaimo 2017 Operational Plan). The 2017 Operational Plan captures high priority actions for the year and aligns them to Key Focus Areas and Strategic Priorities identified in the 2016-2020 Board Strategic Plan. The 2017 Operational Plan also outlines implementation items and activities to complete over the course of 2017, providing a means for Regional District of Nanaimo (RDN) Board and staff to measure progress on advancing the Board’s Strategic Plan and reporting on Strategic Plan priorities.

BACKGROUND

The 2016-2020 Board Strategic Plan was intended to be a ‘living’ document, developed to follow a continuous improvement model (see Figure 1 below). This means that the Board Strategic Plan is to be reviewed annually following the process outlined below:

- Strategic Plan Review Workshop;
- Actions to Support Plan;
- Measuring Progress on Strategic Plan;
- Reporting on Strategic Plan Priorities; and
- Annual Strategic Plan Review.

The purpose of the attached 2017 Operational Plan is to consolidate high priority actions that support Board Strategic Priorities; and outline the key implementation items and activities to ensure each action



progresses as planned over 2017. The action items arise from RDN Board resolutions, Board policies and adopted plans, legislative and regulatory requirements; departmental work plans; and internal reviews to improve service delivery. The action items identified in the 2017 Operational Plan are those identified as high priority through strategic planning seminars involving Directors and senior staff, and represent a small fraction of all the work plan items necessary to meet 2017 service delivery expectations for the RDN as a whole.

To illustrate how actions listed in the 2017 Operational Plan support the Board Strategic Plan, each action has been attributed to one of the Strategic Plan’s five Key Focus Areas:

- Focus on Governance
- Focus on Service and Organizational Excellence
- Focus on Relationships
- Focus on Economic Health
- Focus on the Environment.

Within each focus area, several Strategic Priorities are listed. Each action has been assigned a primary strategic priority – the one that is most clearly advanced as a result of the action. To account for the fact that many actions advance multiple strategic priorities, ‘related strategic priorities’ are also identified where applicable. The end result is a comprehensive overview of high priority organizational activities planned for 2017 that advance the Board Strategic Plan.

Finally, it is important to note that many of the high priority actions captured in the 2017 Operational Plan may take several years to complete. To account for this, the plan only lists key implementation items and activities to be completed in 2017. To capture multi-year projects, as well as evolving priorities over time, a 2018-2022 Operational Forecast will be developed. This forecast will enable the Board to examine progress and priorities over a longer time frame, and ensure that appropriate resources are available for important projects into the future.

This is the first effort of its kind at the RDN to produce an annual Operational Plan explicitly linked to the Board Strategic Plan. To ensure that departmental work plans, the annual budget and the Five-Year Financial Plan remain aligned to the Board's Strategic Plan, an annual Operational Plan and Operational Forecast will become key deliverables in the cyclical review designed to improve the Board Strategic Plan over time. Staff will provide an update to the Board on the status of Operational Plan action items bi-annually.

ALTERNATIVES

1. That the Board endorse the Regional District of Nanaimo 2017 Operational Plan.
2. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Action items captured in the 2017 Operational Plan are accounted for in the 2017 Budget and 2017-2021 Financial Plan. There are no unaccounted for financial implications associated with the Operational Plan.

STRATEGIC PLAN IMPLICATIONS

The Board Strategic Plan is the highest-level plan for the Regional District of Nanaimo, establishing overall strategic priorities for the organization and guiding the Board's consideration of actions, financial plans and departmental work plans. It is envisioned that the Operational Plan and the Operational Forecast are closely integrated with the RDN Strategic Plan and the Financial Plan. Both will guide the work of RDN Staff and ensure it is in line with the Board's strategic direction. Further, the Operational Plan and Operational Forecast are intended to serve as tools to measure organizational progress and report on Strategic Plan priorities.

 for

Tiffany Moore
tmoore@rdn.bc.ca
March 2, 2017



Chris Midgley
cmidgley@rdn.bc.ca
March 2, 2017



Tyler Brown
tbrown@rdn.bc.ca
March 2, 2017

Reviewed by:

- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

Attachments

1. Regional District of Nanaimo 2017 Operational Plan

Attachment 1
Regional District of Nanaimo 2017 Operational Plan

VERSION 2017.1.04

MARCH 14, 2017



2017 OPERATIONAL PLAN

2017 OPERATIONAL PLAN

Version 2017.1.04

Updated: March 14, 2017

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Traditional Territory Acknowledgement

The Regional District of Nanaimo respectfully acknowledges and recognizes the Coast Salish Nations whose traditional territory we live, work and play on.

2016-2020 Strategic Plan Direction

The following is the Vision for the Regional District of Nanaimo (RDN):

Our Region is environmentally, socially, and economically healthy; resilient and adaptable to change. Residents of the Region meet their needs without compromising the ability of future residents to do the same.

The Purpose of Operational Planning

Operational planning is the process of linking the strategic focus areas and priorities of the organization with service delivery goals and objectives. Service delivery goals and objectives in this Plan arise from RDN Board resolutions, Board policies and adopted plans; items identified as high priority in strategic planning seminars, legislative and regulatory requirements; Staff identified work plans items; and internal processes reviews. The operational plan outlines milestones and key activities required for organizational success, and how RDN staff aim to implement the Board's strategic vision.

Plan Process

PURPOSE OF THE PLAN

The Operational Plan summarizes service delivery initiatives and outlines strategically important services and projects that will serve as a focal point for RDN Staff. In addition, it sets out a reporting cycle to provide timely information on the status of Operational Plan items for the Board to consider when reviewing the RDN 2016-2020 Strategic Plan and future Financial Plans.

The action items identified in this Plan have been selected by a committee of RDN Staff from a much larger list of work plan items intended for 2017 delivery. Action items included in this Plan are those that are critically important to progressing the Board's vision of a region that is environmentally, socially, and economically healthy; resilient and adaptable to change.

The Plan does not capture the vast amount of day-to-day operational work that contributes to the Regional District of Nanaimo's success. Nor does it preclude all the risks and challenges to the RDN's many projects or initiatives that may emerge in 2017. It does, however, recognize the importance of ongoing dialogue with the Board about adjustments to the Plan to meet changing environmental conditions and the evolving needs of the RDN's many communities and citizens.

AN OPERATIONAL PLAN ADDRESSES
FOUR KEY QUESTIONS:

- 1) WHERE ARE WE NOW?
- 2) WHERE DO WE WANT TO BE?
- 3) HOW DO WE GET THERE?
- 4) HOW DO WE MEASURE OUR PROGRESS?

PLAN MONITORING AND PROGRESS UPDATES

An annual Operational Plan will provide focus to ensure efficient processes and project delivery. Staff will update the Board bi-annually on the activities outlined in the Operational Plan. The Operational Plan is deeply integrated with the RDN Strategic Plan and the Financial Plan.

To ensure organizational work plan items are in line with the Board’s strategic direction, the Operational Plan for each year will be developed after the Board has reviewed the Strategic Plan and produced a preliminary Financial Plan. Staff will provide an update on the status of Operational Plan items bi-annually for the Board’s consideration when reviewing the Strategic Plan and developing the following year’s Financial Plan.

REPORTING CYCLE:

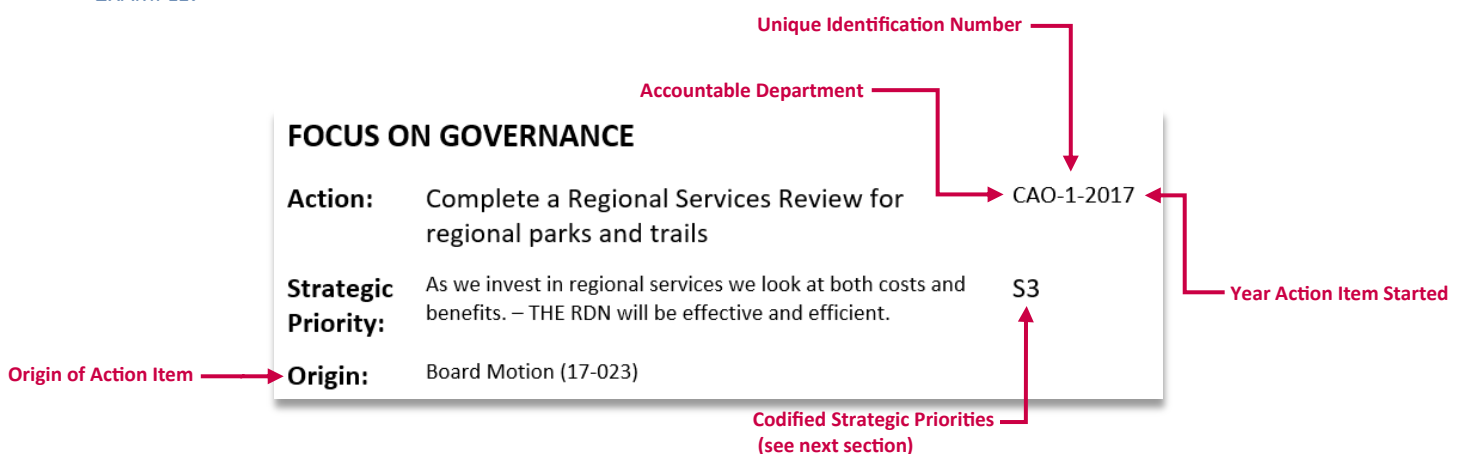
MARCH	SEPTEMBER
Focus: Adopt annual Operational Plan	Focus: Operational Plan update
<ul style="list-style-type: none"> ✓ Develop Departmental work plans based on Strategic Plan updates and Financial Plan ✓ Consider legal and legislative updates, regulatory requirements ✓ Consider resource capacity 	<ul style="list-style-type: none"> ✓ Provide a status update to the Board on Plan action items for consideration of Strategic Plan review and financial planning ✓ Prioritize plan items as necessary for remainder of the year

Plan Overview

UNDERSTANDING THE PLAN

The Plan has been developed to follow the five Key Focus Areas of the 2016-2020 Strategic Plan: Governance, Service and Organizational Excellence, Relationships, Economic Health and Environment. Each Operational Plan action item is categorized under a specific Focus Area and has been assigned a primary strategic priority. If applicable, related strategic priorities are also identified. Each action item has a unique signifier that is comprised of the RDN Department responsible for the action, a number for identification and the year the action was started. The origin of each action is also noted so any action item can be easily tracked. For multi-year projects, the plan only contains activities that are to be completed in 2017.

EXAMPLE:



STRATEGIC FOCUS AREAS AND PRIORITIES

Focus on Governance

The RDN will cooperate and advocate as a Region while recognizing the uniqueness of each community

- G1** We will develop our governance structure to reflect our unique municipal/ electoral area demographics.
- G2** We will create an electoral area caucus to enhance regional governance.
- G3** We will review our Board composition as our community changes and grows.

Focus on Service and Organizational Excellence

The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. The RDN will focus on organizational excellence in all aspects of our daily actions and service delivery to our customers

- S1** We view our emergency services as core elements of community safety.
- S2** We will fund infrastructure in support of our core services employing an asset management focus.
- S3** As we invest in regional services we look at both costs and benefits – The RDN will be effective and efficient.
- S4** We recognize community mobility and recreational amenities as core services.
- S5** We recognize and plan for the impact of our aging population.
- S6** We will advocate for transit improvements and active transportation.
- S7** We will ensure our processes are as easy to work with as possible.

Focus on Relationships

The RDN will continue to develop and encourage meaningful relationships

- R1** We value our First Nations relationships and will integrate their input in future planning and service delivery.
- R2** We will focus on improved two-way communication within the Regional District and with our communities.
- R3** We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.
- R4** We look for opportunities to partner with other branches of government/ community groups to advance our region.
- R5** We will facilitate/ advocate for issues outside of our jurisdiction.

Focus on Economic Health

The RDN will look at all our activities through an economic lens

- EC1** We will support our traditional industries: Forestry, Tourism, Manufacturing, Fishing; Knowledge Based; and Technology Based industries.
- EC2** We recognize the importance of water in supporting our economic and environmental health.
- EC3** We will foster economic development.
- EC4** We see ecotourism as a key economic opportunity in our region.
- EC5** We recognize the importance of agriculture and aquaculture in our region.

Focus on Environment

The RDN recognizes that a healthy environment is key to economic development and a healthy community

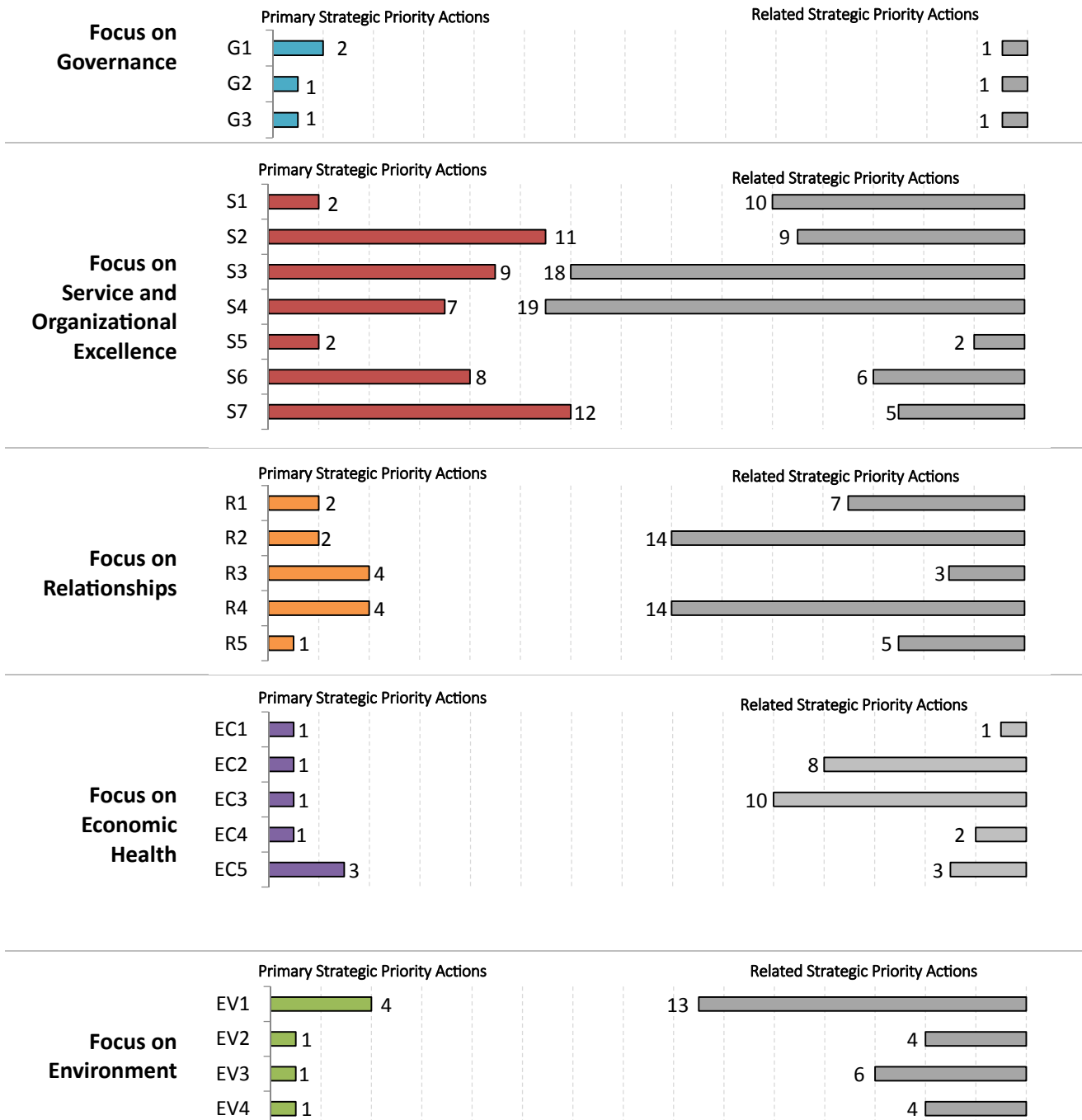
- EV1** We will have a strong focus on protecting and enhancing our environment in all decisions.
- EV2** We will evaluate air quality and climate impacts as factors in our infrastructure and services planning.
- EV3** We will prepare for and mitigate the impact of environmental events.
- EV4** We will include conservation of resources as a planning factor.

ACTION ITEMS BY STRATEGIC PRIORITY

Table 1 below provides an overview of the number of actions planned for 2017 associated with each Board Strategic Priority. For each action, staff identified one primary Strategic Priority that is clearly advanced by the action, and any related Strategic Priorities that are also addressed. Considering primary as well as related Strategic Priorities, Table 1 illustrates how 2017 projects are advancing the Board Strategic Plan as a whole.

TABLE 1: TOTAL ACTION ITEMS BY STRATEGIC PRIORITY

Key Focus Area Number of Actions By Strategic Priority



2017 ACTION ITEMS

Focus on Governance

Section Contents

The RDN will cooperate and advocate as a Region while recognizing the uniqueness of each community

Action #	Action Description	Strategic Priority	Page
CAO-3-2016	Develop a plan/process for ensuring the Strategic Plan is implemented and kept up to date	G1	8
SCD-90A-2016	Review the Boundary between Electoral Area F and G in the vicinity of Church Road	G1	9
CorpSrv-98A-2017	Host Electoral Areas Services Committee Meetings in Electoral Areas	G2	10
CorpSrv-99A-2017	Determine appropriate voting unit in light of 2016 Census figures	G3	11

FOCUS ON GOVERNANCE

Action: Develop a plan/process for ensuring the Strategic Plan is implemented and kept up to date

CAO-3-2016

Strategic Priority: We will develop our governance structure to reflect our unique municipal/ electoral area demographics

G1

Origin: Board Motion 14-485

2017 Implementation Items

- 1) Develop an Operations Plan
- 2) Review Strategic Plan
- 3) Make necessary updates to Strategic Plan

Key Activities

- 1) Organize staff committee to conceptualize operations plan
- 2) Create Operations Plan
- 3) Update Operations Plan prior to 2017 Strategic Plan review session
- 1) Hold Board seminar to review Strategic Plan prior to 2018 Budget preparation

Related Strategic Priorities: All

FOCUS ON GOVERNANCE		
Action:	Review the Boundary between Electoral Area F and G in the vicinity of Church Road	SCD-90A-2017
Strategic Priority:	We will develop our governance structure to reflect our unique municipal/ electoral area demographics	G1
Origin:	Board Motions 16-722; 16-723	
2017 Implementation Items		
	Key Activities	
1) Prepare Terms of Reference		
2) Collect background information	1) Prepare Board report	
3) Community engagement		
Related Strategic Priorities:		
	EC3	S3

FOCUS ON GOVERNANCE				
Action:	Host Electoral Areas Services Committee Meetings in Electoral Areas			CorpSrv-98A-2017
Strategic Priority:	We will create an electoral area caucus to enhance regional governance.			G2
Origin:	Board Motion 16-530			
2017 Implementation Items		Key Activities		
Schedule two Electoral Areas Services Committee (EASC) Meetings in District 68 and two in District 69 per year.		<ol style="list-style-type: none"> 1) Select appropriate dates to host EASC meetings in District 68. 2) Select appropriate dates to host EASC meetings in District 69. 3) Prepare Board report with proposed schedule of EASC Meetings in Districts 68 and 69. 4) Schedule and host meetings as directed by Board. 		
Related Strategic Priorities:		G1	S3	S7
				R2

FOCUS ON GOVERNANCE		
Action:	Determine the appropriate voting unit in light of 2016 Census figures	CorpSrv-99A
Strategic Priority:	We will review our Board composition as our community changes and grows.	G3
Origin:	2016 Census	
2017 Implementation Items		
	Key Activities	
1) Review population statistics	1) Contact Ministry to confirm adjusted population figures. 2) Calculate number of Directors and votes based on current and adjusted voting unit numbers.	
2) Revise voting unit as necessary	1) Prepare Board report outlining implications of maintaining current voting unit and changing the voting unit. 2) Proceed with request for change to voting unit if such direction is provided by the Board.	
Related Strategic Priorities:	R1	R2

Focus on Service and Organizational Excellence

Section Contents

The RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. The RDN will focus on organizational excellence in all aspects of our daily actions and service delivery to our customers

Action #	Action Description	Strategic Priority	Page
T&ES-84A-2017	Implement an automated mass notification system in the Regional District of Nanaimo	S1	15
T&ES-71-2017	Implement the identified Emergency Planning Services priority projects in 2017	S1	16
T&ES-85A-2017	Review the feasibility of constructing and operating a public barge and boat landing at Flat Fish Road on Mudge Island	S2	17
Finance-87A-2017	Asset Appraisal RFP for Property Insurance and Asset Management	S2	18
R+P-29-2017	Little Qualicum Regional Park Bridge Upgrade	S2	19
R+P-27-2015	Morden Colliery Detail Design of Bridge and Trail	S2	20
R+P-33-2017	Plan and carry out studies for facilities at Benson Creek Falls	S2	21
R+P-34-2016	Carry out Huxley Park Designs and Upgrades	S2	22
R+P-35-2016	Determine direction for Little Qualicum Hall	S2	23
R+P-40-2016	Regional Parkland Acquisition – RDN South	S2	24
RCU-61-2017	Wastewater DCC updates	S2	25
RCU-55-2017	Water System Capital Projects	S2	26
RCU-57-2017	Organization Wide Asset Management Plans	S2	27
Finance-50-2017	Property Insurance brokerage contract required for April 1, 2018	S3	28
RCU-59-2017	Implement the Liquid Waste Management Plan as required under Wastewater regulatory authorization	S3	29
RCU-60-2017	Solid Waste Management Plan Amendment	S3	30
RCU-62-2017	Investigate potential acquisition of the Epcor Water System	S3	31

Action #	Action Description	Strategic Priority	Page
T&ES-66-2017	Explore the option of providing transit service to Electoral Area 'F'	S3	32
CAO-1-2017	Complete a Regional Services Review for Regional Parks and Trails	S3	33
R+P-30-2015	Development of new Regional Parks and Trails Master Plan	S3	34
CAO-6-2017	Compensation Review	S3	35
CAO-96A-2017	Explore items for future Regional services review	S3	36
R+P-26-2016	Complete Recreation Services Master Plan for the Oceanside Area	S4	37
R+P-28-2016 / 2017	District 69 Recreation Commission review for the potential expansion of the Ravensong Aquatic Centre	S4	38
R+P-43-2017	Community Park Acquisition – RDN North	S4	39
R+P-44-2017	Determine the feasibility of a partnership in the development and operation of an outdoor multi-sport complex in District 69.	S4	40
R+P-31-2016	Horne Lake Regional Planning and Heritage Trail Designation	S4	41
R+P-32-2017	Issue a Design-Build RFP for the design and construction of a community recreation centre for the Meadowood community	S4	42
R+P-42-2017	Community Park Acquisition – RDN South	S4	43
R+P-100A-2014	Develop an inter-connected system of parks and trails that supports active transportation, recreation and nature appreciation that is accessible to all community residents	S5	44
R+P-101A-2017	Promote healthy seniors' through active living and social engagement.	S5	45
T&ES-68-2017	Prepare a detailed route analysis to assess the viability of community buses on conventional routes	S6	46
T&ES-69-2017	Provide information and options for route 7 -Cinnabar/Cedar"	S6	47
T&ES-78A-2017	Implement a 5000 annual transit hour expansion in September 2017	S6	48
T&ES-79A-2017	Upgrade the Transit Fleet to 100 percent CNG - Work with BC Transit to ensure smooth transition into service	S6	49
T&ES-80A-2017	Implement GPS bus tracking system	S6	50
T&ES-81A-2017	Review transit fare structure with focus on increasing commuter market	S6	51
T&ES-82A-2017	Work with BC Transit to activate on board video surveillance system for RDN Buses	S6	52

Action #	Action Description	Strategic Priority	Page
T&ES-83A-2017	Develop a cancellation policy to reduce the number of at the door cancellations in Custom Transit (handyDART)	S6	53
SCD-7-2016	Improve efficiency and reduce development approval times through increased delegation of permits to staff	S7	54
SCD-8-2017	Modernize Zoning Bylaw No. 500 through targeted amendments and consolidation	S7	55
CorpSrv-20-2016	Review the existing Board Procedure Bylaw and develop options for amendments to the Bylaw	S7	56
CorpSrv-21-2017	Improve the consistency of the RDN Brand within the website and refresh the website to celebrate the 50th anniversary	S7	57
CorpSrv-23-2017	Develop a plan for implementing an Electronic Documents Records Management System	S7	58
CorpSrv-24-2017	Develop an Open Data Portal for GIS related information for Public consumption	S7	59
Finance-45-2017	Improve Purchasing and Procurement Procedures	S7	60
Finance-46-2016	Improve process for communicating budget information to the Public	S7	61
Finance-86A-2017	Grants in Aid Process Alignment	S7	62
SCD-91A-2017	Decrease building permit processing times	S7	63
SCD-92A-2017	Maintain Building inspection scheduling benchmark	S7	64
SCD-93A-2017	Prompt response to bylaw enforcement complaints (meet 24 hour benchmark)	S7	65

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Implement an automated mass notification system in the Regional District of Nanaimo	T&ES-84A-2017
Strategic Priority:	We view our emergency services as core elements of community safety.	S1
Origin:	Board Motion 14-799	
2017 Implementation Items	Key Activities	
1) Implement mass notification system in the Regional District of Nanaimo	1) Research options and enroll in system 2) Develop terms and policies for system use 3) Develop and launch alert website	
Related Strategic Priorities:	S7	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Implement the identified Emergency Planning Services priority projects in 2017	T&ES-71-2017
Strategic Priority:	We view our emergency services as core elements of community safety.	S1
Origin:	Board motion 17-055	
2017 Implementation Items	Key Activities	
1) Perform gap analysis of Emergency Planning Services	1) Develop priorities list 2) Determine action plan 3) Prepare Board report	
Related Strategic Priorities:		

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Review the feasibility of constructing and operating a public barge and boat landing at Flat Fish Road on Mudge Island T&ES-85A-2017

Strategic Priority: We will fund infrastructure in support of our core services employing an asset management focus. S2

Origin: Board Motion 13-825

2017 Implementation Items

- 1) Determine the feasibility of constructing and operating a public barge and boat landing on Mudge Island

Key Activities

- 1) Site visit Mudge Island to view potential locations
- 2) Determine potential concept
- 3) Determine potential costs
- 4) Bring forward report to the Board

Related Strategic Priorities: S4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Asset Appraisal RFP for Property Insurance and Asset Management Finance-87A-2017

Strategic Priority: We will fund infrastructure in support of our core services employing an asset management focus. S2

Origin: Finance Work Plan

2017 Implementation Items

1) Property Asset Appraisal

2) Obtain Consultant Appraisal report

Key Activities

1) Prepare RFP to ensure meets asset management needs

2) Tender

3) Score and make recommendation

4) Prepare Board report for Award

1) Share appraised values with Asset Management and Property Insurance Brokers

Related Strategic Priorities:

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Little Qualicum Regional Park Bridge Upgrade R+P-29-2017

Strategic Priority: We will fund infrastructure in support of our core services employing an asset management focus. S2

Origin: Board Motion 15-201

2017 Implementation Items

- 1) Hire consultant team
- 2) Work with consultants on design
- 3) Tender construction contract
- 4) Award construction contract

Key Activities

- 1) Issue RFP
- 2) Hire consultant
- 1) Produce design
- 2) Estimate construction costs
- 1) Bring report to the Board

Related Strategic Priorities: S3 S4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Morden Colliery Detail Design of Bridge and Trail	R+P-27-2015
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus.	S2
Origin:	Board Motions 16-124; 16-478	
2017 Implementation Items	Key Activities	
1) Awaiting ALC decision	1) After receipt of ALC Decision, prepare Board report.	
Related Strategic Priorities:	S4	S6

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Plan and carry out studies for facilities at Benson Creek Falls	R+P-33-2017
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus.	S2
Origin:	2017 Regional Parks Business Plan	
2017 Implementation Items	Key Activities	
1) Design Weigles Road Parking Lot	1) Survey Area 2) Commission design	
2) Design stairs and bridge	1) Issue tender for studies and design work	
Related Strategic Priorities:	S4	EC5

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Carry out Huxley Park Designs and Upgrades R+P-34-2016

Strategic Priority: We will fund infrastructure in support of our core services employing an asset management focus. S2

Origin: Board Motion 15-369

2017 Implementation Items

- 1) Design Skate park
- 2) Design and Construction of Playground
- 3) Upgrade Sport Courts

Key Activities

- 1) Work with retained designer on detailed plan
- 2) Present design to users and EA B POSAC
- 3) Refine design for final costing and approval
- 1) Retain consultant
- 2) Consultants design playground in consultation with POSAC and users
- 3) Issue tender for playground
- 4) Construct playground
- 1) Develop tender for Sport Court Upgrade.
- 2) Issue tender
- 3) Evaluate and retain contractor.
- 4) Commence construction

Related Strategic Priorities: S4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Determine direction for Little Qualicum Hall R+P-35-2016

Strategic Priority: We will fund infrastructure in support of our core services employing an asset management focus. S2

Origin: Board Motion 16-059

2017 Implementation Items

- 1) Determine costs for upgrades/removal
- 2) Prepare Report on Options to Upgrade, Replace or Remove Hall

Key Activities

- 1) Work with contractors and consultants on costing and construction and removal cost
- 1) Present report to EA G POSAC
- 2) EA G POSAC makes recommendation to Board
- 3) Implement Board direction

Related Strategic Priorities: S4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Regional Parkland Acquisition – RDN South	R+P-40-2016
Strategic Priority:	We will fund infrastructure in support of our core services employing an asset management focus.	S2
Origin:	Board Motion 16-IC-136	
2017 Implementation Items	Key Activities	
1) Carry out as per Board direction	1) Prepare Board report on acquisitions	
Related Strategic Priorities:	S4	S3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Wastewater DCC updates RCU-61-2017

Strategic Priority: We will fund infrastructure in support of our core services employing an asset management focus. S2

Origin: Wastewater Services Financial Plan

2017 Implementation Items

1) Update DCC Bylaw

2) Adopt updated DCC Bylaw

Key Activities

1) Develop draft bylaw

2) Hold public Information meetings

1) Bring forward Board report

2) Bylaw adoption

Related Strategic Priorities: S3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Implement Water System Capital Projects RCU-55-2017

Strategic Priority: We will fund infrastructure in support of our core services employing an asset management focus. S2

Origin: Nanoose Water System Capital Upgrade Report and Referendum
Island Health Operating Permits

2017 Implementation Items

- 1) UV Treatment At San Pareil
- 2) Nanoose Water Main Replacements
- 3) Nanoose Bulk Water Transmission Main and Pump Station
- 4) Whiskey Creek Groundwater Source
- 5) French Creek Well Upgrades and Treatment Design

Key Activities

- 1) UV Equipment Procurement
- 2) Detailed Design
- 3) Construction
- 4) Commissioning
- 1) Marine Drive Water Main Upgrade
- 2) Anchor Way Water Main Upgrade
- 1) Land Acquisition from City of Parksville
- 2) Detailed Design
- 1) Test Wells (timing of Items 2-5 dependent on viable well site)
- 2) Clearing and Road Construction
- 3) Preliminary Design
- 4) Site Approval
- 5) Construction
- 1) Complete Well 1 Upgrades
- 2) Complete Well 2 Upgrade
- 3) Detailed Design of Treatment System

Related Strategic Priorities:

EC2

S3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Organization Wide Asset Management Plans RCU-57-2017

Strategic Priority: We will fund infrastructure in support of our core services employing an asset management focus. S2

Origin: Asset Management Business Plan
Asset Management Resource Plan

2017 Implementation Items

- 1) Complete departmental Asset Registries
- 2) Complete preliminary asset lifecycle cost analysis
- 3) Condition assessment planning
- 4) Consolidate relevant information into preliminary asset management plans

Key Activities

- 1) Develop complete asset lists for each department
- 2) Identify current replacement costs for all listed assets
- 1) Import current replacement cost data into financial modelling tools
- 1) Establish current state of condition assessment practices
- 2) Develop RFP for condition assessment framework
- 1) Coordinate and assemble information gathered from prior Implementation Items

Related Strategic Priorities: S3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Property Insurance brokerage contract required for April 1, 2018 Finance-50-2017

Strategic Priority: As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient. S3

Origin: Finance Work Plan

2017 Implementation Items

- 1) Review existing Policy coverages and property insurance brokerage options
- 2) Develop RFP as required
- 3) Implement Board recommendation

Key Activities

- 1) Review Policy Coverages
- 2) Seek Management Direction
- 1) Review & Adapt RFP
- 2) Tender
- 3) Score and make recommendation
- 4) Prepare Board report
- 1) Notify incumbent/successor broker (Allow time before April 2018 policy renewal)

Related Strategic Priorities: S2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Implement the Liquid Waste Management Plan as required under Wastewater regulatory authorization	RCU-59-2017
Strategic Priority:	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
Origin:	Liquid Waste Management Plan	
2017 Implementation Items	Key Activities	
1) Bowser Sewer Servicing	1) Detailed design collection and treatment, pre-design disposal	
2) Duke Point Wastewater	1) Amend servicing agreement with City of Nanaimo to allow additional properties to connect to the DPPCC	
3) SepticSmart workshops/rebate programs	1) Offer four SepticSmart workshops 2) Provide Septic Maintenance Rebates	
4) Implement Liquid Waste Management Programs	1) Wastewater and Water Collaborative group 2) LWMP Monitoring Committee meetings	
5) Implement the Trucked Liquid Waste Rates and Regulations Bylaw No. 1732	1) License Septic Haulers	
Related Strategic Priorities:	EC2	EV4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Solid Waste Management Plan Amendment	RCU-60-2017
Strategic Priority:	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
Origin:	Board Motion 13-240	
2017 Implementation Items	Key Activities	
1) Regional Board adoption of Solid Waste Management Plan	1) Consultation on Stage 2 Plan Report 2) Board Approval of Stage 2 Plan Report 3) Complete Draft Plan 4) Consultation on Draft Plan 5) Board Approval of Plan 6) Minister Approval of Solid Waste Management Plan	
Related Strategic Priorities:	EV1	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Investigate potential acquisition of the Epcor Water System	RCU-62-2017
Strategic Priority:	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
Origin:	Board Motion 16-466	
2017 Implementation Items	Key Activities	
1) Complete Financial Valuation of EPCOR Water West	1) Develop and Post RFP 2) Select consultant and initiate valuation project 3) Determine Fair Market Value of Epcor Water West	
2) Determine public support for acquiring utility	1) Initiate public consultation on the purchase of Epcor Water West based on agreed fair market value of the Utility	
Related Strategic Priorities:	S2	EC2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Explore the option of providing transit service to Electoral Area 'F'	T&ES-66-2017
Strategic Priority:	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
Origin:	Board Motion 16-696	
2017 Implementation Items	Key Activities	
1) Inform the Board regarding feasibility of transit service to Electoral Area 'F'	1) Determine hours and costs 2) Provide a report to the Board	
Related Strategic Priorities:	S4	S6

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Complete a Regional Services Review for Regional Parks and Trails	CAO-1-2017
Strategic Priority:	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
Origin:	Board Motion 17-023	
2017 Implementation Items	Key Activities	
1) Bring back Board report on options for funding the service in the future	1) Generate potential funding models	
Related Strategic Priorities:	S3	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Compensation Review	CAO-6-2017
Strategic Priority:	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
Origin:	Board Motion 16-596	
2017 Implementation Items	Key Activities	
1) Hire consultant to obtain salary benchmarks from other jurisdictions	1) Present information to Executive Committee	
2) Present information to the Board	2) Bring report to the Board	
Related Strategic Priorities:		

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Development of new Regional Parks and Trails Master Plan	R+P-30-2015
Strategic Priority:	As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient.	S3
Origin:	Regional Parks and Trails Master Plan (expired 2015)	
2017 Implementation Items	Key Activities	
1) Develop Terms of Reference	1) Draft terms of reference 2) Bring terms of reference forward for Board approval	
2) Tender for consultant	1) Develop RFP 2) Hire consultant	
3) Select Consultant	1) Score proposals and select consultant	
Related Strategic Priorities:	EV1	R1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Explore items for future Regional services review CAO-96A-2017

Strategic Priority: As we invest in regional services we look at both costs and benefits. – The RDN will be effective and efficient. S3

Origin: Board Motion 17-023

2017 Implementation Items

- 1) Identify items for Review
- 2) Hold Board seminar
- 3) Prepare Board report on proposed items for regional services review

Key Activities

- 1) Meet with member municipalities

Related Strategic Priorities:

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Complete Recreation Services Master Plan for the Oceanside Area R+P-26-2016

Strategic Priority: We recognize community mobility and recreational amenities as core services. S4

Origin: Board Motion 16-462

2017 Implementation Items

- 1) Complete user group, staff, external and sub-committee interviews
- 2) Complete residents' survey
- 3) Present preliminary findings to Recreation staff and committees
- 4) Present draft report to Staff, community and external stakeholders
- 5) Present Information to Board

Key Activities

- 1) Schedule dates and times for sub-committee meeting
- 2) Send invitations and background information to 35 user groups and stakeholders
- 3) Schedule dates and time for staff and subcommittee interviews
- 1) Draft residents' survey and create community awareness
- 2) Compile valid survey data and review
- 1) Schedule date and time for presentation of preliminary findings
- 1) Schedule date and times with Staff
- 2) Communicate with external stakeholders and other communities
- 1) Prepare Board report
- 2) Present report to Board

Related Strategic Priorities: S2 R1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	District 69 Recreation Commission review for the potential expansion of the Ravensong Aquatic Centre	R+P-28-2016 / 2017
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
Origin:	Board Motion 16-461	
2017 Implementation Items	Key Activities	
1) Prepare report to the D69 Recreation Commission and RDN Board on a timeline, budget and process that includes stakeholder input, public consultation, facility amenity refinements	1) Input from staff (recreation, corporate and financial services) and HCMA	
2) Report submitted to D69 Recreation Commission and RDN Board	1) Staff report included in April D69 Recreation Commission Agenda	
Related Strategic Priorities:	S3	S2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Community Park Acquisition – RDN North	R+P-43-2017
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
Origin:	Board Motion 16-IC-107	
2017 Implementation Items	Key Activities	
1) Secure Land Tenure	1) Implement Board direction 2) Report back to Board	
Related Strategic Priorities:	S2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Determine the feasibility of a partnership in the development and operation of an outdoor multi-sport complex in District 69. R+P-44-2017

Strategic Priority: We recognize community mobility and recreational amenities as core services. S4

Origin: Board Motion 16-IC-098

2017 Implementation Items

- 1) Follow up with City of Parksville and Town of Qualicum Beach regarding June 30, 2016 RDN Board correspondence
- 2) Provide response and staff recommendation based on reply from Town of Qualicum Beach and City of Parksville

Key Activities

- 1) Receive responses from Town of Qualicum Beach and City of Parksville on correspondence from RDN Board
- 1) Complete a report outlining the capital funding and annual operating considerations of the Regional District of Nanaimo for the construction and operation of an outdoor multi-sport complex on lands identified and owned separately by the two municipalities

Related Strategic Priorities:

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Horne Lake Regional Planning and Heritage Trail Designation			R+P-31-2016
Strategic Priority:	We recognize community mobility and recreational amenities as core services.			S4
Origin:	Board Motions 16-767; 16-766			
2017 Implementation Items		Key Activities		
1)	Form Working Group for Heritage Trail	1)	Brief Qualicum First Nation on Project	
		2)	Inform Alberni-Clayoquot Regional District (ACRD) and Alberni First Nation Communities of Project	
		3)	Initiate Working Group comprised of RDN, Qualicum First Nation, ACRD and Alberni First Nations	
		4)	Invite Stakeholders for briefing on Project and grant application results, including Forest Companies, H.L. Strata and neighbours	
2)	Conduct Geotechnical and Hazard Assessment for area Below Mt. Mark	1)	Prepare and Issue RFP	
		2)	Select Contractor	
		3)	Conduct Assessment	
3)	Locate Historic Trail and propose route	1)	Ground truth and GPS route through Strata, HLRP and 1911 Lands to ACRD	
4)	Secure Trail Use Agreement with Strata	1)	Develop Agreement	
		2)	Strata and Board approve agreement	
Related Strategic Priorities:		R1	S2	R4
		R5		EC2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Issue a Design-Build RFP for the design and construction of a community recreation centre for the Meadowood community R+P-32-2017

Strategic Priority: We recognize community mobility and recreational amenities as core services. S4

Origin: Board Motion 16-491

2017 Implementation Items

- 1) Advise D69 Recreation Commission and RDN Board on project status.

Key Activities

- 1) Prepare update report to the D69 Recreation Commission and RDN Board (pending outcome of land acquisition process)

Related Strategic Priorities: R2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Community Park Acquisition – RDN South	R+P-42-2017
Strategic Priority:	We recognize community mobility and recreational amenities as core services.	S4
Origin:	Board Motion 16-IC-105	
2017 Implementation Items	Key Activities	
1) Secure Land Tenure	1) Implement Board direction 2) Report back to Board	
Related Strategic Priorities:	R1	S2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Develop an inter-connected system of parks and trails that supports active transportation, recreation and nature appreciation that is accessible to all community residents.			R+P-100A-2014
Strategic Priority:	We recognize and plan for the impact of our aging population.			S5
Origin:	Community Parks and Trails Plan			
2017 Implementation Items	Key Activities			
1) Complete accessible E&N Rail Trail – Parksville to Coombs	1) Complete kiosk and signage on Trail 2) Install pedestrian controlled beacons at Station Rd. and Church Rd. trailheads. 3) Host Official Ceremony celebration.			
Related Strategic Priorities:	S4	S6	R4	EC3
	EC4			

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Promote healthy seniors' through active living and social engagement.	R+P-101A-2017
Strategic Priority:	We recognize and plan for the impact of our aging population.	S5
Origin:	Northern Community Recreation 2017 Business Plan	
2017 Implementation Items	Key Activities	
1) Host Recreation Round Table for Older Adults and Seniors 2) Deliver the <i>Rx for Health</i> program	4) Meet with local community organizations as required to share recreation opportunities in District 69. 5) Promote Active Aging Week in Fall 2017 1) Coordinate partnerships with the Oceanside Division of Family Practice and family doctors in District 69. 2) Provide coupons for recreation programs prescribed by doctors to older adults and seniors 3) Provide more recreation opportunities for older adults and seniors. 4) Build awareness of recreation programs geared toward older adults and seniors.	
Related Strategic Priorities:	S4	R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Prepare a detailed route analysis to assess the viability of community buses on conventional routes T&ES-68-2017

Strategic Priority: We will advocate for transit improvements and active transportation. S6

Origin: Board Motion 16-694

2017 Implementation Items

- 1) Review the feasibility of using smaller community buses on conventional routes

Key Activities

- 1) Determine hours and costs
- 2) Provide a report to the Board

Related Strategic Priorities: S4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Provide information and options for route 7 - Cinnabar/Cedar	T&ES-69-2017
Strategic Priority:	We will advocate for transit improvements and active transportation.	S6
Origin:	Board Motion 16-697	
2017 Implementation Items	Key Activities	
1) Inform the Board regarding feasibility for transit to Cinnabar/Cedar (City of Nanaimo)	1) Determine hours and costs 2) Provide a report to the Board	
Related Strategic Priorities:	S4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Implement a 5000 annual transit hour expansion in September 2017	T&ES-78A-2017
Strategic Priority:	We will advocate for transit improvements and active transportation.	S6
Origin:	Transit Work Plan 2017	
2017 Implementation Items	Key Activities	
1) 5000 annual transit hour expansion	1) Plan and schedule routes 2) Solicit community feedback 3) Expand service	
Related Strategic Priorities:		

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Upgrade the Transit Fleet to 100 percent CNG - Work with BC Transit to ensure smooth transition into service	T&ES-79A-2017
Strategic Priority:	We will advocate for transit improvements and active transportation.	S6
Origin:	Transit Work Plan 2017	
2017 Implementation Items	Key Activities	
1) Upgrade transit fleet to 100% CNG.	1) Work with BC Transit to exchange old diesel buses to new CNG buses and integrate into existing fleet 2) Prepare outgoing buses	
Related Strategic Priorities:	EV2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Implement GPS bus tracking system	T&ES-80A-2017
Strategic Priority:	We will advocate for transit improvements and active transportation.	S6
Origin:	Transit Work Plan 2017	
2017 Implementation Items	Key Activities	
1) Implement GPS tracking system	1) Collaborate with BC Transit	
Related Strategic Priorities:	S4	EC3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Review transit fare structure, with a focus on increasing the commuter market	T&ES-81A-2017
Strategic Priority:	We will advocate for transit improvements and active transportation.	S6
Origin:	Transit Work Plan 2017	
2017 Implementation Items	Key Activities	
1) Review transit fare structure	1) Develop fare review survey	
	2) Solicit community feedback	
	3) Provide information to Transit Select Committee	
	4) Prepare Board report	
Related Strategic Priorities:	S4	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Work with BC Transit to activate on board video surveillance system for RDN Buses T&ES-82A-2017

Strategic Priority: We will advocate for transit improvements and active transportation. S6

Origin: Transit Work Plan 2017

2017 Implementation Items

- 1) Activate on board video surveillance system

Key Activities

- 1) Work with BC Transit to install software and cameras
- 2) Organize media event

Related Strategic Priorities: S1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Develop a cancellation policy to reduce the number of at the door cancellations in Custom Transit (handyDART) T&ES-83A-2017

Strategic Priority: We will advocate for transit improvements and active transportation. S6

Origin: Transit Work Plan 2017

2017 Implementation Items

- 1) Develop a cancellation policy in Custom Transit

Key Activities

- 1) Review polices of other public transit systems
- 2) Consult with stakeholders and community
- 3) Reach other policy options
- 4) Bring forward report on options to the Board

Related Strategic Priorities: S1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Improve efficiency and reduce development approval times through increased delegation of permits to staff			SCD-7-2016
Strategic Priority:	We will ensure our processes are as easy to work with as possible.			S7
Origin:	2017 Community Planning Business Plan			
2017 Implementation Items		Key Activities		
1) Improve Permit Issuance Process		1) Obtain legal advice regarding potential for delegating development permits 2) Prepare draft bylaw 3) Prepare EASC report		
2) Implement delegating select Development Permits to Staff		1) Update policies, procedures and website 2) Inform development community of changes		
Related Strategic Priorities:		R2	S3	EC3 EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE				
Action:	Modernize Zoning Bylaw No. 500 through targeted amendments and consolidation	SCD-8-2017		
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7		
Origin:	Current Planning Work Plan			
2017 Implementation Items		Key Activities		
1)	Identify potential changes to Bylaw No. 500	1)	Coordinate Interdepartmental discussions on revisions to Bylaw No. 500	
		2)	Prepare staff report with recommendations for targeted changes	
2)	Consultant review of Bylaw	1)	Prepare RFP	
		2)	Hire consultant	
3)	Community engagement	1)	Develop community engagement strategy	
		2)	Bring Report to EASC with community engagement strategy	
4)	Bylaw amendment process	1)	Draft amendment bylaws	
		2)	Hold public Information meetings and public hearings	
Related Strategic Priorities:		R2	S3	EC3
				EV1

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Review the existing Board Procedure Bylaw and develop options for amendments to the Bylaw CorpSrv-20-2016

Strategic Priority: We will ensure our processes are as easy to work with as possible. S7

Origin: Board Motion 15-361

2017 Implementation Items

- 1) Prepare Report and draft bylaw for consideration of the Executive Committee
- 2) Board consideration of Board Procedure Bylaw

Key Activities

- 1) Legal review of bylaw
- 2) Schedule Executive Committee meeting to review the proposed bylaw amendments
- 1) Amend Bylaw as directed by Executive Committee
- 2) Bring forward to Board meeting

Related Strategic Priorities:

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Improve the consistency of the RDN Brand within the website and refresh the website to celebrate the 50th anniversary CorpSrv-21-17

Strategic Priority: We will ensure our processes are as easy to work with as possible. S7

Origin: 2017 Administrative Services Work Plan

2017 Implementation Items

- 1) Develop RDN branding guidelines
- 2) Work with departments to reduce unnecessary or out dated web content
- 3) Refresh website

Key Activities

- 1) Work with graphic designer
- 1) Coordinate with departments to remove all out of date content from the web site
- 1) Communicate with website provider (Trinex) to refresh website

Related Strategic Priorities: R2

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Develop a plan for implementing an Electronic Documents Records Management System CorpSrv-23-2017

Strategic Priority: We will ensure our processes are as easy to work with as possible. S7

Origin: Corporate Services Work Plan

2017 Implementation Items

- 1) Issue an RFP for a consultant to assess organizational readiness for Electronic Documents Records Management System (EDRMS) and to make recommendations for implementation

Key Activities

- 1) Research recent RFPs of other jurisdictions
- 2) Issue RFP
- 3) Hire Consultant

Related Strategic Priorities:

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Develop an Open Data Portal for GIS related information for Public consumption CorpSrv-24-2017

Strategic Priority: We will ensure our processes are as easy to work with as possible. S7

Origin: Information and GIS Services 2017 Business Plan

2017 Implementation Items

- 1) Compile useful GIS data and create a repository on the RDN website

Key Activities

- 1) Compile relevant data
- 2) Create a repository on website
- 3) Make data available to the public

Related Strategic Priorities:

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Improve Purchasing and Procurement Procedures Finance-45-2017

Strategic Priority: We will ensure our processes are as easy to work with as possible. \$7

Origin: Board Motion 16-361

2017 Implementation Items

- 1) Improve and streamline purchasing processes
- 2) Develop Social Procurement Policy
- 3) Improve procurement processes

Key Activities

- 1) Include Purchasing Manager in 2017-2021 Financial Plan
- 2) Develop Purchasing Manager Job Description
- 3) Post and Hire Purchasing Manager
 - 1) Investigate Options
 - 2) Bring forward Board report
- 1) Establish RFP/FRQ templates
- 2) Establish prequalified contractors list
- 3) Revise and update purchasing policies

Related Strategic Priorities:

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Improve process for communicating budget information to the Public Finance-46-2016

Strategic Priority: We will ensure our processes are as easy to work with as possible. S7

Origin: 2017 Finance Business Plan

2017 Implementation Items

- 1) Amend Budget process as identified

- 2) Amend Rural Property Tax Guide

Key Activities

- 1) Implement Feedback received during the course of the budget process
- 2) Post Cycle review before 2018 process starts in May 2017

- 1) Determine how and when to distribute Rural Property Tax Guide

Related Strategic Priorities:

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE

Action: Grants in Aid Process Alignment Finance-86A-2017

Strategic Priority: We will ensure our processes are as easy to work with as possible. S7

Origin: Finance Work Plan

2017 Implementation Items

- 1) Review existing Programs, Policies and funding sources for consistencies and inconsistencies
- 2) Confer with Municipalities regarding funds requisitioned and allocated to them
- 3) Report to Board

Key Activities

- 1) Meet to review programs, policies & funding sources
 - 2) Identify improvements for larger direct Board requests (ie. timeframe for accepting requests)
 - 3) Identify revision to program/policy
- 1) Work with Director of Finance to identify and speak with municipal contacts
- 1) Draft Board report

Related Strategic Priorities: S3 R2 R3

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Decrease building permit processing times	SCD-91A-2017
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
Origin:	Building Inspection Business Plan 2017	
2017 Implementation Items	Key Activities	
1) Implement accelerated building permit processing time for registered builders		
2) Examine permit processing systems to create efficiencies		
3) Increase staffing level to offset workload	1) Hire temporary building inspector and fill administrative vacancies	
4) Implement a public portal for clients to submit permit applications, submit documents and check on status of their permits		
Related Strategic Priorities:	R2	

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Maintain Building inspection scheduling benchmark	SCD-92A-2017
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
Origin:	Building Department Work Plan	
2017 Implementation Items	Key Activities	
1) Set up public portal for clients to request inspections online	1) Hire temporary building inspector and fill administrative vacancies	
2) Explore member municipality mutual assistance with field inspections	1) Increase staffing level	
Related Strategic Priorities:	R2	R4

FOCUS ON SERVICE AND ORGANIZATIONAL EXCELLENCE		
Action:	Prompt response to bylaw enforcement complaints (meet 24 hour benchmark)	SCD-93A-2017
Strategic Priority:	We will ensure our processes are as easy to work with as possible.	S7
Origin:	Bylaw Enforcement 2017 Business Plan	
2017 Implementation Items	Key Activities	
1) Increase bylaw services assistant to PFT	1) Post position	
2) Implement a public portal system to enable the public to make online complaints and receive feedback on complaint status		
Related Strategic Priorities:	R2	

Focus on Relationships

Section Contents

The RDN will continue to develop and encourage meaningful relationships

Action #	Action Description	Strategic Priority	Page
SCD-95A-2017	Assign 2017 QFN/RDN Working Group Action Items to RDN Staff	R1	67
R+P-97A-2017	Financial support to Snuneymuxw First Nation for Sport Court on IR#4	R1	68
SCD-89A-2017	Consider Review of Regional Growth Strategy	R2	69
SCD-12-2016	Create a First Nations resource document for staff and Board	R2	70
T&ES-73-2017	Review options and implications for Arrowsmith Search and Rescue to construct an addition to their portion of the building	R3	71
T&ES-74-2017	Explore options for the redevelopment of the Dashwood Fire Hall	R3	72
T&ES-75-2017	Purchase two pumper trucks for Errington Volunteer Fire Department	R3	73
T&ES-76-2017	Implement Dave Mitchell (consultant) report recommendations for Fire Services	R3	74
SCD-19-2016	Address concerns of San Pareil Neighbourhood	R4	75
Finance-49-2017	Renew agreement with Nanaimo Search and Rescue Society for a term of five years	R4	76
T&ES-70-2017	Prepare a report on the steps required to undertake a wildfire interface fuel inventory for electoral areas	R4	77
T&ES-72-2017	Develop a Community Wildfire Plan for Electoral Area 'A' adjacent lands and submit an application to the UBCM for Strategic Wildfire Prevention Initiative funding to update RDN Wildfire Protection Plans.	R4	78
SCD-13-2014	Examine the establishment of a social service in District 69	R5	79

FOCUS ON RELATIONSHIPS		
Action:	Assign 2017 QFN/RDN Working Group Action Items to RDN Staff	SCD-95A-2017
Strategic Priority:	We value our First Nations relationships and will integrate their input in future planning and service delivery.	R1
Origin:	Qualicum First Nation /RDN Collaboration Protocol	
2017 Implementation Items	Key Activities	
1) Prepare Board report with working group action plan	1) Assist working group develop action plan	
2) Assign project leads for RDN responsible action plan item tasks	1) Discuss with General Managers and Department heads 2) Monitor progress and report back to working group	
Related Strategic Priorities:	R4	

FOCUS ON RELATIONSHIPS

Action: Financial support to Snuneymuxw First Nation for Sport Court on IR#4 R+P-97A-2017

Strategic Priority: We value our First Nations relationships and will integrate their input in future planning and service delivery. R1

Origin: Board Motion 16-457

2017 Implementation Items

1) Provide contribution funding to Snuneymuxw First Nation (SFN) for capital costs of sport court on IR#4

2) Work with SFN and EA 'A' PRC Commission on court opening and community usage

Key Activities

Provide as per the terms of the Contribution Agreement with SFN, up to \$300,000

Meet with SFN to support official opening of the sport court and messaging to community regarding available use

Related Strategic Priorities: S4

FOCUS ON RELATIONSHIPS				
Action:	Consider Review of Regional Growth Strategy			SCD-89A-2017
Strategic Priority:	We will focus on improved two-way communication within the Regional District and with our communities.			R2
Origin:	Regional Growth Strategy			
2017 Implementation Items		Key Activities		
1) Identify issues and implications of Regional Growth Strategy Review		1) Estimate budget for an Regional Growth Strategy review 2) Prepare Board report		
Related Strategic Priorities:	S3	S5	S6	R1
	EC3	EC5	EV1	EV2

FOCUS ON RELATIONSHIPS

Action: Create a First Nations resource document for staff and Board SCD-12-2016

Strategic Priority: We will focus on improved two-way communication within the Regional District and with our communities. R2

Origin: Board Motion 15-737

2017 Implementation Items

- 1) Determine scope of project
- 2) Develop base map and backend data
- 3) Test and document product
- 4) Launch resource

Key Activities

- 1) Determine if Esri Portal needs to be implemented
- 2) Determine data sources
- 3) Create design guidelines for map
- 1) Render base map
- 2) Compile information/data in a central repository
- 1) Pilot product with select users
- 2) Fix and update product as necessary
- 1) Inform Board and Staff

Related Strategic Priorities: R4

FOCUS ON RELATIONSHIPS

Action: Review options and implications for Arrowsmith Search and Rescue to construct an addition to their portion of the building

T&ES-73-2017

Strategic Priority: We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.

R3

Origin: Board Motion 16-500

2017 Implementation Items

1) Present options to the Board

Key Activities

- 1) Consult with Electoral Area Director
- 2) Collaborate with Arrowsmith Search and Rescue and Town of Qualicum
- 3) Prepare report for Fire Services Committee

Related Strategic Priorities: S1

FOCUS ON RELATIONSHIPS

Action: Explore options for the redevelopment of the Dashwood Fire Hall T&ES-74-2017

Strategic Priority: We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers. R3

Origin: Board Motion 16-145

2017 Implementation Items

- 1) Research and review project with Project Engineer and Dashwood Volunteer Fire Department
- 2) Inform Board of options

Key Activities

- 1) Tour other halls and consult with Fire Department
- 2) Determine standard design
- 3) Develop design RFP
- 1) Present for Fire Services Advisory Committee
- 2) Bring Report to the Board

Related Strategic Priorities: S1

FOCUS ON RELATIONSHIPS		
Action:	Purchase two pumper trucks for Errington Volunteer Fire Department	T&ES-75-2017
Strategic Priority:	We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.	R3
Origin:	Vehicle Replacement (20 year life)	
2017 Implementation Items	Key Activities	
1) Tender & Purchase two Fire Trucks	1) Determine hours and costs 2) Prepare Board report with recommendations 3) Issue tender	
Related Strategic Priorities:	R4	S1

FOCUS ON RELATIONSHIPS		
Action:	Implement Dave Mitchell (consultant) report recommendations for Fire Services	T&ES-76-2017
Strategic Priority:	We recognize all volunteers as an essential component of service delivery. We will support the recruitment and retention of volunteers.	R3
Origin:	Fire Services Work Plan 2017	
2017 Implementation Items	Key Activities	
1) Implement Dave Mitchell report	1) RDN Fire Services Review Implementing recommendations	
Related Strategic Priorities:	S1	

FOCUS ON RELATIONSHIPS

Action: Address concerns of San Pareil Neighbourhood SCD-19-2016

Strategic Priority: We look for opportunities to partner with other branches of government/ community groups to advance our region. R4

Origin: Board Resolution 16-591

2017 Implementation Items

- 1) Meet with Shorewood and San Pareil Owners and Residents' Association (SSPORA)

Key Activities

- 1) Schedule meeting with SSPORA
- 2) Review existing development plans
- 3) Prepare Board report on issues and opportunities

Related Strategic Priorities: S4 S6 R5

FOCUS ON RELATIONSHIPS

Action: Renew agreement with Nanaimo Search and Rescue Society for a term of five years Finance-49-2017

Strategic Priority: We look for opportunities to partner with other branches of government/ community groups to advance our region. R4

Origin: Board Motion 15-745

2017 Implementation Items

- 1) Draft and Implement Agreement

Key Activities

Related Strategic Priorities:

R2

R3

S2

FOCUS ON RELATIONSHIPS

Action: Prepare a report on the steps required to undertake a wildfire interface fuel inventory for electoral areas T&ES-70-2017

Strategic Priority: We look for opportunities to partner with other branches of government/ community groups to advance our region. R4

Origin: Board Motion 16-627

2017 Implementation Items

- 1) Board report outlining steps necessary for wildfire interface fuel inventory

Key Activities

- 1) Research steps
- 2) Review potential options with Emergency Planning Select Committee
- 3) Prepare Board report

Related Strategic Priorities: S1

FOCUS ON RELATIONSHIPS

Action: Develop a Community Wildfire Plan for Electoral Area 'A' adjacent lands and submit an application to the UBCM for Strategic Wildfire Prevention Initiative funding to update RDN Wildfire Protection Plans. T&ES-72-2017

Strategic Priority: We look for opportunities to partner with other branches of government/ community groups to advance our region. R4

Origin: Board Motions 16-626; 17-071

2017 Implementation Items

- 1) Submit a grant application to Emergency Management British Columbia (EMBC) for Strategic Wildfire Prevention Initiative funding
- 2) Submit applications to EMBC for April and October intakes

Key Activities

- 1) Submit application to EMBC for January intake
- 2) Research and write community wildfire prevention plan for Electoral Area A
- 1) Complete and submit application

Related Strategic Priorities: S1

FOCUS ON RELATIONSHIPS

Action: Examine the establishment of a social service in District 69 SCD-13-2014

Strategic Priority: We will facilitate/ advocate for issues outside of our jurisdiction. R5

Origin: Board Motion 14-486

2017 Implementation Items

- 1) Provide funding for land purchase

Key Activities

- 1) Include resources in the 2017 Budget

Related Strategic Priorities:

Focus on Economic Health

Section Contents

The RDN will look at all our activities through an economic lens

Action #	Action Description	Strategic Priority	Page
SCD-97A-2017	Host Skogdag Day - Education on the Forest Industry for Elected Officials and Staff	EC1	81
RCU-58-2017	Develop long term water plan including watershed water supply and demand studies	EC2	82
RCU-54-2016	Implement Major Wastewater Capital Projects	EC3	83
SCD-14-2017	Review rural community signage processes and regulations	EC4	84
SCD-15-2017	Address concerns about changes to the ALR Regulation through zoning bylaw amendments	EC5	85
SCD-17-2016	Continue Agriculture Area Plan Implementation	EC5	86
SCD-18-2016	Review issues related to agricultural composting	EC5	87

FOCUS ON ECONOMIC HEALTH		
Action:	Host Skogdag Day - Education on the Forest Industry for Elected Officials and Staff	SCD-97A-2017
Strategic Priority:	We will support of traditional industries: Forestry, Tourism, Manufacturing, Fishing; Knowledge Based; and Technology Based industries.	EC1
Origin:	Board Motion 17-078	
2017 Implementation Items	Key Activities	
1) Organize a workshop with the forest industry	1) Meet with forest industry to set agenda 2) Finalize logistics for workshop	
2) Host meeting	1) Work with forest industry representatives to coordinate venue and deliver Skogdag Day events.	
Related Strategic Priorities:	EC3	R2 EV1

FOCUS ON ECONOMIC HEALTH				
Action:	Develop long term water plan including watershed water supply and demand studies	RCU-58-2017		
Strategic Priority:	We recognize the importance of water in supporting our economic and environmental health.	EC2		
Origin:	RDN DWWP Action Plan			
2017 Implementation Items	Key Activities			
1) Phase 2 Water Budget Report	1) Expanded Hydrometric Monitoring 2) Expanded Groundwater Monitoring 3) Expanded Climate Monitoring 4) Improve Water Database and GIS Mapping 5) State of Our Aquifers Data Analysis and Reporting			
2) Community Watershed Monitoring Network	1) Community Based Surface Water Quality Sampling 2) Physical Stream Assessments Stream Restoration			
3) Policy and Planning Support	1) Review Provincial Water Licence Allocation decisions 2) Support land use planning with DWWP program data 3) Work toward collaborative watershed decision-making			
4) Communication, Outreach and Education initiatives	1) Deliver Rebate Programs 2) Regional State of Our Aquifers Newsletter 3) Workshops and Community Events			
Related Strategic Priorities:	R1	R4	EV1	EV3
	EV2	EV4		

FOCUS ON ECONOMIC HEALTH		
Action:	Implement Major Wastewater Capital Projects	RCU-54-2016
Strategic Priority:	We will foster economic development.	EC3
Origin:	Liquid Waste Management Plan	
2017 Implementation Items	Key Activities	
1) Capacity Expansion at FCPCC	1) Pre-design	
2) Expand Bay Avenue Pump Station	1) Pre-design	
3) Expand Capacity and Provide Secondary Treatment at GNPCC	1) Start construction of Secondary Treatment expansion project (GNPCC)	
4) Departure Bay Force main Inspection	1) Condition Assessment and Report	
5) Participate in Asset Management Program	1) Track new equipment in secondary treatment process in asset registry 2) Project lifecycle infrastructure costs for GNPCC	
Related Strategic Priorities:	EC3	S3
	EC2	EV1

FOCUS ON ECONOMIC HEALTH			
Action:	Review rural community signage processes and regulations	SCD-14-2017	
Strategic Priority:	We see ecotourism as a key economic opportunity in our region.	EC4	
Origin:	Board Motion 13-322		
2017 Implementation Items		Key Activities	
1) Develop Terms of Reference for community engagement		1) Prepare Board Report	
2) Meet with rural communities to identify any potential issues related to rural signage		1) Organize public information sessions 2) Put out press release and put information on RDN website and distribute via social media	
3) Present findings and potential options to the Board		1) Prepare EASC Report	
Related Strategic Priorities:		EC3	R4 R5

FOCUS ON ECONOMIC HEALTH		
Action:	Address concerns about changes to the ALR Regulation through zoning bylaw amendments	SCD-15-2017
Strategic Priority:	We recognize the importance of agriculture and aquaculture in our region.	EC5
Origin:	Agriculture Area Plan	
2017 Implementation Items	Key Activities	
1) Present background and options to the AAC	1) Draft report and present information to the Agricultural Advisory Committee	
2) Amend zoning bylaw	1) Community consultation regarding proposed changes 2) Prepare Board reports in accordance with bylaw amendment process	
Related Strategic Priorities:	R2	R4

FOCUS ON ECONOMIC HEALTH		
Action:	Continue Agriculture Area Plan Implementation	SCD-17-2016
Strategic Priority:	We recognize the importance of agriculture and aquaculture in our region.	EC5
Origin:	Agriculture Area Plan	
2017 Implementation Items	Key Activities	
1) Electoral Area H ALR lands review	1) Hire consultant to study ALR lands in Electoral 'H' 2) Present findings to community	
2) Support establishment of year round farmers market	1) Provide funding 2) Assist community groups with grant applications	
3) Prepare implementation plan for next 3 years	1) Consult with the Agricultural Area Committee and prepare implementation plan	
Related Strategic Priorities:	R4	

FOCUS ON ECONOMIC HEALTH			
Action:	Review issues related to agricultural composting		SCD-18-2016
Strategic Priority:	We recognize the importance of agriculture and aquaculture in our region.		EC5
Origin:	Agriculture Area Plan		
2017 Implementation Items		Key Activities	
1) Research issues and opportunities for agricultural composting		1) Consult with farmers and those in the agriculture community 2) Consult with other jurisdictions 3) Prepare Board report with recommendation	
Related Strategic Priorities:		R4	EV1 EV4

Focus on Environment

Section Contents

The RDN recognizes that a healthy environment is key to economic development and a healthy community

Action #	Action Description	Strategic Priority	Page
RCU-56-2017	Landfill Capital Projects	EV1	89
R+P-37-2017	Coats Marsh Log Cabin	EV1	90
R+P-39-2017	Regional Parkland Acquisition – RDN North	EV1	91
R+P-41-2017	Regional Parkland Acquisition – RDN North	EV1	92
RCU-63-2017	Achieve Landfill gas and leachate targets	EV2	93
SCD-9-2016	Update bylaws and policies to address sea level rise	EV3	94
SCD-10-2017	Review, Standardize and Update Development Permit Areas in RDN Electoral Area OCP's	EV 4	95

FOCUS ON THE ENVIRONMENT		
Action:	Landfill Capital Projects	RCU-56-2017
Strategic Priority:	We will have a strong focus on protecting and enhancing our environment in all decisions.	EV1
Origin:	Solid Waste Management Plan	
2017 Implementation Items	Key Activities	
1) North Berm and associated activities	1) Complete haul road 2) Storm water controls 3) Reconfigure bin area 4) Hydrogeological/LFG reassessment 5) Gas-probes and monitoring wells 6) Trees & Landscaping	
2) Construct Scale House	1) Construct Scale House	
Related Strategic Priorities:	EV3	S3

FOCUS ON THE ENVIRONMENT		
Action:	Coats Marsh Log Cabin	R+P-37-2017
Strategic Priority:	We will have a strong focus on protecting and enhancing our environment in all decisions.	EV1
Origin:	Board Motion 16-649	
2017 Implementation Items	Key Activities	
1) Produce a Bat study of Coats Marsh	1) RFP for bat study consultant 2) Hire consultant	
2) Determine the role of the log cabin for bat habitat	1) Bring report to the Board	
Related Strategic Priorities:	S3	

FOCUS ON THE ENVIRONMENT		
Action:	Regional Parkland Acquisition – RDN North	R+P-39-2017
Strategic Priority:	We will have a strong focus on protecting and enhancing our environment in all decisions.	EV1
Origin:	Board Motion 16-IC-119	
2017 Implementation Items	Key Activities	
1) Secure Land Tenure	1) Implement Board direction 2) Report back to Board	
Related Strategic Priorities:	S4	

FOCUS ON THE ENVIRONMENT

Action: Regional Parkland Acquisition – RDN North R+P-41-2017

Strategic Priority: We will have a strong focus on protecting and enhancing our environment in all decisions. EV1

Origin: Board Motion 16-IC-094

2017 Implementation Items

1) Secure Land Tenure

Key Activities

- 1) Implement Board direction
- 2) Report back to Board

Related Strategic Priorities: R4 S4

FOCUS ON THE ENVIRONMENT

Action: Achieve Landfill gas and leachate targets RCU-63-2017

Strategic Priority: We will evaluate air quality and climate impacts as factors in our infrastructure and services planning EV2

Origin: Landfill Gas Regulation

2017 Implementation Items

1) Landfill Gas

2) Implement leachate Controls

Key Activities

1) Construct manifold station, infrastructure for North Berm

2) Add wells

3) Upgrade flare station electrical

1) Tire wash-down

2) Settling pond

3) Lift station rehabilitation

Related Strategic Priorities:

EV1

EV3

FOCUS ON THE ENVIRONMENT				
Action:	Update bylaws and policies to address sea level rise			SCD-9-2016
Strategic Priority:	We will prepare for and mitigate the impact of environmental events.			EV3
Origin:	Long Range Planning Work Plan			
2017 Implementation Items	Key Activities			
1) Incorporate elevation data into GIS system	1) Receive data from consultant 2) Review data			
2) Identify sea level rise planning areas	1) Prepare maps based on elevation analysis			
3) Engineering analysis of water level components	1) RFP for consultant 2) Hire consultant			
4) Create Floodplain maps	1) Integrate consultant report 2) Prepare floodplain maps			
5) Amend bylaws and policies	1) Community consultation 2) Prepare Board reports in accordance with bylaw amendment procedure			
Related Strategic Priorities:	S1	S3	S7	R2
	R5	EV1	EV3	EC2

FOCUS ON THE ENVIRONMENT				
Action:	Review, Standardize and Update Development Permit Areas in RDN Electoral Area OCP's			SCD-10-2017
Strategic Priority:	We will include conservation of resources as a planning factor.			EV4
Origin:	2017 Current Planning Business Plan			
2017 Implementation Items		Key Activities		
1)	Update Development Permit Areas in EA H Official Community Plan	1)	Review Development Permits in Area 'H' OCP	
		2)	Draft replacement Development Permit Areas	
		3)	Present updates to working group and community	
2)	Initiate review of Development Permit Areas in other Electoral Area OCPs	1)	Develop terms of reference for review	
		2)	Bring report to the Board	
Related Strategic Priorities:		R2	EC2	EV1
				EV3
		S7		

Action Items Beyond 2017

ITEMS FOR FUTURE OPERATIONAL PLANS

The 2017 Operational Plan contains Action Items and Key Activities that are to be completed this year. Below is a list of major capital projects to be initiated in the years 2018-2021. Many of the projects listed below will be multi-year projects with key implementation items and activities for each year of the life of the project.

These items, as well as future operational items, will be presented in a 2018-2021 Operational Forecast, to be provided to the Board prior to a Strategic Plan review later in 2017. The purpose of the Operational Forecast is to highlight future projects, and provide an opportunity for the Board to prioritize longer-term actions.

FUTURE YEARS

2018

FR-0005 FIREHALL DASHWOOD BUILDING UPGRADE REFERANDUM
 PR-0010 NANAIMO RIVER BRIDGE-MORDEN COLLIERY TRAIL CONSTRUCTION
 PR-0018 BENSON CREEK FALLS STAIRS CONSTRUCTION
 SW-0001 SW- CELL 1 CLOSURES
 TR-0004 TRANSIT - WOODGROVE EXCHANGE IMPROVEMENT
 TR-0006 TRANSIT - COUNTRY CLUB EXCHANGE IMPROVEMENT
 WT-0006 NB WT- OUTRIGGER RD MAIN 2017
 WT-0009 NB WT - WALL BEACH RD MAIN UPGRADE 2018
 WT-0018 NB WT - WEST BAY PUMPHOUSE UPGRADE 2018
 WT-0019 NB WT - DOLPHIN DRIVE MAIN 2018
 WT-0023 WHISKEY CREEK PUMP STATION AND DISTRIBUTION
 WT-0025 NANOOSE BAY PENINSULA PUMP STATION
 MJ-2851 MAJOR CAP - WASTEWATER NANOOSE PUMP STATION UPGRADES
 MJ-2872 MAJOR CAP - WASTEWATER FCPC EFFLUENT TURBINES
 WW-0010 FCPC - PLANT EXPANSION
 WW-0019 NPCC - DIGESTER #2 UPGRADE AND REPAIRS
 WW-0021 FCPC- BAY AVE PMP STN UPGRADE

2019

FR-0002 COOMBS HILLIERS FIREHALL 2 RECONSTRUCTION DESIGN
 FR-0003 ERRINGTON SEISMIC UPGRADE HALL #2
 FR-0005 DASHWOOD FIREHALL BUILDING DETAILED DESIGN AND CONSTRUCTION
 PR-0015 BENSON CREEK LOWER (BCFRP) BRIDGE
 WT-0007 NB WT - DORCAS PT RD WTR MAIN
 WW-0009 FCPC - INTERCEPTOR/PUMP STATION EXPANSION

2020

FR-0002 COOMBS HILLIERS FIREHALL 2 RECONSTRUCTION
FR-0003 ERRINGTON SEISMIC UPGRADE HALL #2
PR-0016 LIGHTHOUSE CRT - NILE CREEK BRIDGE
WW-0016 FCPCC - EFFLUENT PUMPING STAGE 2

2021

FR-0008 BOW HORN BAY FIREHALL REPLACEMENT
PR-0012 MOORECROFT LONGHOUSE
PR-0013 NOTCH, EA E
PR-0019 THE LOOKOUT - EA E
WT-0005 NB WT - FAIRWINDS RESERVOIR
WW-0014 NPCC - DEPARTURE BAY PUMP STATION #3 RPLC

TO: Committee of the Whole **MEETING:** March 14, 2017

FROM: Christina Gray
Communications Coordinator

SUBJECT: Celebrating the Regional District of Nanaimo's 50th Anniversary

RECOMMENDATION

That the Board endorse the communication and outreach activities to celebrate the Regional District of Nanaimo's 50th Anniversary as outlined in Attachment 1.

SUMMARY

The 50th Anniversary of the Regional District of Nanaimo (RDN) provides an opportunity to revitalize and reinforce the RDN brand, engage the public, utilize social media and renew the website. A series of communication and outreach activities are planned and are included in Attachment 1. The activities meet the strategic priorities of Focus on Relationships by engaging the public in a variety of ways.

BACKGROUND

The RDN is celebrating its 50th anniversary in August 2017. This provides an opportunity to revitalize and reinforce the RDN brand, engage the public, utilize social media and renew the website.

The RDN was incorporated on August 24, 1967 as part of the BC Provincial Government's initiative to establish a form of local government for rural areas and for services that transcend municipal boundaries. The RDN is one of 27 Regional Districts across BC. Other regional districts have celebrated their 50th anniversaries by holding community and geocaching events and publishing celebratory newsletters or books.

A series of communication and outreach activities are planned and are included in Attachment 1. The 50th anniversary celebratory version of the RDN logo has been created to be used throughout 2017 (see Attachment 2). Lapel pins and pens have been ordered featuring the 50th anniversary logo and will be given to Directors, staff and the public at events in 2017.

The RDN's 50th anniversary coincides with Canada's 150th anniversary. As such, proposed activities and events are planned so as not to compete with 150th celebrations.

ALTERNATIVES

1. To endorse the communication and outreach activities outlined in Attachment 1 celebrating the RDN's 50th Anniversary.

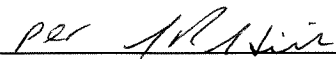
2. To endorse select communication and outreach activities outlined in Attachment 1 celebrating the RDN's 50th Anniversary.
3. To not endorse the communication and outreach activities outlined in Attachment 1 celebrating the RDN's 50th Anniversary and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

Several of the planned events and activities are standard annual activities. Others are activities that have already been planned and budgeted for, and will be timed to coincide with or use the theme of the 50th anniversary. Other projects require minimal funding which is available in the proposed 2017 Budget.

STRATEGIC PLAN IMPLICATIONS

These activities support the Strategic Plan priority of Focus on Relationships, specifically the priority of improving two-way communication within the Regional District and with our communities, by engaging the public in a variety of ways including events, activities, mailed newsletters, social media engagement and enhanced online access to information.



Christina Gray
cgray@rdn.bc.ca
February 21, 2016

Reviewed by:

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

Attachments

1. RDN 50th Anniversary Events and Activities
2. RDN 50th Anniversary Logo

Attachment 1
RDN 50th Anniversary Events and Activities

Activities specific to the 50th anniversary

1. Public Gathering

An Administration Building open house or gathering for the public will be organized to celebrate the 50th anniversary. The proposed date is September 12 from 3:00 p.m. to 5:00 p.m. This is an opportunity to invite the public, other government officials, First Nations and former employees to celebrate the 50th anniversary. Food and beverages will be provided. The Electoral Area Services Committee scheduled for that day will follow this event.

Cost: \$3,000

2. Social Media Campaign

The 50th anniversary presents an excellent opportunity to enhance our social media presence through sharing old photos, maps and information about the RDN. We currently only use our Instagram account for a few events each summer, but this offers an opportunity to create a hashtag and, with small prize incentives, encourage residents and visitors to use it across our social media platforms.

Cost: \$200 for small prizes

Planned activities that will be timed to coincide with the 50th anniversary

3. Website Renewal

A renewal of the website was previously identified as necessary and will be timed to coincide with the 50th anniversary. The renewal will involve departmental review of pages and consolidation of information where possible. It will also include a new main page navigation to make it easier for the public to access information, will be responsive and accessible via mobile/tablet and page numbers will be replaced with standard urls (Uniform Resource Locators). To celebrate the 50th anniversary, a new page will be developed to present historical information through an interactive timeline.

Cost: \$20,000

4. Video

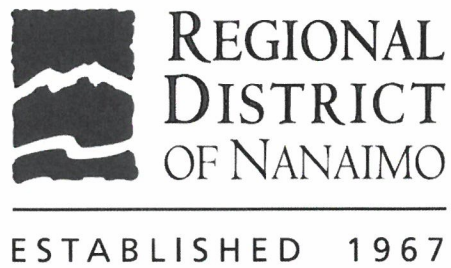
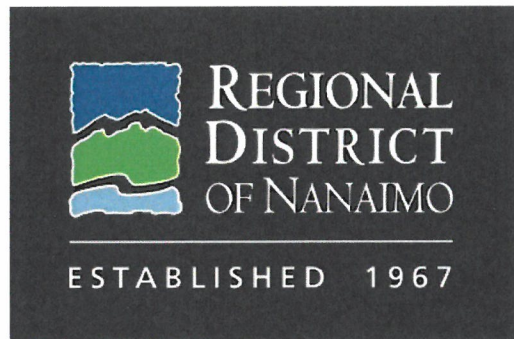
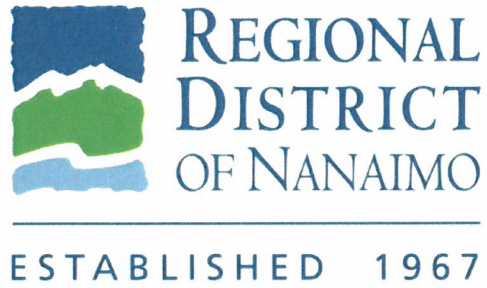
A short video about the RDN was previously identified by staff as an opportunity to clarify the role of the RDN to the public. The video would be ready in time for the 50th anniversary in August and would be posted to the website. The video can also be broken into smaller clips that would be used for posting key messages on social media.

Cost: \$5,500 - \$7,000

Regular Budget Items – No additional cost

5. Parks Event
Recreation and Parks is celebrating the opening of their most recent trail on May 27th. This event was previously planned, but also offers the opportunity to celebrate the 50th anniversary by displaying banners announcing the occasion and handing out 50th anniversary pins and pens.
6. 50th Anniversary Golden Shoe Hunt
Each year, Recreation and Parks carries out a Golden Shoe treasure hunt across RDN parks and trails in April/May. This year, the coordinator has offered to use the 50th anniversary as the theme for the clues. These efforts also utilize RDN social media platforms and expanded use this year will be supported by Corporate Communications. Local media is regularly engaged throughout the hunt.
7. Retro-Per-Spectives
Each year, the RDN publishes an edition of Perspectives in June/July. This year, to celebrate the 50th anniversary, a portion of the publication will be dedicated to a look back at some of the major highlights over the past 50 years. The content developed will also be used on the RDN website and social media.

Attachment 2
RDN 50th Anniversary Logo



TO: Committee of the Whole **MEETING:** March 14, 2017

FROM: Tyler Brown
Intergovernmental Liaison

SUBJECT: **Mount Arrowsmith Biosphere Region Request For Funding**

RECOMMENDATION

1. That the Regional District of Nanaimo work with Vancouver Island University and Mount Arrowsmith Biosphere Region to engage with local First Nations to determine the level of support for a Truth and Reconciliation focused community based learning program to be piloted in 2017, and provide an update to the Board once the programming is developed.
2. That \$10,000 be allocated in the 2017 budget for Truth and Reconciliation focused community based programming in partnership with Vancouver Island University and Mount Arrowsmith Biosphere Region.

SUMMARY

David R. Witty, Director of the Mount Arrowsmith Biosphere Region (MABR) and Provost and Vice-President Academic at Vancouver Island University (VIU), has requested funding to assist the Regional District of Nanaimo with (RDN) Truth and Reconciliation programming at \$10,000 a year for five years and for coordinating the Amazing Places program at \$5,000 a year for five years (Attachment 1).

Community focused and community based programming on Truth and Reconciliation has the potential to be a unique and innovative program for RDN residents and local First Nations. With regard to the request for \$5,000 a year for five years for coordinating the Amazing Places, it is recommended that MABR make a grant application to the Northern Community Economic Development program.

BACKGROUND

At the January 24, 2017 Regional District of Nanaimo Board Meeting, correspondence, dated January 19, 2017 was received from David R. Witty, Director of the MABR and Provost and Vice-President Academic at Vancouver Island University. The correspondence, which requests funding of \$75,000 over five years, was referred to staff (see Attachment 1). The funding request is for two separate initiatives: Truth and Reconciliation focused programming and coordination of the Amazing Places program.

The MABR was designated as a United Nations Educational, Scientific and Cultural Organization biosphere reserve in the year 2000. MABR was initially coordinated through Mount Arrowsmith Biosphere Foundation. In 2014, the foundation was dissolved and VIU and the City of Parksville took responsibility for managing the MABR. In July of 2014, VIU and Parksville signed a Memorandum of Understanding to

co-manage the MABR and to build a roundtable involving First Nations, municipal and senior levels of government, private industry, conservation groups, and other regional representatives.

Discussion

The received letter requests funding for coordinating Truth and Reconciliation focused programming at \$10,000 a year for five years and for coordinating the Amazing Places program at \$5000 a year for five years (see Page 2 of Attachment 1).

Three ideas for reconciliation-focused programming are proposed:

- 1) Supporting local First Nations on events and promoting Indigenous language and culture;
- 2) Supporting the RDN in addressing the calls to action of the Truth and Reconciliation Commission of Canada; and
- 3) Working with First Nations to develop a community focused indigenous speaker's series.

The RDN, through its various departments, supports First Nations by assisting with events, the naming of places and promoting cultural awareness. Recent examples include supporting Snaw-Naw-As First Nation with their initiative to have Wallis Point dedicated as park land, offering to provide additional transit services for Aboriginal Day (2016) activities, and providing funds to bring the Witness Blanket to VIU. The RDN is also working with local First Nations to address the calls to action of the Truth and Reconciliation Commission of Canada. Examples include working towards implementing Qualicum First Nation endorsed teachings in RDN recreational programs, working with Snaw-Naw-As First Nation to develop plans in Electoral Area 'E' that acknowledge and promote the Indigenous names of places, and hosting a meeting with the elected representatives of local First Nations to discuss how the RDN can meaningfully implement the calls to action.

The third idea of working with First Nations to develop a community focused indigenous speaker's series, is an item that is not currently being addressed. Exploring Truth and Reconciliation focused community based programming, as an initiative between the RDN, VIU and MABR presents a potential educational opportunity for non-indigenous communities within the RDN and an opportunity to raise awareness around First Nations culture and the impacts of the residential school system. However, it is crucial that any such program is done in partnership with local First Nations. Vancouver Island University and MABR staff have advised that no in-depth conversations on a community based speaker series or similar have occurred with local First Nations.

Through discussions between VIU, MABR and RDN staff, it was highlighted much of the discussion regarding Truth and Reconciliation occurs within government or educational institutions and there is limited forums for discussion to occur in a meaningful way outside of these institutions. Community focused and community based programming on Truth and Reconciliation has the potential to be a very unique and innovative program for RDN residents and local First Nations. Therefore, it is recommended that the RDN work with VIU and MABR staff to engage with local First Nations to develop Truth and Reconciliation focused community based programming to be piloted in 2017. Vancouver Island University and MABR are agreeable to this approach. It is important to note, however, that if there is no support by local First Nations the program will not be pursued.

If endorsed by local First Nations, it is recommended that \$10,000 be allocated in the 2017 budget to fund the community based events with the funds managed by the RDN and events organized by VIU, MABR

and RDN staff. Once the proposed programming is created, a further Board report will advise of the schedule of events and project deliverables.

With regard to the request for \$5,000 a year for five years for coordinating the Amazing Places, it is recommended that MABR make a grant application to through the Northern Community Economic Development program. The Northern Community Economic Development program provides support for economic development initiatives in the City of Parksville, the Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H', areas that would potentially benefit from the marketing efforts of the Amazing Places program. The Northern Community Economic Development program is an existing grant funding program for projects like the Amazing Places program. The grant program is currently accepting applications for the Spring 2017 intake.

ALTERNATIVES

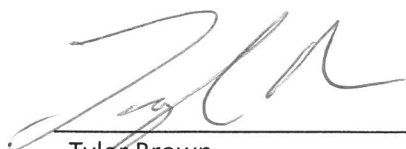
1. Allocate \$10,000 dollars in the 2017 budget for Truth and Reconciliation focused community based programming and direct staff and the Chair to work with Vancouver Island University and Mount Arrowsmith Biosphere Region to engage with local First Nations to determine support for and plan Truth and Reconciliation focused community based programming.
2. Provide alternative direction to staff.

FINANCIAL IMPLICATIONS

Through consulting with MABR and VIU staff, it is anticipated that \$10,000 is required to host two to three community events in 2017. The RDN funds would be used for costs directly associated with hosting Truth and Reconciliation focused community based programming. Significant staff time will also be required to help coordinate and plan the events.

STRATEGIC PLAN IMPLICATIONS

Prioritizing relationships with First Nations is consistent with the RDN strategic focus area of focusing on relationships as community focused Truth and Reconciliation initiatives are consistent with the strategic priority of valuing First Nation relationships and integrating their input in future planning and service delivery. Further, working with VIU and MABR is consistent with looking for opportunities to partner with community groups to advance our region.



Tyler Brown

tbrown@rdn.bc.ca

February 24, 2017

Reviewed by:

- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

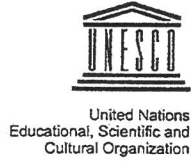
Attachments

1. Letter from Dave Witty – Proposed Contribution Agreement Funding Request

Attachment 1

Letter from Dave Witty – Proposed Contribution Agreement Funding Request

Bill Veenhof, RDN Board Chair
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC, V9T 6N2
e: bill.veenhof@shaw.ca



January 19, 2017

Dear Mr. Veenhof, Board Members, and Management of the Regional District of Nanaimo:

It has come to our attention that the Regional District of Nanaimo (RDN) is reallocating funding from the Island Corridor Foundation to a regional initiative that demonstrates community benefits and meaningful outcomes. The Mount Arrowsmith Biosphere Region (MABR) currently accomplishes these two goals through much of its work as described below. Therefore, the MABR would like to propose a contribution agreement between the RDN and the MABR (via Vancouver Island University) that meets mutual objectives and speaks to our common values, and the funding initiative.

The following provides some background information about the MABR and an associated proposal that describes how the MABR would use some of the funds to create lasting positive regional impacts.

1. About the Mount Arrowsmith Biosphere Region:

The MABR was designated as a UNESCO biosphere reserve in the year 2000. In 2014, Vancouver Island University (VIU) and the City of Parksville took over management of the MABR and have since rebuilt a strong and unique governance model that involves First Nations, local and senior levels of government (including the RDN), private industry, conservation groups, community representatives, and VIU. The governance model is called the MABR Roundtable, of which several RDN Board Directors are members and can attest to its success. Communities within the MABR boundary include Nanoose, Parksville, French Creek, Qualicum Beach, Dashwood, Hilliers, Coombs, and Errington. The MABR is situated within the traditional territories of Snaw-Naw-As, Qualicum, Snuneymuxw, K'ómoks, Dididaht, Hupacasath, and Tseshaht First Nations.

The purpose of the MABR is to facilitate collaboration between diverse communities and organizations with the goal of sustaining the cultural, economic, environmental and social health of our region over the long term. Our team coordinates programs, events, community forums, and multi-media projects that connect people with nature, encourage Reconciliation and knowledge exchange between Indigenous and non-Indigenous peoples, promote the conservation of biological diversity, foster sustainable economic development, and showcase our region to Canada and the world. Furthermore, we have an established research institute at VIU called MABRRI that has already partnered successfully with the RDN through its Drinking Water and Watershed Protection Program. For more information about what we do and how the MABR and MABRRI are separate entities, please see our websites: www.mabr.ca and mabrri.viu.ca for the research institute. We are also pleased to discuss this distinction in person.

Over the past two and half years, the MABR has demonstrated tremendous community benefits and created meaningful outcomes for many residents and stakeholders. Examples of our successes include the Roundtable, the Amazing Places program (please see: mabr.ca/amazingplaces), our annual citizen science BioBlitz, frequent community lectures, and opportunities for the community to participate in research with VIU faculty, students, and community knowledge holders. Our accomplishments are documented in our Annual Reports, available at mabr.ca/resources and we have received frequent mention for our exemplary work by the United Nations Educational, Scientific and Cultural Organization (UNESCO) at national and international levels. In particular, at the UNESCO 4th World Congress on Biospheres, Mount Arrowsmith was recognized at the final plenary session before 1,000 delegates. Finally, a rigorous periodic review process, which takes place every 10 years (next one in 2020) ensures that our work meets the quality and mandate of UNESCO's Man and the Biosphere (MAB) Programme.

2. The Proposal:

The MABR proposes a contribution agreement between the RDN and the MABR (via VIU) of \$75,000, which will be managed over 5 years (\$15,000/year). Funds would be allocated to the continued development of two key programs that provide direct benefits to the RDN and its constituents while allowing the MABR to meet its UNESCO biosphere reserve mandate:

2.1 Coordination of Reconciliation-focused programming (\$50,000 or \$10,000/year for 5 years)

- Supporting local First Nations with the development of regional events and programs to increase awareness of Indigenous culture and language, values and principles (e.g. raising awareness of the original names of places in the region through community mapping projects, helping to coordinate national Aboriginal Day, and working with Elders to identify other opportunities)
- Supporting the RDN in addressing some aspects of the 2015 Calls to Action from the Truth and Reconciliation Commission of Canada
- Working with First Nations to develop an Indigenous speaker series that tours the municipalities and communities in the RDN

2.2 Coordination of the Amazing Places program (\$25,000 or \$5,000/year for 5 years)

- Working with local businesses in the RDN to leverage the Amazing Places program and creating value-added components to the project (e.g. guided bird tours of the 10 Amazing Places, promotional materials for hotels to share with visitors to encourage overnight stays, promoting Amazing Places tours and supports for private tour operators)
- Designing activities and educational materials that connect people with the 10 Amazing Places and that target different interest groups: such as youth, families, seniors, hikers. Such materials could be used and distributed by the RDN's Parks department.
- Developing educational materials with local First Nations that share a more in-depth look at the cultural significance of each of the 10 Amazing Places.

Our intention is to build on the successful relationship that the MABR has already established with the RDN and other regional agencies, organizations, First Nations, and communities.

By supporting this proposal and its associated two programs, the RDN will strengthen an already successful relationship with the MABR, create multiple benefits for each of the communities and interest groups within the region, demonstrate tangible outcomes that celebrate this region's cultural and biological diversity, and support the growth of a resilient local economy.

I look forward to your response to this request for support.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Witty". The signature is stylized and cursive.

David R. Witty, PhD, MRAIC, FCIP, RPP
Director of the Mount Arrowsmith Biosphere Region
Provost and Vice-President Academic at Vancouver Island University
900 Fifth Street, Nanaimo BC, V9R 5S5
david.witty@viu.ca | (250) 740-6104

TO: Regional District of Nanaimo
Committee of the Whole

MEETING: March 14, 2017

FROM: Courtney Simpson
Senior Planner, Long Range Planning

FILE: 6630 00 CENSUS

SUBJECT: Statistics Canada 2016 Census Population Data

RECOMMENDATION

That this report be received for information.

SUMMARY

Statistics Canada recently released the population and dwelling counts from the 2016 Census. The Regional District of Nanaimo (RDN) as a whole grew by 6.2% between 2011 and 2016 (9,124 people).

Census data is essential to growth management and long range planning in the RDN. This data along with the rest of the data yet to be released will be used to measure our progress related to goals of the Regional Growth Strategy, and in reviews of Official Community Plans. Additional reports to the Board will be provided as data is released from the 2016 Canada Census.

BACKGROUND

Statistics Canada recently released population and dwelling counts from the 2016 Census which was conducted in May 2016. This staff report focuses on the population counts only, while dwelling count data may be used for specific projects of the RDN over time. This is the first release of data from the 2016 Census, and will be followed by release of population by age, gender and type of dwelling on May 3, 2017.

The Regional District of Nanaimo (RDN) as a whole grew by 6.2% between 2011 and 2016 (9,124 people). This growth rate is slightly higher than during the last census period (5.7%) but not as high as the growth experienced from the mid-1980's to the mid-1990's (see Attachment 1 – Regional District of Nanaimo Population Growth 1986-2016).

The City of Nanaimo accounted for 73% of the population increase. The rest of the municipalities account for 9%, with 18% of the population added in electoral areas. This translates to a growth rate of 6.9% for the municipalities and 4.1% for the electoral areas (see Attachment 2 – Regional District of Nanaimo Population by Electoral Area, Municipality and First Nation 2001-2016). Outside of the City of Nanaimo, more of the population growth was located in electoral areas than in the remaining three municipalities. The highest growth rates in the electoral areas were in Area 'H' (10.7%) and Area 'E' (7.9%). Two electoral areas experienced negative growth: Area C (-0.9%) and Area B (-0.3%).

The RDN's growth rate was higher than the provincial average (5.6%) and the Canadian average (5.0%). Of the 25 regional districts in British Columbia, the RDN experienced the seventh highest rate of growth

and the second highest on Vancouver Island behind the Capital Regional District (see Attachment 3 – British Columbia Regional District Population and Growth Rates 2011 – 2016). Another way Statistics Canada compares population growth is through census agglomerations (CA) and metropolitan areas which combine one or more neighbouring municipalities (or electoral areas) around a core. In the RDN there are two census agglomerations: Nanaimo CA (Nanaimo, Lantzville, Electoral Areas A and C), and Parksville CA, (Parksville, Qualicum Beach, Electoral Area G). As shown in Attachment 4 – British Columbia Census Metropolitan Areas and Census Agglomeration Growth Rates 2011-2016, Nanaimo CA ranks fifth in British Columbia, and is the fastest growing area on Vancouver Island, outpacing the Victoria metropolitan area by 0.4% growth.

The RDN is unique among other regional districts with a relatively high population within its electoral areas. Out of the 159 electoral areas within 25 regional districts, only 20 have a population greater than 5,000 people. Four of these electoral areas are in the RDN which is the most for any regional district (see Attachment 5 – British Columbia Regional District Electoral Areas >5,000 population 2011-2016). This is thought to be due to the proximity to the larger centres of Nanaimo, Parksville, Qualicum Beach and the Courtenay/Comox area.

With respect to voting strength and Director representation, the figures from the Census Program will be reviewed, adjusted as necessary and certified by the Minister of Community, Sport and Cultural Development, likely by the end of 2017 before any determinations can be made.

ALTERNATIVES

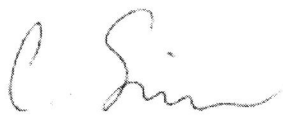
1. Receive this report for information
2. Provide alternate direction to staff

FINANCIAL IMPLICATIONS

There are no financial implications.

STRATEGIC PLAN IMPLICATIONS

Understanding the census data will help the Board achieve many of its Strategic Priorities by providing a base of information about the population and its characteristics.



Courtney Simpson
csimpson@rdn.bc.ca
February 9, 2017

Reviewed by:

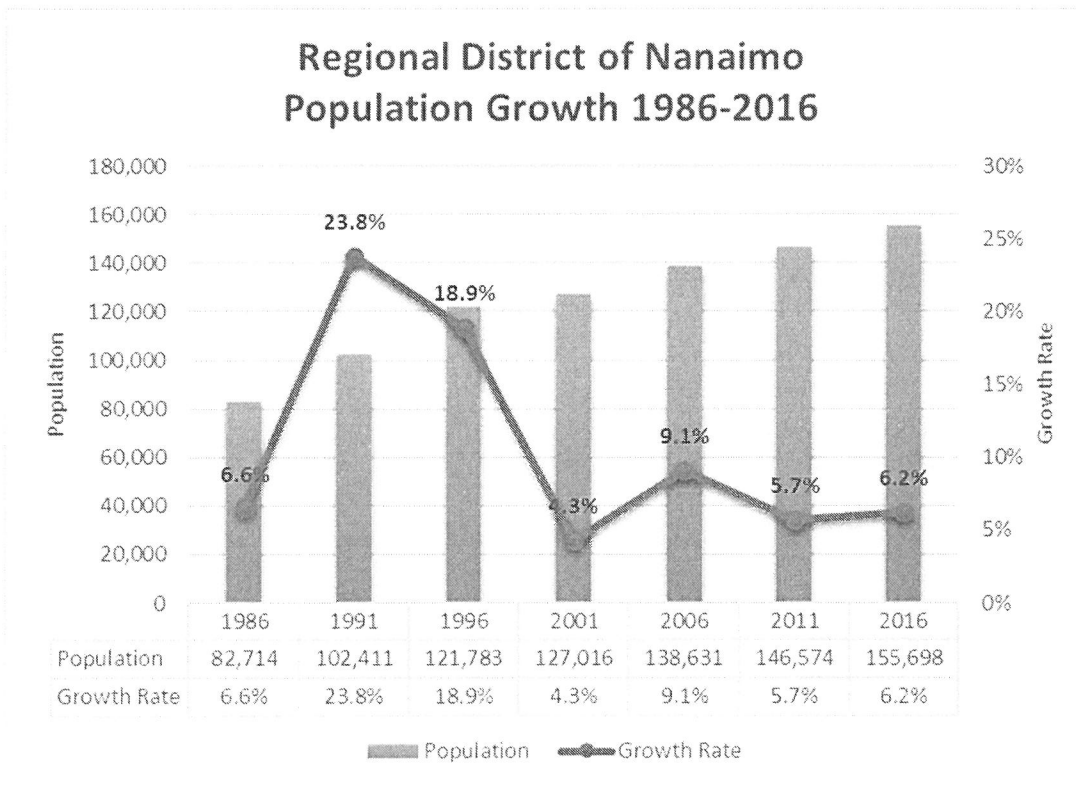
- G. Garbutt, General Manager, Strategic & Community Development
- P. Thompson, Long Range Planning
- P. Carlyle, Chief Administrative Officer

Attachments

1. Regional District of Nanaimo Population Growth 1986-2016
2. Regional District of Nanaimo Population by Electoral Area, Municipality and First Nation 2001-2016
3. British Columbia Regional District Population and Growth Rates 2011 – 2016
4. British Columbia Census Metropolitan Areas and Census Agglomeration Growth Rates 2011-2016
5. British Columbia Regional District Electoral Areas >5,000 population 2011-2016

Attachment 1

Regional District of Nanaimo Population Growth 1986-2016



Attachment 2

Regional District of Nanaimo Population by Electoral Area, Municipality and First Nation 2001-2016

	Population				Population % Change		
	2001	2006	2011	2016	2001-2006	2006-2011	2011-2016
Electoral Areas							
A	6,423	6,751	6,908	7,058	5.1%	2.3%	2.2%
B	3,522	4,050	4,045	4,033	15.0%	-0.1%	-0.3%
C *	1,932	2,508	2,834	2,808	29.8%	13.0%	-0.9%
E	4,820	5,462	5,674	6,125	13.3%	3.9%	7.9%
F	5,546	6,680	7,422	7,724	20.4%	11.1%	4.1%
G **	6,113	7,023	7,158	7,465	14.9%	1.9%	4.3%
H	3,108	3,474	3,509	3,884	11.8%	1.0%	10.7%
Electoral Area Total	31,464	35,948	37,550	39,097	14.3%	4.5%	4.1%
Municipalities							
Nanaimo	73,000	78,692	83,810	90,504	7.8%	6.5%	8.0%
Parksville	10,323	10,993	11,977	12,514	6.5%	9.0%	4.5%
Lantzville *	3,653	3,661	3,601	3,605	0.2%	-1.6%	0.1%
Qualicum Beach **	7,849	8,502	8,687	8,943	8.3%	2.2%	2.9%
Municipalities Total	94,825	101,848	108,075	115,566	7.4%	6.1%	6.9%
First Nation Communities							
Snuyneymuxw 1	238	279	377	360	17.2%	35.1%	-4.5%
Snuyneymuxw 2	20	21	26	20	5.0%	23.8%	-23.1%
Snuyneymuxw 3	33	50	81	92	51.5%	62.0%	13.6%
Snuyneymuxw 4	158	208	180	259	31.6%	-13.5%	43.9%
Nanoose	207	191	204	230	-7.7%	6.8%	12.7%
Qualicum	71	86	81	74	21.1%	-5.8%	-8.6%
First Nations Total	727	835	949	1,035	14.9%	13.7%	9.1%
Total Population***	127,016	138,631	146,574	155,698	9.1%	5.7%	6.2%

Source: Statistics Canada, www.statcan.gc.ca (2001, 2006, 2011 and 2016 Canadian Census)

*The 2001 population is adjusted to reflect that Area D was incorporated into Area C and Lantzville

** The 2001 population is adjusted to take into account boundary changes between the 2001 and 2006 Censuses

*** Note: that Urban Futures 2007 calculated the 2006 regional population to be 144,317 - this was used as the starting point for growth projections calculated for the 2011 Regional Growth Strategy.

Attachment 3

British Columbia Regional District Population and Growth Rates 2011 - 2016

Regional District	Population, 2011	Population, 2016	Population, % change
Squamish-Lillooet	38,173	42,665	11.8
Central Okanagan	179,839	194,882	8.4
Fraser Valley	277,593	295,934	6.6
East Kootenay	56,685	60,439	6.6
Greater Vancouver	2,313,328	2,463,431	6.5
Capital	359,991	383,360	6.5
Nanaimo	146,574	155,698	6.2
<i>British Columbia</i>	<i>4,400,057</i>	<i>4,648,055</i>	<i>5.6</i>
<i>Canada</i>	<i>33,476,688</i>	<i>35,151,728</i>	<i>5</i>
Peace River	60,082	62,942	4.8
Comox Valley	63,538	66,527	4.7
Sunshine Coast	28,619	29,970	4.7
Cowichan Valley	80,332	83,739	4.2
North Okanagan	81,237	84,354	3.8
Thompson-Nicola	128,471	132,663	3.3
Strathcona	43,252	44,671	3.3
Fraser-Fort George	91,879	94,506	2.9
Okanagan-Similkameen	80,742	83,022	2.8
Central Kootenay	58,441	59,517	1.8
Columbia-Shuswap	50,512	51,366	1.7
Kootenay Boundary	31,138	31,447	1
Powell River	19,906	20,070	0.8
Kitimat-Stikine	37,361	37,367	0
Alberni-Clayoquot	31,061	30,981	-0.3
Cariboo	62,392	61,988	-0.6
Bulkley-Nechako	39,208	37,896	-3.3
Skeena-Queen Charlotte	18,784	18,133	-3.5

Attachment 4

British Columbia Census Metropolitan Areas and Census Agglomeration Growth Rates 2011-2016

Geographic name	Population, 2016	Population, 2011	Population, % change	National population rank, 2016	Provincial population rank, 2016
Squamish	19,893	17,479	13.8	109	19
Kelowna	194,882	179,839	8.4	22	3
Chilliwack	101,512	93,882	8.1	40	7
Fort St. John	28,396	26,380	7.6	95	15
Nanaimo	104,936	98,021	7.1	35	5
Victoria	367,770	344,580	6.7	15	2
Vancouver	2,463,431	2,313,328	6.5	3	1
Abbotsford - Mission	180,518	170,191	6.1	23	4
<i>British Columbia</i>	<i>4,648,055</i>	<i>4,400,057</i>	<i>5.6</i>		
Kamloops	103,811	98,754	5.1	36	6
Dawson Creek	12,178	11,583	5.1	148	26
<i>Canada</i>	<i>35,151,728</i>	<i>33,476,688</i>	<i>5</i>		
Campbell River	37,861	36,096	4.9	75	13
Vernon	61,334	58,584	4.7	55	9
Courtenay	54,157	51,787	4.6	61	10
Cranbrook	26,083	25,037	4.2	101	16
Parksville	28,922	27,822	4	90	14
Prince George	86,622	84,232	2.8	45	8
Duncan	44,451	43,252	2.8	66	11
Penticton	43,432	42,361	2.5	68	12
Nelson	18,307	17,987	1.8	116	20
Salmon Arm	17,904	17,683	1.2	119	22
Terrace	15,723	15,569	1	128	24
Powell River	16,783	16,689	0.6	121	23
Williams Lake	18,277	18,490	-1.2	117	21
Port Alberni	25,112	25,465	-1.4	102	17
Quesnel	23,146	23,566	-1.8	106	18
Prince Rupert	12,687	13,052	-2.8	146	25

Attachment 5

British Columbia Regional District Electoral Areas >5,000 population 2011-2016

Regional District (Electoral Area)	2011 Population*	2016 Population	2011-2016 % change
Greater Vancouver A	12,988	16,133	24.2%
Capital F	10,234	10,557	3.2%
Comox Valley C (Puntledge - Black Creek)	8,353	8,617	3.2%
Cowichan Valley B	8,127	8,558	5.3%
Columbia-Shuswap C	7,662	7,921	3.4%
Nanaimo F	7,422	7,724	4.1%
Nanaimo G	7,158	7,465	4.3%
Comox Valley A	6,735	7,213	7.1%
Comox Valley B (Lazo North)	6,958	7,095	2.0%
Nanaimo A	6,908	7,058	2.2%
Peace River C	6,398	6,772	5.8%
Cariboo A	6,250	6,265	0.2%
Nanaimo E	5,674	6,125	7.9%
East Kootenay C	5,713	6,036	5.7%
Peace River D	5,479	5,920	8.0%
Okanagan-Similkameen D	5,717	5,874	2.7%
Peace River B	5,552	5,628	1.4%
Bulkley-Nechako A	5,391	5,256	-2.5%
Cariboo G	4,955	5,156	4.1%
Cowichan Valley C	4,796	5,019	4.6%

*2011 Census counts are adjusted as necessary to enable direct comparisons between 2011 and 2016.

TO: Regional District of Nanaimo Board **MEETING:** March 14, 2017
FROM: Shelley Norum **FILE:** 5330-20-GNPCC Rec Env
Wastewater Coordinator
SUBJECT: Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring

RECOMMENDATION

That the Board award the Environmental Consulting Services contract for the Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring Program to G3 Consulting Ltd. for \$226,314.45.

SUMMARY

Receiving environment monitoring is a requirement of the Regional District of Nanaimo (RDN) Liquid Waste Management Plan and discharge permit for Greater Nanaimo Pollution Control Centre (GNPCC). The RDN is seeking Environmental Consulting Services for the 2017-2019 GNPCC Receiving Environment Monitoring Program. A competitive Request for Proposals (RFP) process was completed on February 8, 2017. G3 Consulting Ltd. provided the highest scoring proposal.

BACKGROUND

Receiving Environment Monitoring is a regulatory requirement under the RDN Liquid Waste Management Plan and discharge permit for GNPCC. A competitive RFP process was completed on February 8, 2017. The RDN received six proposals:

- | | | |
|--------------------------------------|--------------|--|
| • G3 Consulting Ltd. | \$226,314.45 | } Financial proposals were not evaluated – technical submission did not meet the minimum scoring standard noted in the RFP |
| • Great Pacific Consulting Ltd. | \$314,557.00 | |
| • Hatfield Consultants Partnership | \$327,578.00 | |
| • Archipelago Marine Research Ltd. | n/a | |
| • Pacificus Biological Services Ltd. | n/a | |
| • Stantec Consulting Ltd. | n/a | |

Each proponent submitted a technical proposal and financial proposal in separate sealed envelopes. Technical proposals were evaluated first. The RDN did not evaluate the financial proposals from three proponents because their technical submissions did not meet the minimum scoring standard noted in the RFP.

Each proposal was reviewed by a four member committee which considered the proposals based on the evaluation criteria identified in the RFP: 1) project team, experience and corporate commitment 2) past performance 3) project understanding 4) work plan 5) project delivery and 6) fees.

G3 Consulting Ltd.’s proposal received the highest score and represents the best value.

ALTERNATIVES

1. Award the environmental consulting services contract for the 2017-2019 Greater Nanaimo Pollution Control Centre Receiving Environment Monitoring Program to G3 Consulting Ltd. for \$226,314.45.
2. Do not award the contract. This would result in the RDN not meeting its provincial regulatory requirement. Receiving Environment Monitoring is a requirement of the RDN Liquid Waste Management Plan and discharge permit for Greater Nanaimo Pollution Control Centre.

FINANCIAL IMPLICATIONS

There are sufficient funds in the 2017-2019 Wastewater – Southern Community budget for this project.

STRATEGIC PLAN IMPLICATIONS

The Receiving Environment Monitoring Program is a provincial regulatory requirement which aligns with the RDN's strategic priority for the environment by monitoring the effects of treated effluent on the receiving waters.



Shelley Norum
snorum@rdn.bc.ca
February 21, 2017

Reviewed by:

- S. De Pol, Manager, Wastewater Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

TO: Committee of the Whole **MEETING:** March 14, 2017
FROM: Meghan Larson
Solid Waste Planner **FILE:** 5360-01
SUBJECT: Marine Litter Resolution—Federation of Canadian Municipalities Annual Conference

RECOMMENDATION

That the following resolution be forwarded to the Federation of Canadian Municipalities for consideration at the Annual Conference.

WHEREAS the United Nations Environmental Programme estimates that 8 million tonnes of the plastic produced globally every year finds its way into our oceans, food chains and ecosystems, damaging our health in the process;

AND WHEREAS, with over 202,080 kilometres of coastline, Canada has one of the longest interfaces with oceans and bodies of water of any country on the planet;

AND WHEREAS well designed laws can help reverse this global trend;

RESOLVED, that the Federation of Canadian Municipalities urge the federal government to develop a national strategy to mitigate and manage marine litter.

SUMMARY

The United Nations Environment Programme (UNEP) estimates that 8 million tonnes of the plastic produced globally every year finds its way into our oceans, food chains and ecosystems, damaging marine life and human health¹. With over 202,080 kilometers of coastline, Canada has one of the longest interfaces with oceans and bodies of water of any country on the planet. A national strategy to mitigate and manage marine litter would help address this problem within Canada, and internationally.

BACKGROUND

At their January 24, 2017 meeting, the Regional District Board passed a motion (17-077) directing staff to prepare a resolution on the issue of plastics in the oceans to discuss on the floor at the Federation of Canadian Municipalities Conference.

The United Nations Environment Programme (UNEP) estimates that over 8 million tonnes of plastic produced globally every year finds its way into our oceans, food chains and ecosystems, damaging marine life and human health. Plastic litter enters the oceans from both land and sea based sources, with estimates of up to 80% originating from land sources. Well-designed laws can help reverse this global trend. Films such as Plastic Ocean and government reports from UNEP on Marine Litter legislation: A Toolkit for Policymakers have raised the profile of this issue.

¹ <http://web.unep.org/gpa/news/legislation-can-be-effective-fighting-marine-litter> , accessed 27 Feb 2017.

Recent reports on global marine litter do not list Canada in the top 20 countries contributing to marine litter² however, with over 202,080 kilometers of coastline, we are subject to the effects. In 2015, over 175 tonnes of marine litter were recovered from 3200 km of beach during the “Great Canadian Shoreline Cleanup”³. Included in the items recovered were many single-use disposal items including cigarette butts, food wrappers, plastic bottle caps, plastic grocery bags, and straws and stirrers. It is not clear at this time how much of this litter was generated in Canada and how much is from other countries.

On February 23, 2017 UN Environment launched a major global #CleanSeas campaign to end marine litter. Ten countries are already on board, as well as DELL Computers, and a number of high profile celebrities. The campaign aims to eliminate major sources of marine litter: microplastics in cosmetics and the usage of single use plastic by the year 2022⁴.

In BC, Regional Districts do not have effective regulatory tools to regulate the use of plastics entering the marine environment. Aligning provincial and federal policies around the use and sale of single-use plastic in Canada will have a much greater impact on reducing their impact on our oceans.

The federal government can play an important role within Canada, and internationally, by addressing how to mitigate and manage marine litter on a national level. The federal government can also influence international efforts through its participation in multilateral treaties & conventions designed to address matters of global concern. Within Canada, the Canadian Council of Ministers of the Environment (which includes Federal and Provincial ministers) could develop Canada wide standards for the use of single use plastics. The federal government also has authority over matters of environmental/public health regulation in various regulatory areas including species at risk, pesticide and food production. Federal regulatory tools include the *Fisheries Act*, *Canadian Environmental Protection Act*, *Disposal at Sea Regulation*, and *Oceans Act*.

A nationwide study is required to determine what programs and legislation are already in place across Canada and what strategy is best suited in the Canadian context. Recommendations from the UNEP can be found in Appendix 1. Policies and laws need to address not only the removal of litter but are generally more successful when they govern the production, use, and disposal of products that would otherwise become marine litter. To this end, using a “circular economy” approach (extended use, reuse, recovery) to prevent the generation of waste products can reduce the overall production of marine litter.

There are a wide range of legal and policy approaches that are important for addressing marine litter— including regulation, collecting and accessing data and information; requiring agencies to report on progress; conducting baseline assessments; setting goals for litter reduction; addressing prevention, remediation, coordination, and planning; creating incentives through market-based instruments; and public participation and awareness-raising.

Microplastics, found in personal care and cleaning products, present a significant problem for marine litter management. In March 2016, the FCM Board of Directors passed a motion “that FCM urge the Government of Canada to prohibit, through the list of toxic substances (Canadian Environmental Protection Act), the manufacture, use and sale of personal care and cleaning products containing plastic microbeads”.

² Jambeck et al (2015) Plastic waste inputs from land into the ocean <http://science.sciencemag.org/content/347/6223/768/tab-pdf>

³ Great Canadian Shoreline Cleanup Facts & Figures <http://www.shorelinecleanup.ca/en/content/facts-figures>, accessed 20 Feb 2017.

⁴ <http://web.unep.org/newscentre/un-declares-war-ocean-plastic>, accessed 27 Feb 2017.

ALTERNATIVES

1. That the Board adopt the resolution for consideration at the Federation of Canadian Municipalities annual conference
2. That the Board adopt the resolution as amended.
3. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

There are no Regional District of Nanaimo budget implications associated with adopting this recommendation.

STRATEGIC PLAN IMPLICATIONS

Considering the environmental impacts of marine litter aligns with the RDN Strategic Priority of protecting and enhancing our environment in all decisions as part of the 2016-2020 RDN Strategic Plan Strategic Focus Area on the Environment.

Meghan Larson
mlarson@rdn.bc.ca
February 22, 2017

Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Marine Litter Legislation: A Toolkit for Policymakers Executive Summary

Executive Summary

Marine litter poses serious environmental, health, and economic threats to oceans and coastal ecosystems. It also presents a unique legal and regulatory challenge for many nation States (hereinafter States), as it can originate from diverse land-based and sea-based sources both within and outside of a State. While the full magnitude of the problem can be difficult to ascertain, some estimates suggest that an average of 8 million tons of plastic waste entered the ocean in 2010, and this figure has been projected to increase.

The prevalence of marine litter is the result of many different factors, including changing production and consumption patterns, inadequate waste management, and gaps in regulation of waste materials. The diverse sources require a comprehensive response. Accordingly, countries frequently utilize a variety of laws and policies to prevent, manage, and reduce the proliferation of marine litter. Many of these approaches are part of the general frameworks to reduce the generation and spread of solid waste, rather than being part of frameworks specifically designed to address marine litter. That said, a growing number of countries are developing targeted laws and policies to address marine litter—from laws mandating more research (e.g., in the United States) to laws banning certain types of products (e.g., plastic bags in Bangladesh and Rwanda), to overarching frameworks to address the growing problem (e.g., in Japan and Singapore).

Policies and laws need to address not only the removal of litter but are generally more successful when they govern the production, use, and disposal of products that would otherwise become marine litter. To this end, using a circular economy approach to prevent the generation of waste products can reduce the overall production of marine litter.

The following recommendations build upon the laws and policies reviewed in this Toolkit and address approaches States can take to reduce and minimize marine litter:

Recommendations:

States that elect to adopt a comprehensive, holistic approach to marine litter management may:

- **Adopt legislation providing an overarching framework for preventing, reducing, and otherwise managing marine litter.** This legislation should consider the relationship between the marine litter legislation and other relevant laws (for example, on waste management), and particularly whether the new overarching legislation

supplements or replaces the existing laws. It should also provide for periodic review of the enacted legislation and its implementation.

- **Establish an inter-agency mechanism for coordinating among the diverse sectors with a role in addressing marine litter.** This inter-agency coordination should address the development, implementation, and review of the marine litter legislation and implementing regulations. It should also engage key stakeholders from the private sector and civil society.

States that adopt a more piecemeal approach to marine litter may:

- **Develop and implement laws to ban or diminish the production of single-use trash items and other waste that is commonly found in marine litter.** Single-use plastics, such as bottles, cups, and bags, are often found on beaches and are pervasive in the marine environment. Therefore, many countries and sub-national governments have banned certain types of single-use items (especially plastic bags).
- **Regulate non-recoverable items, such as plastic microbeads in personal care and cosmetics products.** These are impossible to remove from an aquatic environment. By preventing their introduction into the marine environment, States can eliminate a source of marine plastic pollution.
- **Develop and implement legislation to prevent the waste, once created, from entering the marine environment.** Preventing waste from entering the marine environment is a key approach, as once it has entered the marine environment, it is difficult or impossible to remove. Therefore establishing programs and practices, such as covered landfills near aquatic bodies, may help minimize waste. Approaches such as the circular economy model of economic development can be used to reduce the creation of items that easily become marine litter.
- **Support marine litter cleanup efforts.** Through policy measures and government programs, States can support regional and local marine debris monitoring and cleanup programs, engage in education and awareness-raising initiatives, and extend producer responsibility.

Regardless of whether a State adopts a comprehensive or piecemeal approach to marine litter, there are a wide range of legal and policy approaches that are important for addressing marine litter—including collecting and accessing data and information; requiring agencies to report on progress; conducting baseline assessments; setting goals for litter reduction; addressing prevention, remediation, coordination, and planning; creating incentives through market-based instruments; and public participation and awareness-raising.

Specific measures include:

- **Map and review national regulatory frameworks and other instruments to identify gaps in addressing the issue.** This may include laws and policies related to export of certain plastics products to countries where no recycling or recovery for these items exist; prohibit production of disposable items that lack an adequate end-of-life plan and cost contribution to deal with the problem; or impose requirements on port reception facilities. From this assessment, States can make an informed decision about priorities for preventing marine litter.
- **When introducing new regulatory frameworks (such as bans, fees, or phase outs) plan for a grace period in which to educate the public.** Securing support from key stakeholders who are affected by or contributing to the production of marine litter (i.e. regulated businesses, local authorities, and the public) can improve compliance with the regulation and enforcement. During the grace period, it is critical to increase public understanding of the initiative, the reason for it, its benefits, and what is required to comply with the requirements.
- **Document and share approaches.** Countries and subnational authorities are encouraged to document the process of developing legislation to address marine litter (including for example, any cost-benefit analyses that are conducted, which stakeholders were engaged, and how, and the policy debate around particular options). Sharing information on the process as well as the final legislation can then inform other jurisdictions that are considering similar legislation. Online databases, such as ECOLEX, are one tool for sharing relevant laws and policies, although it may be advisable to develop new keywords focused on marine litter to facilitate identification of relevant legislation.

TO: Committee of the Whole **MEETING:** March 14, 2017

FROM: Chris Midgley
Manager, Water Services & Asset Mgmt. **FILE:** 5500-22-NBP-02

SUBJECT: Water Bill Adjustment: 1965 Highland Road, Nanoose Bay Peninsula Water Service Area

RECOMMENDATION

That the Board authorize a water bill adjustment at 1965 Highland Road for an amount equal to 50 percent of the value of water leaked during the September 2015 to May 2016 billing period.

SUMMARY

The Regional District of Nanaimo (RDN) has an *Adjustment for Water Leak* policy to provide adjustments to high water bills resulting from water leaks. The property owner of 1965 Highland Road (the “Property”), in the Nanoose Bay Peninsula Water Service Area, has requested a water bill adjustment for the second time in a 5-year period. Staff recommend that a second adjustment amounting to 50 percent of the value of the leaked water is a fair resolution. The homeowner disputes that a 50 percent adjustment is fair, and has requested that the matter be referred to the RDN Board of Directors.

BACKGROUND

Policy D1.1 - *Adjustment for Water Leak* (the ‘Policy’, provided as Attachment 1) describes the conditions under which a water bill adjustment will be made for a water leak. If a homeowner in an RDN Water Service Area reports a leak and makes a repair to eliminate that leak, then that homeowner can receive an adjustment to their bill, up to a maximum of \$1,500. Key features of the Policy are that:

- adjustments may be considered once per property in a 5-year period;
- high water bills resulting from leaks in the main service line from the meter to the residence can be reduced by 100 percent of the value of the leaked water;
- high water bills resulting from a leak in an irrigation system or in-home appliance such as a toilet or sink can be reduced by 50 percent of the value of the leaked water; and
- billing disputes that go unresolved within the Utilities Department shall be referred to the RDN Board of Directors.

The owner of the Property has requested an adjustment to a water bill for the second time in a 5-year period. The first leak was reported on October 7, 2014. At that time, Utilities staff noted a high meter reading at the address and notified the homeowner. The homeowner made a minor repair to a leaking hot water tank and received a bill adjustment amounting to \$250, or fifty percent of the value of the leaked water over the relevant billing period.

A second leak at the Property was reported May 19, 2016. Again, Utilities staff noted a high meter reading and followed up with the property owner. The cause of the second leak was identified as a clogged strainer in a rainwater collection system valve that provides water for outdoor irrigation and toilet flushing. In this case, the rainwater system is automatically topped up with community water

when it reaches a certain level. The clogged strainer caused the system to fill continuously and overflow to waste. On this occasion, the volume of the leaked water was calculated at 969 cubic metres. With a 50 percent adjustment, the homeowner is responsible for 485 cubic metres of leaked water, valued at \$577.06 at 2016 water rates.

It is contrary to the Policy to provide a second leak adjustment within a 5-year period. However, considering the 2016 leak was much larger than the leak in 2014, and was the result of an innovative rainwater harvesting system designed to conserve the community water supply, the recommendation is that the RDN waive the 'once in a five year' provision in the Policy, and provide an adjustment equal to the value of 50 percent of the leaked water. This would also be the most effective way to ensure that the property owner install a backflow prevention device to better protect the community water supply from cross contamination. Correspondence to the property owner dated December 14, 2016 outlined the conditions to be met in order to receive the adjustment (see Attachment 2).

Following that correspondence, Utilities staff attended the property on December 21, 2016 at the homeowner's invitation. Upon review of the system, staff were satisfied the homeowner met the conditions outlined in prior correspondence and stated that the RDN would be prepared to adjust the high water bill by 50 percent of the value of the leaked water. The homeowner disagreed with the proposed resolution, contending that a 100 per cent adjustment was appropriate. In his opinion:

- the strainer was clogged as a result of "contaminants" (particulates) in the RDN water supply.
- the policy was vague and did not specifically address a rainwater collection system
- his investment of \$700 to prevent backflow should be considered.

With respect to particulates in the water supply, the water provided in Nanoose and other water systems can periodically contain elevated levels of iron and manganese, which can result in particulate matter in the water supply. The community water supply meets the requirements of the Canadian Drinking Water Regulations, and is not 'contaminated'.

RDN Utilities staff forwarded correspondence dated December 21, 2016 (see Attachment 3) reiterating that in light of the Policy, the resolution proposed by RDN staff was the fairest resolution and that if the homeowner disputed that in writing, the matter would be referred to the RDN Board of Directors. The homeowner responded verbally, and in writing via email, that he wished the matter to be referred to the Board (see Attachment 4).

ALTERNATIVES

- 1) That the Board authorize a water bill adjustment at the Property for an amount equal to 50 percent of the value of water leaked during the September 2015 to May 2016 billing period.
- 2) That the Board deny a second water bill adjustment within a 5-year period for the Property located in the Nanoose Bay Peninsula Water Service Area.
- 3) That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The volume of leaked water at the Property for the September 2015 to May 2016 billing period has been calculated at 969 cubic metres. As the leak was from a rainwater system supplying outdoor irrigation and toilet water, the Policy clearly provides that bill can be adjusted by the value of 50 percent of the leaked water. This amounts to \$577.06 for 485 cubic metres of water, applying 2016 water user rates. Each year, the RDN provides water bill adjustments to customers who discover and repair water leaks.

This is accounted for in water user fees. Water user fees in the Nanoose Bay Peninsula Water Service Area are projected to be \$700,000 in 2017. Providing an adjustment of \$577.06 to the homeowner at the Property can be accommodated in the 2017 budget.

STRATEGIC PLAN IMPLICATIONS

Within the Key Focus Area of Service and Organizational Excellence, the 2016-2020 Board Strategic Plan includes examining both costs and benefits as we invest in regional services, and that the RDN will be effective and efficient. The policy to provide adjustments to high water bills when a homeowner makes a repair to eliminate a water leak is an effort to improve the overall efficiency of the water system while also offering a high level of service to RDN customers. The cost of providing adjustments in accordance with the Policy is matched by these efficiency and customer service benefits.



Chris Midgley
cmidgley@rdn.bc.ca
February 22, 2017

Reviewed by:

- Randy Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. RDN Policy D1.1 - *Adjustment for Water Leak*
2. Correspondence to 1965 Highland Road, dated December 14, 2016
3. Correspondence to 1965 Highland Road, dated December 21, 2016
4. Correspondence from the Homeowner at 1965 Highland Road disputing the proposed resolution

REGIONAL DISTRICT OF NANAIMO

P O L I C Y

SUBJECT: <i>Adjustment for Water Leak</i> <i>(Utilities)</i>	POLICY NO: D1.1 CROSS REF.:
EFFECTIVE DATE: July 8, 2003	APPROVED BY: Board
REVISION DATE: February 28, 2006	PAGE: 1 of 3

PURPOSE

To describe the conditions under which a water bill adjustment will be made for a water leak.

POLICY

1. Water account adjustments to a property may be considered once in a five year period if:
 - The property owner completes the form attached to this policy entitled *Regional District of Nanaimo Utilities Department User Fee Adjustment for Water Leaks Application Form*.
 - The leak was repaired within 14 days of the water billing or from the date the leak was discovered.
 - The property owner has provided the RDN with detailed receipts showing proof of repairs.
 - RDN Utilities personnel have verified that repair work has been undertaken and completed.

Leaks in hot tubs, swimming pools, and decorative fountains are the responsibility of the property owner and do not qualify for adjustments.

2. Fees. For costs associated with customer service requests, the following fees apply:
 - \$20.00 Administration Fee (all applications)
 - \$50.00 Meter Accuracy Test Fee (if requested by applicant)
 - \$50.00 Meter Re-reading Fee (if requested by applicant)
 - \$200.00 Meter Replacement Fee (if requested by applicant)

The above-noted fees are subject to GST. The administration fee will be waived if the leak is a result of a fault in the municipal system.

3. When the leak is associated with the main service line from the meter connection to the residence or commercial building, and when all other requirements to qualify for an account adjustment are met, the Manager of Utilities, in estimating the account, shall take the average consumption at the property over the past three years for the billing period in question.

4. When the leak is associated with an irrigation system or in-home appliance such as a toilet or sink, and when all other requirements to qualify for an account adjustment are met, the Manager of Utilities, in estimating the account, shall take the average consumption at the property over the past three years for the billing period in question, plus the value of 50% of the water used as a result of the leak. No customer shall pay more than \$1,500 for the value of the leaked water. Therefore, to calculate the amount owing, the water bill will include the customer's three year average consumption for that period, plus 50% of the leaked water consumption (to a maximum value of \$1,500), plus any other applicable fees as outlined in this policy.
5. All water billing disputes that go unresolved within the Utilities Department shall be referred to the RDN Board.
6. No application for adjustment will be accepted after a period of one year has elapsed from the date the water bill was issued. After the termination of this period, all such water rates and charges are deemed to have been properly and correctly made.



**WATER & UTILITY SERVICES DEPARTMENT
USER FEE ADJUSTMENT FOR WATER LEAKS
APPLICATION FORM**



APPLICANT'S NAME: _____ **Account No.** _____

MAILING ADDRESS: _____ **Postal Code** _____

PROPERTY ADDRESS (if different than above): _____

TELEPHONE: _____ **CELL:** _____ **FAX:** _____ **EMAIL:** _____

- RDN Water Service Area: _____
- Cause of Leak: _____
- Date Leak was discovered: _____ Date repaired: _____
- Repairs done by: _____ Meter Reading (we do this) _____
- Insurance Claim for Repairs: Yes No Receipts attached _____

I/we understand and agree to the following:

- Administration fee is \$20.00 (all applications)
- Meter accuracy test is \$50.00 (if requested by applicant)
- Meter re-reading is \$50.00 (if requested by applicant)
- Meter replacement is \$200.00 (if requested by applicant)

**PLEASE NOTE: YOUR ACCOUNT WILL BE REVIEWED. IF AN
ADJUSTMENT IS WARRANTED IT WILL BE CALCULATED BELOW.
PLEASE PAY YOUR GARBAGE, RECYCLING, AND SEWER CHARGES (IF
APPLICABLE) WHILE WE CONSIDER YOUR WATER USER FEES.**

- I/we understand that water account adjustments may be considered only once in a five year period.

SIGNED: _____ **DATE:** _____

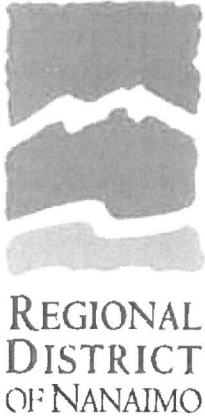
Personal information collected on this form is collected for the purpose of processing this application and for administration and verification. The personal information is collected under the authority of the *Local Government Act* and RDN bylaws. If you have any questions about this collection, contact the Manager of Water Services at 6300 Hammond Bay Road in Nanaimo or by phone at (250) 390-6560. Personal information or business information submitted on this form is not considered to be supplied in confidence. **Applicant's initials** _____

This Section for RDN Use Only

Type of Leak:	Service Line	Other
Original Water Bill Amount	_____	Adjusted Discount Date _____
Original Discount Date	_____	
Administration Fee (\$20)		_____
Meter Accuracy Test Fee (\$50)		_____
Meter Re-reading Fee (\$50)		_____
Meter Replacement Fee (\$200)		_____
		(5% GST) _____
Customer's 3 Year Historical Average Consumption	_____	_____
Value of 50% Excess Water	(not for service line leaks) _____	(max. \$1500) _____
	10% Discount (if applicable) _____	
Amount to Invoice:		\$ _____

Refund/Invoicing Approved by _____ Date: _____

Manager of Water & Utility Services



Mr. David Bligh
1965 Highland Road
Nanoose Bay, BC
Postal Code
V9P 9H6

December 14, 2016

Dear Mr. David Bligh:

Re: Water Leak Adjustment – 1965 Highland Road

The Regional District of Nanaimo (RDN) has been in conversation with you regarding a second leak adjustment within a 5-year period at the property at 1965 Highland Road. Allowing a second bill adjustment within a 5-year period is outside of the "Adjustment for Water Leak" policy (enclosed for reference) and would not normally be approved however, considering your efforts to install a system that conserves the community water supply by supplementing irrigation and toilet water with rainwater, the RDN will consider an adjustment if the following conditions are met:

- Proof is provided to the RDN that a manual shut-off on the line that tops up the cistern(s) with the community water supply has been installed;
- Proof is provided to the RDN that a backflow prevention device that completely disconnects the rainwater collection system from the community water supply has been installed;
- Proof is provided to the RDN that an overflow alarm to indicate when the cistern is spilling water from the community water supply has been installed;
- A rainwater harvesting system maintenance program is provided to the RDN; and
- As-built drawings for the system as a whole have been provided to the RDN.

Please note, section 4 of the enclosed policy states that when the leak is associated with an irrigation system or in-home appliance such as toilet, the Manager of Water and Utility Services shall take the average billing at the property over the past three years for the billing period in question, plus the value of 50% of the leaked water.

Thank you for your patience as we've looked for the most equitable resolution to what is a comparatively unique situation. We hope you find this to be a fair resolution. If so, once the conditions above are met, we will process the *Adjustment for Water Leaks Application Form* that you have already submitted.

If you do not agree with the proposed resolution, please notify me and the matter will be referred to the RDN Board of Directors. If you have any questions or concerns, please do not hesitate to call me at 250-390-6545.

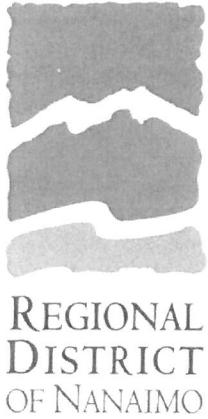
Best Regards,

Chris Midgley
Manager, Water Services and Asset Management

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

Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca



Mr. David Bligh
1965 Highland Road
NanOOSE Bay, BC
Postal Code
V9P 9H6

December 21, 2016

Dear Mr. David Bligh:

Re: Water Leak Adjustment – 1965 Highland Road

Thank you for taking the time to meet with myself and Water Services staff at your home today. Based on our meeting, myself and the attending RDN staff agree that the components you have installed meet the conditions necessary to receive an adjustment as outlined in our letter dated December 14, 2016.

Furthermore, we are prepared to waive the requirement that an overflow alarm be installed for the simple, practical reality that the system would be in alarm for much of the October to May period when the rains are falling. We are also prepared to waive the requirement that a Rainwater Harvesting System Maintenance Program be provided to the RDN on the grounds that you have a copy of the RDN's *Rainwater Harvesting Best Practices Guidebook*, and you acknowledge that you have read and understand the maintenance checklist provided in that document, and follow the recommended maintenance activities as a matter of practice. Finally, while we recommend that you have a set of as-built drawings of your rainwater system, we will not make that a condition of providing a second leak adjustment in 5-years.

As discussed, pursuant to Section 4 of the RDN *Adjustment for Water Leak* policy (enclosed for reference) the adjustment will be to an amount equalling the average consumption over the last three years for the relevant billing period, plus 50% of the leaked water.

We consider this to be the fairest resolution of the situation considering the RDN *Adjustment for Water Leak* policy, however we also understand that you feel that the RDN should provide an adjustment that covers 100 per cent of the leaked water.

Section 5 of the enclosed policy states that all water billing disputes that go unresolved within the Utilities Department shall be referred to the RDN Board. Please provide in writing whether you agree to or wish to dispute the proposed resolution. If you wish to dispute the resolution, we will bring a report forward to the Board at the earliest possible convenience. If you have any questions or concerns, please do not hesitate to call me at 250-390-6545.

Best Regards,

Chris Midgley
Manager, Water Services and Asset Management

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

Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca

Midgley, Chris

From: David T Bligh
Sent: Thursday, December 22, 2016 1:57 PM
To: Midgley, Chris
Subject: Re: 1965 Leak Adjustment -Follow up

Chris

I'm sorry to hear that.

I do not accept the proposed resolution (50% adjustment).

Dave

On Dec 22, 2016, at 13:51, Midgley, Chris <cMidgley@rdn.bc.ca> wrote:

Hello Mr. Bligh,
In addition to myself, the attending RDN staff yesterday were:
Gerald St. Pierre, Project Engineer for RDN Water Services;
Dave Welz, Chief Operator, Utilities; and
Deanna McGillivray, Special Projects Coordinator.

If you do intend to provide a letter in writing that you do not accept our proposed resolution (specifically the 50% adjustment), you may do so by email – no need to wait for regular mail to deliver the notice. Once I have the opportunity to discuss with my General Manager, I will let you know the timeline for the process. In all likelihood, this matter will be referred to the Board for consideration in February.

Best Regards,
Chris

Chris Midgley
Manager, Water Services and Asset Management
Regional District of Nanaimo
t: 250 390 6545
e: cmidgley@rdn.bc.ca



SAVE TREES - PLEASE **DO NOT PRINT** THIS EMAIL UNLESS YOU REALLY NEED TO.

From: David T Bligh
Sent: Thursday, December 22, 2016 1:26 PM
To: Midgley, Chris
Subject: Re: 1965 Leak Adjustment -Follow up

Chris

I very much appreciate your efforts to resolve my 'leak adjustment' situation. I also appreciate the time you and your staff took yesterday, to visit my house and view my installation first hand. I thought the ensuing conversation was very productive. Of particular note to me was the fact that we all agreed that there still exists 'grey' areas in both policy and directives in dealing

with Rainwater Collection Systems. It is a relatively new technology in constructing 'greener' homes but it does present its own problems. Since my system was installed in 2008, technology for RWCS has changed. Assessing my system yesterday, was a good opportunity to discuss possible changes or adjustments to the RDN policy and guidelines for anyone installing a system in the future.

It was unfortunate that the attachment to your letter of Dec 14 had only the first of the three pages of the RDN Policy. I would liked to have been familiar with the conditions stated in Section 4 on page 2, so we could have discussed them in person and hopefully agreed to an interpretation.

(I thank you for attaching it to your follow up letter yesterday).

The interpretation of Section 4 on page two of the Policy is very important to this resolution. I have now had the opportunity to reread Section 4 several times and I understand this part of the policy to mean that the leak must be associated with 'an irrigation system or in-home appliance such as a toilet or sink'. Nowhere is there mention of 'Rainwater Collection System', therefore an obvious 'grey' area of the policy. The fact that the RWCS supplies water to toilets and outside taps, should not be considered as the source of the leak. As we discussed, the leak was caused by particulate in the city water supply in the RWCS itself, not an appliance or irrigation system as I believe the policy refers.

To date, I have spent over \$700 meeting the conditions you have given me to allow your consideration for an adjustment. You have stated in your letter yesterday that you are satisfied that I have met your conditions. We have made significant progress in resolving this issue, but I submit that the conditions for 'calculating the amount owing' were not met in Section 4 and that the adjustment should therefore be 100% (not 50%) for the water leaked. As you requested, I also paid the water bill for the May to September period.

The resolution to this matter has not been easy for you and it has taken a lot of your time over the last 8 months. I understand. Please accept my appreciation for your efforts.

I am prepared to accept the conditions of Section 5 and I will send a follow up letter as you requested if necessary.

Dave

ps

would you kindly send me the names of the RDN staff members that were with you yesterday.

On Dec 21, 2016, at 16:53, Midgley, Chris <cMidgley@rdn.bc.ca> wrote:

Hello Mr. Bligh,

Thank you again for having us at your property this afternoon. Please find enclosed a letter following up to that meeting, as well as a complete version of the RDN Policy: Adjustments for Water Leak.

Please let me know if you agree with the proposed resolution, or wish to refer the matter to the RDN Board of Directors.

Best of the season to you and your family.

Regards,
Chris

Chris Midgley
Manager, Water Services and Asset Management
Regional District of Nanaimo
t: 250 390 6545
e: cmidgley@rdn.bc.ca



SAVE TREES - PLEASE **DO NOT PRINT** THIS EMAIL UNLESS YOU REALLY NEED TO.

<2047-Leak-1965_HighlandRd-2016-12-21.pdf><Policy D1-01 Adjustment for
Water Leak (Feb 2006).pdf>

FINANCIAL IMPLICATIONS

For Alternative 1, if the water user rates are increased as proposed, then the ongoing maintenance, upgrades and improvements under each water system capital plan can proceed as laid out in the revised 2017 – 2021 Financial Plan. The rate structure was developed to provide the necessary funding required for ongoing operation of the water service areas.

For Alternative 2, if the water user rates are not increased as proposed, there will be a reduction in anticipated revenues to support for the operation of all RDN water systems resulting in reduced operational activity, regular system maintenance and planned upgrades.

STRATEGIC PLAN IMPLICATIONS

The Key Focus Area of Service and Organizational Excellence states that the RDN will deliver efficient, effective and economically viable services that meet the needs of the Region. Increasing water user rates to keep up with inflation ensures that RDN water services can continue all the necessary activities to provide efficient and effective water services to a level that meets the expectations of residents in RDN water service areas. Adequately funding planned operations and maintenance also advances the Strategic Priority to fund infrastructure in support of our core services employing an asset management focus.

Chris Midgley
cmidgley@rdn.bc.ca
February 22, 2017

Attachments

1. *Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.06, 2017*

Reviewed by:

- Randy Alexander, General Manager, Regional and Community Utilities
- Wendy Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655.06

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

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

AND WHEREAS the Board of the Regional District of Nanaimo wishes to introduce water user rate increases of 2% in accordance with the 2017 Financial Plan;

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

1. Citation

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.06, 2017”.

2. Amendment

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

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

3. Effective Date

The effective date of this Bylaw is May 1, 2017.

Introduced and read three times this 28 day of March, 2017.

Adopted this 25 day of April, 2017.

CHAIRPERSON

CORPORATE OFFICER

Chairperson

Corporate Officer

SCHEDULE 'A'
WATER RATES

1. (a) Calculated on the average daily consumption per unit:
 - i) For the first 0.7 cubic meters per day, \$1.02 per cubic meter.
 - ii) From 0.71 to 1.4 cubic meters per day, \$1.16 per cubic meter.
 - iii) From 1.41 to 2.1 cubic meters per day, \$1.49 per cubic meter.
 - iv) From 2.11 to 2.8 cubic meters per day, \$1.75 per cubic meter.
 - v) From 2.81 to 3.5 cubic meters per day, \$2.35 per cubic meter.
 - vi) Over 3.50 cubic meters per day, \$3.53 per cubic meter.
- (b) Minimum rate is \$0.33 per day.
- (c) Un-metered connections - \$3.06 per day.
- (d) Schools – As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.

TO: Committee of the Whole **MEETING:** March 14, 2017

FROM: Dennis Trudeau **FILE:** 7360 01 UFWT
General Manager of Transportation and
Emergency Services

SUBJECT: Island Timberlands License for Underground Fire Water Tank

RECOMMENDATION

That the Board approve the Non-Exclusive License with Island Timberlands for the use of lands to construct, maintain and access an underground water tank.

SUMMARY

The Nanoose Fire Protection Society (NFPS) wishes to install emergency water storage facilities within their fire service area. A location has been found that meets their requirements and is owned by Island Timberlands. A Non-Exclusive License (Appendix 'A') has been negotiated which has a five-year term which can be renewed three further five-year periods.

BACKGROUND

The Nanoose Fire Protection Society has identified a need to provide water storage facilities for peripheral interface areas. The facilities would include underground tankage and piping infrastructure with an estimated cost of \$150,000. A location, currently owned by Island Timberlands, has been found that meets their purposes.

While there has been no Board motion for staff to negotiate an agreement to use this location for the installation of water storage facilities, the Nanoose Fire Protection Society did pass the following motion on April 21, 2015.

"That the NFPS Board of Directors support RDN Area 'E' Director Bob Roger's proposal of providing water storage facilities for peripheral interface areas".

The Electoral Area 'E' Director lead the negotiations with Island Timberlands for a non-exclusive license to use their lands for the water storage facilities. The main items of the agreement are as follows:

- The agreement is for the construction, maintaining and accessing an underground water tank.
- The agreement is for five-years and can be renewed three consecutive times for additional five-year periods.
- The License fee is \$1,800 per annum subject to annual increases of Consumer Price Index (CPI).

- Either party may terminate the License by giving the other 180 days written notice.
- On termination of the License the Licensee (the RDN) would need to deactivate and/or remove any improvements placed upon the land within 180 days of termination.

Staff has recognized a concern in the agreements wording, regarding expensive infrastructure that could be constructed on the Island Timberland property and then if the license was terminated the infrastructure would need to be removed. Island Timberlands indicates this is common language in their licenses and they do not anticipate having to terminate the agreement but staff has identified this as a risk.

The agreement was reviewed by lawyers retained by the Regional District of Nanaimo (RDN). A number of changes were recommended and accepted by Island Timberlands which have been captured in the attached License agreement.

ALTERNATIVES

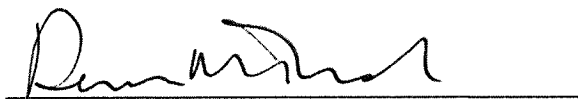
1. That the Board approve the Non-Exclusive License with Island Timberlands for the use of lands to construct, maintain and access an underground water tank.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The cost of the license is \$1,800 per annum subject to annual increases of CPI and is included in the Nanoose Fire Services requisition.

STRATEGIC PLAN IMPLICATIONS

The approval of the license will allow the construction of important infrastructure which will address RDN Strategic Priority of supporting Emergency Services as a core element of community safety.



Dennis Trudeau
dtrudeau@rdn.bc.ca
March 8, 2017

Reviewed by:

- D. Trudeau, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Appendix 'A' - Island Timberlands Non-Exclusive License

1. **EFFECTIVE DATE:** April 1st, 2017 **EXPIRY DATE:** March 31st, 2021
2. **LICENSOR:** Island Timberlands Limited Partnership ("ITLP")
4th Floor – 65 Front Street
Nanaimo, B.C. Canada
V9R 5H9
3. **LICENSEE:** **Regional District of Nanaimo**
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
Att: Mr. Doug Gardiner, Fire Services Coordinator.
dgardiner@rdn.bc.ca T: 250.802.6670
4. **GRANT:** ITLP is the owner of certain property legally described as: **PID#009-438-688 - BLOCK 603, NANOOSE DISTRICT: 120m east of the junction of Creek cross Road and Matthew Road, in Nanoose Bay, BC ("Block 603")**
- ITLP grants to the Licensee, its contractors, invitees, licensees, employees, agents and servants, together with vehicles, supplies, and equipment, the non-exclusive license to enter and be upon that part of Block 603, comprising approximately 1200 square meters and as more particularly shown outlined in RED on the attached Schedule 'A' map (the "Lands").
- See overview maps attached as Schedule 'A' for location and further details.
5. **PURPOSE:** This License is granted for the purpose of constructing, maintaining, and accessing an underground fire water tank and
associated infrastructure ("the Improvements") on the Lands and no other purpose, upon the terms agreed to herein.
6. **LICENCE FEES:** **\$1,800.00** per annum, plus any applicable taxes, payable in advance.
- The Licence Fee is subject to annual increases of CPI (all items Victoria) effective April 1st 2018.
7. **SECURITY DEPOSIT:** Not required.
- The Security Deposit is security for the performance of all obligations by the Licensee under this License. If the Licensee defaults in the performance of any obligation herein, ITLP may, without prejudice to any right or remedy hereunder, apply the said security to the extent necessary.
8. **TAXES:** On demand from ITLP, the Licensee shall pay for any increase in taxes incurred due to the Licensee's improvements placed upon the Lands.
9. **MAINTENANCE, THEFT, REPAIR, SEARCH AND RESCUE, AND POLICING:**
- a) The Licensee shall keep the Lands used in connection therewith in a neat and tidy condition.
- b) Garbage removal and repair of vandalism found to be directly attributed to the existence of the improvements will be the sole responsibility of the Licensee.
10. **IMPROVEMENTS:**
- a) All improvements placed upon the lands will be designed and engineered for an end use of fire water storage only.
- b) The final location and design of the Improvements will be reviewed and approved by ITLP prior to commencement of construction.
11. **TIMBER:** The Licensee shall:
- a) not cut or damage, or allow the cutting or damaging of trees, upon the Lands except in locations where the Improvements are approved by ITLP under section 10 of this Licence and,
- b) ensure the felling of timber, where required, only occurs using fully certified and trained Fallers and a falling plan approved by ITLP.
12. **ROAD USE RULES:** If any ITLP road is used in connection with this License, the Licensee shall
- a) strictly observe all speed limits and traffic regulations,
- b) suspend use of ITLP roads whenever such use is likely to cause excessive damage to them,
- c) ensure all security gates used in connection with this License remain operational, and
- d) ensure that motor vehicle access to the Lands is restricted to the Licensee (or Licensee designate) as required for maintenance of improvements only.
13. **PROTECTION AGAINST FIRE:** The Licensee shall

- a) have on the Lands at all times firefighting tools and equipment as required by the BC Wildfire Regulation,
- b) immediately notify ITLP, the Ministry of Forests, and the local fire department upon discovery of any fire in the vicinity of the Lands, and
- c) strictly observe ITLP and Ministry of Forests closure instructions with regard to forest fire hazards.

14. ENVIRONMENTAL RESPONSIBILITY:

- a) In exercising its rights under this Licence, the Licensee shall comply with all applicable environmental laws and implement practicable measures to protect environmental quality and human health on the Lands.
- b) In exercising its rights under this Licence, the Licensee shall use the Lands in a manner to prevent the occurrence of any adverse environmental events and minimize potential environmental hazards that may affect ITLP and its contractors, invitees, licensees, employees, agents and servants, the public and the environment; and in connection with any adverse environmental event, the Licensee shall implement effective control measures and notify all concerned parties.
- c) The Lands used by the Licensee shall be subject to environmental audits, as ITLP, in its sole discretion, thinks advisable.

15. COMPLIANCE WITH LAWS AND REGULATIONS: The Licensee shall comply with all laws, by-laws, and regulations, Federal, Provincial or otherwise.

16. ASSUMPTION OF RISK AND LIABILITY OF LICENSEE:

- a) ITLP has made no representations or given any warranties save as set forth herein.
- b) The Licensee assumes all risk of damage to property of, or injury including death ("**Licensee Damage**") to, the Licensee and the Licensee's contractors, invitees, licensees, employees, agents and servants in connection with the Licensee's exercise of the privileges hereunder, except to the extent that such the Licensee Damage arises from the negligence ITLP, its contractors, invitees, licensees, employees, agents and servants
- c) The Licensee shall pay for all damage to ITLP resulting directly or indirectly from any negligent act or omission of the said Licensee in exercising its privileges hereunder, and shall reimburse ITLP for all expenses incurred by ITLP for fighting fire to the extent that such expenses result directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder.
- d) The Licensee shall indemnify and save harmless ITLP against all claims, damages, costs, suits, actions, expenses or liabilities asserted by the public or third party persons resulting directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder, except to the extent that such claims, damages, costs, suits, actions, expenses or liabilities arise from the negligence of ITLP, its contractors, invitees, licensees, employees, agents and servants.

17. INSURANCE: The Licensee shall obtain and maintain during the term hereof

- a) Comprehensive general liability insurance including non-owned automobile, covering bodily injury and property damage including loss of use thereof, and loss of use of tangible property which has not been physically injured or destroyed. The policy shall also include coverage for:
 - i) unlicensed and specially licensed vehicles,
 - ii) forest fire caused by the Licensee, Licensee's invitees, or members of the general public which are accessing the lands,
 - iii) contractual liability covering the Licensee's liability under this Licence; and
- b) Motor vehicle liability covering all said Licensee's licensed vehicles (owned and leased) exercising privileges granted under this Licence. The minimum limits of liability for (a) and (b) shall be \$5,000,000 inclusive. Such insurance shall be issued by an insurance company acceptable to ITLP, and shall include an endorsement requiring thirty (30) days' notice to ITLP prior to cancellation. The Licensee shall furnish evidence of the insurance prescribed in sub-paragraphs (a) and (b) above to ITLP before exercising any privileges granted hereunder.

Notwithstanding the foregoing, ITLP acknowledges that the Licensee may satisfy the foregoing insurance requirements through primary coverage or self-insured retention.

18. TERMINATION, SUSPENSION AND RENEWAL:

- a) ITLP grants to the Licensee the right to extend the Term for three (3) further and consecutive periods of five (5) years each (each five-year extension being an "Extension Term") upon the same terms and conditions as are contained in this Licence. Either party may terminate this Licence by giving the other one-hundred eighty (180) days' written notice, and if ITLP terminates this Licence for any reason, the unearned portion of any prepaid consideration shall be returned to the Licensee, without interest.
- b) If the Licensee defaults, all privileges hereunder terminate ten (10) days after notice of default is given by ITLP to the Licensee, if the default is not remedied within such time. If the default cannot be remedied within ten (10) days, the Licensee must notify ITLP in writing, ITLP may consent to extend the time within which the Licensee must remedy the default for such time as is reasonably required by the Licensee to correct or cure the default, such consent not to be unreasonably withheld. ITLP's termination of this Licence shall not prejudice ITLP's right to collect damages on account of the Licensee's breach of any term hereof.
- c) Any failure to exercise ITLP's right to terminate this Licence in case of default does not constitute a waiver of the Licensee's obligations to perform strictly in accordance with the terms of this Licence. Any such right to terminate shall remain in effect and may be exercised as long as the default continues.
- d) On termination, the Licensee shall forthwith deactivate and/or remove any improvements placed on the Lands if requested by ITLP. Where requested, if such improvements are not deactivated and/or removed within one-hundred eighty (180) days of termination, ITLP will deactivate/remove the improvements at the Licensee's cost plus 15%.
- e) The privileges granted under this Licence may be suspended and/or modified as ITLP, in its sole discretion, thinks advisable.
- f) If the Licensee requests a renewal of this Licence at least three (3) months before the Expiry Date, ITLP may, but is not obligated to, grant a renewal on terms satisfactory to it.

19. NON-ASSIGNMENT: Neither this Licence nor the privileges hereunder may be assigned in whole or in part by operation of law or otherwise, without the previous written consent of ITLP.

20. **NOTICES:** All notices shall be written and deemed duly given if delivered by hand or mailed by registered mail, postage prepaid, addressed to the party concerned at the address herein set forth or at such other address as may from time to time be communicated by notice. Notices shall be deemed to have been received, if delivered by hand, on the day delivered, and, if mailed, on the third day after posting unless there is between the time of mailing and actual receipt a mail strike, slowdown or other dispute which might affect delivery of the mail, in which case notice shall be only effective when actually delivered.
21. **OTHER TERMS:**
- a) The existence of the Licensee's Improvements will by no means impair or interfere with ITLP's ability to harvest or develop its lands adjacent to the Improvements, provided that ITLP will not carry out any harvesting or development in such a manner as to interfere with or damage the Improvements or interfere with the Licensee's use of the Lands under this Licence.
 - b) Post-License, re-contouring of the Lands and the planting of Douglas Fir seedlings will be the sole responsibility of the Licensee.
 - c) The Licensee will utilize all reasonable means at its disposal to control, and report to ITLP Security, any illegal activities within or directly adjacent the Lands;
 - d) All public communications related to the Improvements must be discussed with and approved by ITLP's Manager of Sustainable Timberlands and Government Affairs.
 - e) Nothing in this Licence, or in the use of or expenditure of public funds upon ITLP lands as contemplated by this Licence, shall be construed as a dedication of ITLP lands as a public park, public lands, highway, or trail.
 - f) Notwithstanding their degree of affixation to the soil, or any rule of law to the contrary, the Improvements shall, for the Term of this Licence remain the sole property of the Licensee.

22.

SIGNED:

**Island Timberlands Limited Partnership,
by its general partner Island Timberlands GP Ltd.
Real Estate Group
Per**

**Licensee
Regional District of Nanaimo**



Signature

Randy Orr, RI, RFT

Type/Print Name

Manager, Real Estate

Position

March 1st, 2017

Dated

Signature

Type/Print Name

Position

MATTHEW ROAD FIRE TANK LICENSE
SCHEDULE 'A'

REGIONAL DISTRICT OF NANAIMO

12516-01 INTERFACE FIREWATER STORAGE TANK



DRAWING INDEX:

DRAWING No.	DESCRIPTION	REVISION
DRAWING No. 12516-01-001	COVER SHEET AND PROJECT LOCATION	PB
DRAWING No. 12516-01-101	MATTHEW ROAD SITE	PB

PRELIMINARY
NOT FOR CONSTRUCTION

PROJECT LOCATION
N.T.S.

<p>McElhanney McElhanney Consulting Services Ltd.</p>		<p>8300 HANCOCK BAY ROAD, NANAIMO, BC, VRT 8R2</p> <p>001</p> <p>INTERFACE FIREWATER STORAGE TANKS COVER SHEET AND PROJECT LOCATION</p>	<p>Drawing No.</p> <p>Project Number</p> <p>12516-01</p>
<p>12516-01-001</p> <p>12516-01-101</p>		<p>Approved/Sealed</p>	<p>Rev.</p> <p>PB</p>

Matthew Road - Fire tank

Schedule A - Location map

Legend

Feature 1

Creekcross Rd

Matthew Rd

Approximate License area.

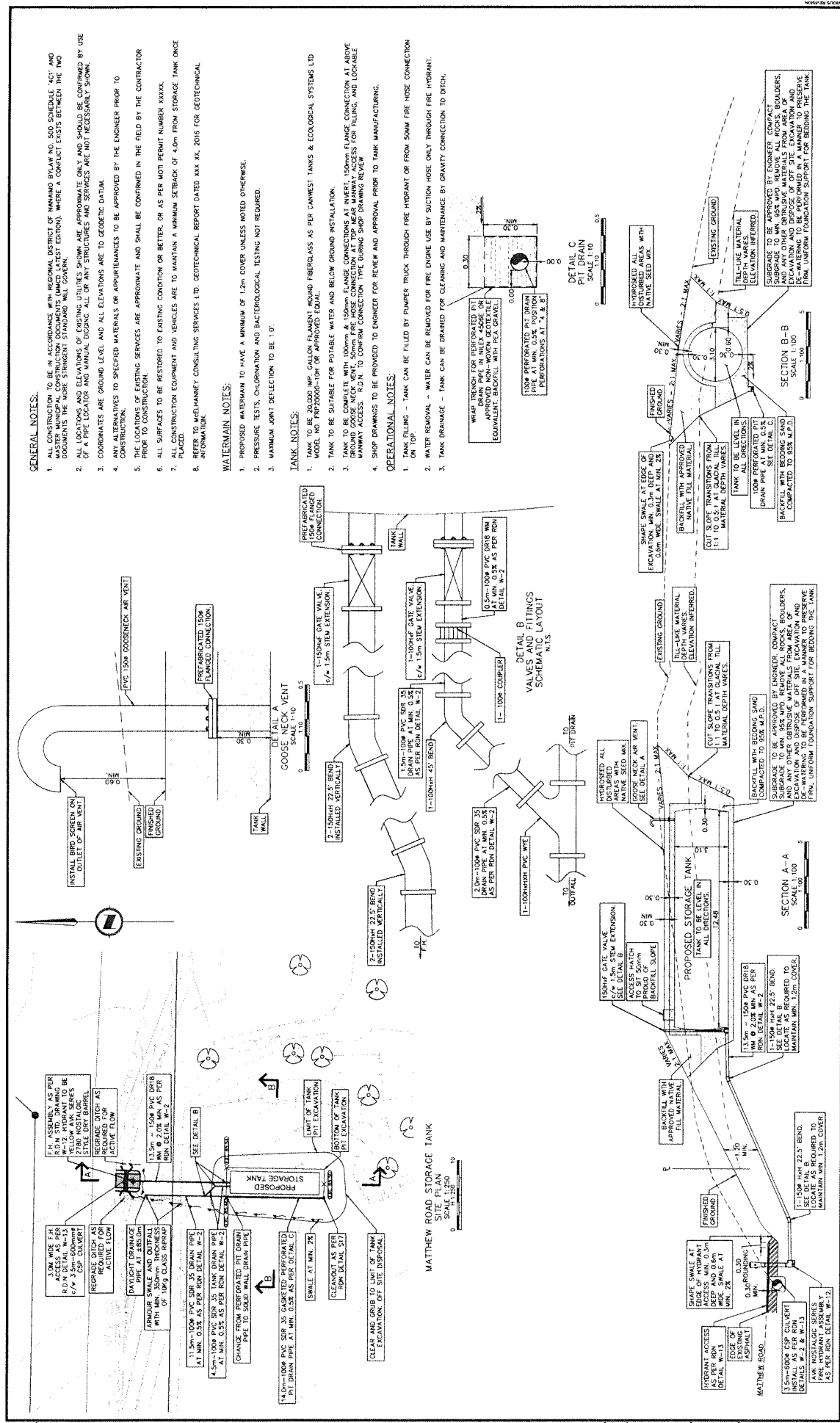
Google earth

© 2016 Google



200 m

MATTHEW ROAD FIRE TANK LICENSE SCHEDULE 'A'



GENERAL NOTES:

1. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH REGIONAL DISTRICT OF NANAIMO BY-LAW NO. 500 SCHEDULE "C" AND DOCUMENTS TO BE IN EFFECT AT THE TIME OF CONSTRUCTION. WHERE A CONFLICT EXISTS BETWEEN THE TWO DOCUMENTS THE MORE STRINGENT STANDARD SHALL GOVERN.
2. ALL LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES SHOWN ARE APPROXIMATE ONLY AND SHOULD BE CONFIRMED BY USE OF A PIPE LOCATOR AND MANUAL DIGGING. ALL OF ANY STRUCTURES AND SERVICES ARE NOT NECESSARILY SHOWN.
3. COORDINATES ARE GROUND LEVEL AND ALL ELEVATIONS ARE TO GEODETIC DATUM.
4. ANY ALTERNATIVES TO SPECIFIED MATERIALS OR APPURTENANCES TO BE APPROVED BY THE ENGINEER PRIOR TO CONSTRUCTION.
5. THE LOCATIONS OF EXISTING SERVICES ARE APPROXIMATE AND SHALL BE CONFIRMED IN THE FIELD BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
6. ALL SURFACES TO BE RESTORED TO EXISTING CONDITION OR BETTER, OR AS PER MOTI PERMIT NUMBER XXXXX.
7. ALL CONSTRUCTION EQUIPMENT AND VEHICLES ARE TO MAINTAIN A MINIMUM SETBACK OF 4.0m FROM STORAGE TANK ONCE PLACED.
8. REFER TO McELHANNNEY CONSULTING SERVICES LTD. GEOTECHNICAL REPORT DATED XXX.XX.2016 FOR GEOTECHNICAL INFORMATION.

WATERMAIN NOTES:

1. PROPOSED WATERMAIN TO HAVE A MINIMUM OF 1.2m COVER UNLESS NOTED OTHERWISE.
2. PRESSURE TESTS, CHLORINATION AND BACTERIOLOGICAL TESTING NOT REQUIRED.
3. MAXIMUM JOINT DEFLECTION TO BE 1.0'.

TANK NOTES:

1. TANK TO BE 20000 IMP. GALLON FILAMENT WOUND FIBERGLASS AS PER CANWEST TANKS & ECOLOGICAL SYSTEMS LTD MODEL NO. TP20000-104 OR APPROVED EQUAL.
2. TANK TO BE SUITABLE FOR POTABLE WATER AND BELOW GROUND INSTALLATION.
3. TANK TO BE COMPLETE WITH 100mm & 150mm FLANGE CONNECTIONS AT INVERT, 150mm FLANGE CONNECTION AT ABOVE GROUND. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS. ALL CONNECTIONS TO BE MADE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS FOR FILLING, AND LOCKABLE HANDY ACCESS TO COMPACT CONNECTIONS TO BE PROVIDED FOR FILLING AND DRAINING.
4. SHOP DRAWINGS TO BE PROVIDED TO ENGINEER FOR REVIEW AND APPROVAL PRIOR TO TANK MANUFACTURING.

OPERATIONAL NOTES:

1. TANK FILLING - TANK CAN BE FILLED BY PUMPER TRUCK THROUGH FIRE HYDRANT OR FROM 50MM FIRE HOSE CONNECTION ON TOP.
2. WATER REMOVAL - WATER CAN BE REMOVED FOR FIRE ENGINE USE BY SUCTION HOSE ONLY THROUGH FIRE HYDRANT.
3. TANK DRAINAGE - TANK CAN BE DRAINED FOR CLEANING AND MAINTENANCE BY GRAVITY CONNECTION TO DITCH.

REGIONAL DISTRICT OF NANAIMO
5000 HANNOCK BAY ROAD, NANAIMO, BC V1T 8N2

INTERFACE FIREWATER STORAGE TANKS
PLAN AND PROFILE

Approved Submittal

McElhannney
McElhannney Consulting Services Ltd.

2017 License Hold
Sub 1
Contract No. 2017-001
Tel: 250-750-3888

Drawing No. 101

Project Number 2231-12516-01

Rev. PB

No.	Date	Description	Drawn	Checked	Issued
1	NOV. 4, 2016	ISSUED FOR PERMIT			
2	MAY 6, 2017	ISSUED FOR REVISION ONLY			

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REGIONAL DISTRICT OF NANAIMO

**MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE
MEETING HELD ON FRIDAY FEBRUARY 17, 2017 at 2:00 PM
IN THE RDN BOARD ROOM**

Present:

H. Houle	Chairperson
J. Fell	Electoral Area F
M. Ryn	Regional Agricultural Organization
J. Thony	Regional Agricultural Organization
K. Reid	Shellfish Aquaculture Organizations
K. Wilson	Representative District 68
G. Laird	Representative District 68
C. Watson	Representative District 69

Regrets

R. Thompson	Representative District 69
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Also in Attendance:

P. Thompson	Mgr. Long Range Planning
G. Keller	Acting Mgr. Current Planning
J. Schile	Senior Planner, Long Range Planning
P. Sherman	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.

MINUTES

Minutes of the Agricultural Advisory Committee meeting held on Friday, November 25, 2016

MOVED K. Reid, SECONDED G. Laird, that the minutes of the Agricultural Advisory Committee meeting held on Friday, November 25, 2016 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

Agricultural Land Commission Decision (November 21, 2016) on PL2016-034 – ALR Subdivision Application - 2070 Akenhead Rd – Electoral Area ‘A’

J. Schile provided a summary of Regional District of Nanaimo Application No. PL2016-034 – ALR Subdivision.

Agricultural Land Commission Decision (December 21, 2016) on PL2016-097 – ALR Non-Farm Use Application - 1888 Kaye Road Electoral Area 'E'

J. Schile provided a summary of Regional District of Nanaimo Application No. PL2016-097 – ALR Non-Farm Use.

Agricultural Land Commission Decision (January 30, 2017) on PL2016-096 – ALR Subdivision Application - 6617 Doumont Road - Electoral Area 'C'

J. Schile provided a summary of Regional District of Nanaimo Application No. PL2016-096 – ALR Subdivision.

UNFINISHED BUSINESS

REPORTS

Agricultural Land Commission (ALC) Final Decisions – Verbal Report from RDN staff

Islands Agriculture Show, February 3 - 4, 2017 held in Port Alberni, BC – Verbal Report from RDN staff

J. Schile, J. Thony and Director Fell provided an update on the Islands Agriculture Show, February 3 - 4, 2017 held in Port Alberni, BC.

Agriculture Advisory Committee (AAC) 2017 Provisional Meeting Dates – Verbal Report from RDN staff

P. Thompson provided the following tentative dates for the 2017 AAC meetings: May 26, 2017; September 22, 2017; and, November 17, 2017.

A new application was recently received and an additional meeting is scheduled for Friday, March 17, 2017 at 2:00 PM.

PL2016-189 - Exclusion – 1155 Leffler Road – Electoral Area F

MOVED Director Fell, SECONDED J. Thony, that ALR Application No. PL2016-189 - Exclusion – 1155 Leffler Road – Electoral Area F be forwarded to the Agricultural Land Commission with a recommendation to approve the exclusion from the Agricultural Land Reserve.

A recorded vote was requested.

The motion was CARRIED with Director Houle, Director Fell, J. Thony, K. Reid and K. Wilson in favour, and G. Laird and M. Ryn opposed.

Recorded Vote: in favour – 5, Opposed - 2

C. Watson was not present for this motion.

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

Regional District of Nanaimo Agricultural Area Plan (AAP)

J. Thony spoke about using the Regional District of Nanaimo Agricultural Area Plan (AAP) as an important resource and noted that the Mid-Island Growers Guide includes 19 action items from the AAP.

Coombs Farmers' Institute

J. Thony noted that the Coombs Farmers' Institute will be holding its second annual BC Good Agricultural Practices (BC GAP) Workshop on March 15, 2017.

J. Thony informed the Committee that the Coombs Farmers' Institute was successful in their application to the B.C. government's Grow Local Program.

J. Thony noted that the Coombs Farmers' Institute will be hosting its 39th Annual Farm Auction on April 23, 2017.

Newly Appointed Agricultural Advisory Committee Member

Chair Houle advised the Committee that RDN Director Westbroek has been appointed to the Agricultural Advisory Committee and would be invited to the next meeting.

ADJOURNMENT

MOVED J. Thony, SECONDED Director Fell, that this meeting be adjourned.

CARRIED

Time 2:42 pm

CHAIRPERSON

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE DISTRICT 69 RECREATION COMMISSION

REGULAR MEETING

HELD WEDNESDAY FEBRUARY 22, 2017

10:00AM

(OCEANSIDE PLACE)

Attendance: Gordon Wiebe, Electoral Area 'E'
Ted Malyk, Electoral Area 'G'
Julie Austin, School District 69 Trustee
Joe Stanhope, Alternate Director, RDN Board
Michael Recalma, Alternate Director, EA 'H'

Staff: Dean Banman, Manager of Recreation Services
Ann-Marie Harvey, Recording Secretary
Kathleen Richmond, Acting Secretary

Regrets: Julian Fell, RDN Board
Bill Veenhof, Director, Electoral Area 'H'
Neil Horner, Councillor, Town of Qualicum Beach
Reg Nosworthy, Electoral Area 'F'
Teresa Patterson, Councillor, City of Parksville

CALL TO ORDER

Commissioner Stanhope volunteered, with Commissioner agreement, that he Chair the meeting in place of Chair Fell who is absent.

Chair Stanhope called the meeting to order at 10:25am and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

ELECTION OF CHAIR, DEPUTY CHAIR AND ELECTION OF GRANT SUB-COMMITTEE

MOVED Commissioner Wiebe, SECONDED Commissioner Malyk that election of a Chair, Deputy Chair and Grant Sub-Committee be carried over to the next meeting when more regular Commission members will be in attendance.

CARRIED

DELEGATIONS

No Delegations

MINUTES

MOVED Commissioner Malyk, SECONDED Commissioner Wiebe that the Minutes of the Regular District 69 Recreation Commission meeting held November 17, 2016 be adopted.

CARRIED

MOVED Commissioner Wiebe, SECONDED Commissioner Malyk that the Minutes of the D69 Recreation Grants Committee meeting held February 8, 2017 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

District 69 Recreation Grants

MOVED Commissioner Wiebe, SECONDED Commissioner Malyk that the District 69 Youth Recreation Grant applications be approved as follows:

Youth Organization	
Arrowsmith Community Recreation Association - youth basketball event	\$485
Ballenas Secondary School- Dry Grad Committee	\$1,000
Errington War Memorial Hall Association- World Music Camp	\$950
Oceanside Minor Softball Association- equipment	\$2,500
School District #69- Quwutsun Cultural Centre trip	\$2,000
Total	\$6,935

CARRIED

MOVED Commissioner Wiebe, SECONDED Commissioner Malyk that the District 69 Community Recreation Grant applications be approved as follows:

Community Organization	
Arrowsmith Community Recreation Association- Coombs Community Picnic	\$909
Bow Horne Bay Community Club- Lighthouse Fall Fair	\$1200
Family Resource Association- Special Needs Program family retreat	\$1200
Lighthouse Community Centre Society- pickleball nets	\$500
Oceanside Building Learning Together Society - Dad's Night Out Skating	\$689
Parksville Lions Club- free family skate events	\$1,000
Qualicum Beach Elementary School PAC- play space	\$2,500
Town of Qualicum Beach- Select Committee on Beach Day Celebrations	\$1,000
Town of Qualicum Beach- Select Committee on Family Day Celebrations	\$500
Total	\$9,498

CARRIED

COMMUNICATIONS/CORRESPONDENCE

None

UNFINISHED BUSINESS

None

REPORTS

Monthly Update – Oceanside Place – November 2016

Monthly Update – Oceanside Place – December 2016

Monthly Update – Ravensong Aquatic Centre – November 2016

Monthly Update – Ravensong Aquatic Centre – December 2016

Monthly Update – Northern Recreation Program Services – November 2016

Monthly Update – Northern Recreation Program Services – December 2016

Parks Update Report – Fall 2016

MOVED Commissioner Wiebe, SECONDED Commissioner Malyk that the reports be received.

CARRIED

Amended Arrowsmith Community Recreation Association Recreation Services Report

MOVED Commissioner Wiebe, SECONDED Commissioner Malyk that the amended Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three year term from January 1, 2017 through to December 31, 2019.

CARRIED

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

None

NEW BUSINESS

2017 Budget Update – Presentation

Mr. Banman gave an overview of the 2017 budget and capital items for D69 Recreation, Oceanside Place and Ravensong Aquatic Centre.

Recreation Facilities Association of BC – Parksville, BC May 8th-11th

Mr. Banman mentioned to Commissioners that there may be a luncheon with this Commission and the Electoral Area 'A' Parks, Recreation and Culture Commission during this conference. He will update the members when this is decided.

BC Recreation and Parks Association Symposium – Kelowna, BC April 5th-7th

Commissioners discussed the Symposium and Ms. Harvey will email all Commissioners for interest in attending the BCRPA Symposium as the registration deadline is nearing.

IN CAMERA

MOVED Commissioner Austin, SECONDED Commissioner Wiebe that pursuant to Section 90(1) (e) of the Community Charter the Committee proceed to an In Camera Committee meeting to consider items related to land issues.

TIME: 11:05

CARRIED

COMMISSIONER ROUNDTABLE

Commissioner Austin mentioned the large current interest in basketball with youth and the lack of outdoor basketball courts in Oceanside. She wondered if this was considered in the masterplan consulting.

ADJOURNMENT

MOVED Commissioner Wiebe, SECONDED Commissioner Malyk that the meeting be adjourned at 11:15am.

CARRIED

Chair

TO: District 69 Recreation Commission **MEETING:** February 16, 2017

FROM: Hannah King **FILE:**
Superintendent, Recreation Program Services

SUBJECT: Amended Arrowsmith Community Recreation Services Agreement

RECOMMENDATION

That the amended Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three year term from January 1, 2017 through to December 31, 2019.

SUMMARY

The Arrowsmith Community Recreation Association (ACRA) and the RDN have worked collaboratively since 2008 to provide supplemental recreation services to residents of Electoral Area 'F' through supplemental recreation program service agreements.

The previously submitted version of this report and Agreement approved by the RDN Board on December 6, 2016, contained an error related to the 2018 and 2019 annual payment amounts.

RDN staff recommend that the amended agreement (Attachment 1) be approved by the RDN Board. Funding for the Agreement is contained within the RDN 2017 preliminary budget and Five Year Financial Plan.

BACKGROUND

The current Recreation Services Delivery Agreement between the RDN and ACRA for the provision of recreation services expired December 31, 2016. The Association oversees the coordination of supplemental recreation programs for residents of all ages and interests and assists with community events in Electoral Area 'F'.

The previously submitted version of this report and Agreement approved by the RDN Board on December 6, 2016, contained an error related to the 2018 and 2019 annual payment amounts. Within the five year financial plan and during discussions with ACRA, staff budgeted for both annual CPI adjustments as required and annual increases in the amounts of: 2% in 2017, 2% in 2018 and 2.5% in 2019. In error the 2% for 2018 and the 2.5% for 2019 increases were not included in both the staff report and Agreement.

As the previously submitted and supported Agreement reflected the correct 2017 payment amounts, the January 2017 payment has been processed and forwarded to ACRA as per the terms of the Agreement.

The Regional District and ACRA have been working in partnership since 2008 under the same agreement model. Based on the Association's satisfactory service to date, staff are recommending renewal of the Agreement for another three year term (2017-2019) attached as Attachment 1.

The need for supplemental recreation services in Electoral Area 'F' was identified in the 2006 District 69 Recreation Services Master Plan. A review of recreation services through the development of a new

recreation services master plan for District 69 has commenced and is expected to be completed later in 2017. As part of this master plan process, the provision of supplemental rural recreation services will be reviewed.

It is possible that through the 2017 Master Plan referenced above a need to change the method of recreation service delivery may be identified for Electoral Area 'F'. The Board may wish to address these needs prior to the end of the attached Agreement term (December 31, 2019). Should this occur the Board could request ACRA to renegotiate the Agreement or exercise the termination clause that allows for the cancellation of the agreement by either party with 90 days' notice.

ALTERNATIVES

1. That the amended Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three year term from January 1, 2017 through to December 31, 2019.
2. That the RDN Board not approve the renewal of the Recreation Services Delivery Agreement with the Arrowsmith Community Recreation Association and provide alternative direction.

FINANCIAL IMPLICATIONS

The Recreation Services Delivery Agreement with Arrowsmith Community Recreation Association is financed through the Northern Community Recreation Service function. This function provides recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G', and 'H'. As such these partners collectively fund the Northern Community Recreation Service and the annual payment to ACRA.

Excluding the transfers to Parksville and Qualicum Beach for sports fields which are based on usage, participants in the Northern Community Recreation service contribute a total of \$1,140,660 to this District 69 recreation service function. This equates to \$9.50 per \$100,000 of 2017 residential assessment including this transfer to ACRA.

Both the 2017 proposed budget and five year financial plan include annual payments as set out below including the 2% and 2.5% increase for 2018 & 2019.

2017	2018	2019
\$72,328	\$73,774.56 + CPI	\$75,619.95 + CPI

Without making any accounting for CPI the difference in funding to ACRA will be approximately \$1,400 in 2018 and \$1,875 in 2019 from that previously approved by the Board.

Should the Board not approve the attached agreement ACRA may no longer be able to provide supplemental recreation services as outlined in Schedule 'A' of the Agreement. Electoral Area 'F' recreation services would be reduced until a new service provider is sourced and selected. In addition RDN program staff may be required to fulfil programming responsibilities in the Electoral Area during the interim. The annual payments to ACRA identified in the 2017 preliminary budget and Five Year Financial Plan would not be fully expended until a new service provider or method is selected.

STRATEGIC PLAN IMPLICATIONS

Providing supplemental recreation services with community organizations aligns with the Board's Strategic Plan to continue, further develop and encourage meaningful relationships with community partners.



Hannah King
hking@rdn.bc.ca
January 13, 2017

Attachments

1. Arrowsmith Community Recreation Services Delivery Agreement

Reviewed by:

- D. Banman, Manager, Recreation Services
- T. Osborne, General Manager, Recreation and Parks
- W. Idema, Director of Finance
- P. Carlyle, Chief Administrative Officer

Attachment 1

RECREATION SERVICES DELIVERY AGREEMENT

THIS AGREEMENT made the ____ day of _____, 2017

BETWEEN:

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

(herein after the "Regional District")

OF THE FIRST PART

AND:

ARROWSMITH COMMUNITY RECREATION ASSOCIATION
PO Box 94
Coombs, BC
VOR 1M0

(herein after the "Society")

OF THE SECOND PART

1. WHEREAS the Regional District did, by Bylaw No. 861 and subsequent amendments, establish a service known as the Northern Community Recreation Service for the provision of recreation services for the City of Parksville, Town of Qualicum Beach and Electoral Areas 'E', 'F', 'G' and 'H'.
2. AND WHEREAS Section 176(1)(a)(i) of the *Local Government Act* provides that the Board may make agreements for the operation of services;
3. AND WHEREAS the Arrowsmith Community Recreation Association (formerly named Arrowsmith Community Enhancement Society) was incorporated on November 3, 2003, and one of the objects of the Society is to enhance recreational services;

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

INTERPRETATION

In this Agreement the following terms have the following meanings:

“Board” means the Board of the Regional District of Nanaimo.

“Regional District” means the Regional District of Nanaimo.

“Service Area” means all or a portion of Electoral Area ‘F’.

“Recreation Services” means offering a wide variety of structured and unstructured recreation programs and/or special events and other related recreation, community development and cultural services deemed appropriate by the Regional District Electoral Area ‘F’.

“Recreation Services Plan” means the service plan and budget outlined on Schedule ‘A’ to this Agreement.

“Year End” means the calendar year ending December 31st.

TERM

1. The term (the “Term”) of this Agreement will commence on January 1, 2017, and end on December 31, 2019, unless otherwise terminated as provided herein. The Agreement may be renewed for further Terms at the sole option of the Board.

RECREATION SERVICES

2. The Society shall provide Recreation Services in accordance with the Society’s Recreation Services Plan attached as Schedule ‘A’ and forming part of this Agreement.
3. The Society shall maintain an evaluation program to include the number of residents being served as well as a qualitative and quantitative evaluation of all of the offered recreation programs and services.

SERVICE AREA

4. The Society will, under the terms hereof and subject to any applicable bylaw of the Regional District and any Federal or Provincial enactment, provide Recreation Services to primarily benefit the residents of Electoral Area ‘F’.

FUNDING AND PAYMENT

5. In consideration of the Society providing the services outlined on Schedule ‘A’, the Regional District will provide funds to support the Society as outlined herein.
6. The funding described herein is subject to the Regional District being satisfied in each year of the Term that the Society has performed in accordance with the plan outlined on Schedule ‘A’ and has satisfied all other terms of this Agreement.

7. The Society shall annually by September 15 of each year provide for the upcoming year of the Term:
 - a) a detailed proposed budget showing the revenues and expenses projected for the Recreation Services Plan,
 - b) a statement of the goals and objectives for the upcoming year including program content,
 - c) a brief written narrative highlighting significant program changes, deletions and additions in relation to specific line items in the budget and,
 - d) any other significant issues that may pertain to the Recreation Services being provided.

8. On or before February 15 of each year of the Term, the Society shall present to the Regional District an annual report. The annual report shall include at a minimum:
 - a) a summary of operating results showing revenues and expenditures to December 31 of the preceding year,
 - b) a summary by program showing registration statistics and number of sessions held,
 - c) a brief narrative summary reviewing the goals, objectives and the results achieved for the year; including the challenges, program cancellations, and significant issues addressed.

9. The Regional District shall provide the following funding with respect to this agreement:

2017 in two installments equal to the sum of \$ 72,328.00

 - a) On or before January 15th, \$36,164.00 (50% of the funding for the year)
 - b) On or before July 1st, \$36,164.00 (50% of the funding for the year)

2018 and 2019

 - c) Funding for 2018 shall be \$ 73,774.56 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2017.
 - d) Funding for 2019 shall be \$ 75,619.95 with an additional Consumer Price Index (CPI) adjustment for Victoria, BC as of November 30, 2018.
 - e) In each year, on or before January 30th – 50% of the funding for the year.
 - f) In each year, on or before July 1st – 50% of the funding for the year.

10. In addition to the annual funding provided under this Agreement, the Regional District agrees to pay the annual fees associated with the preparation of the Society's review engagement statement as described in paragraph 16. The Society shall inform the Regional District, upon submission of the annual Recreation Services Plan and budget, of a quote for completing a review engagement statement.

11. The Society shall administer the funds in accordance with the budget approved by the Regional District and in accordance with any other term in this Agreement.
12. It is the Society's responsibility to determine whether or not it is required to be registered for GST purposes. The amount of funding provided in this Agreement includes any GST which may be payable by the Society. Any liability for GST required in respect of this Agreement, will be the responsibility of the Society.

SEPARATE ACCOUNTS AND FINANCIAL REPORTING

13. The books of account of the Society shall be kept in such manner and provide such detail as may be required from time to time by the Regional District's Director of Finance.
14. The funds provided under this Agreement shall be accounted for separately from any other funds of the Society and shall be separated in its books of account.
15. The Regional District may in its sole discretion require that the Society maintain a separate bank/trust account for Regional District funds and revenues from the Recreation Services and to keep all operating revenues and expenditures pursuant to this Agreement separate from other activities that may be undertaken by the Society from time to time.
16. The Society will have prepared by a Certified General Accountant or Chartered Accountant qualified to practice publicly in British Columbia, a review engagement statement of its accounts at each year end with respect to this Agreement, except that the statements shall follow accounting rules established for Regional Districts in BC with respect to the accounting for accumulated surpluses or deficits from operations.
17. Any accumulated surplus or deficit from the prior year as recorded in the Society's records shall be carried forward and be applied to the next year's budget in accordance with accounting rules established for Regional Districts in the Province of British Columbia.
18. A deficit incurred in a prior year may or may not be funded by the Regional District and is subject to the Regional District's approval of the Society's budget which forms part of the Regional District's overall financial plan for the relevant year.
19. The statements shall be submitted to the Manager, Recreation Services on or before February 15 following the year end.
20. The Society will not expend or contract for or otherwise commit the Society to any expenditure with respect to its Recreation Services Plan in any calendar year except one that has first been approved in a budget by the Regional District and will not incur any liability in any year beyond the amount of the funds to be paid to the Society by the Regional District, as provided in the budget adopted for that year by the Regional District.

OPERATIONS

21. The Society will provide and carry out its Recreation Services Plan without negligence, and in accordance with any operational guidelines as may be established from time to time by the Regional District.
22. The Regional District may consult the Society with respect to operational guidelines but shall retain the sole right to determine whether a guideline shall apply to the Society.

23. The Society may establish the methods and means for providing the Recreation Services, subject to any operational guidelines established from time to time by the Regional District.
24. The Regional District retains the right to review the method and means of providing the Recreation Services and may at its sole discretion request a review of the Society's operations should it determine that the Recreation Services are not being provided in accordance with the plans and budgets submitted by the Society.

ASSIGNMENT OF AGREEMENT

25. Should the Society determine that it is unable or unwilling to provide the Recreation Services under this Agreement, the Society may, recommend to the Regional District a transfer of the Agreement to a suitable non-profit society operating within Electoral Area 'F'. The Regional District retains the sole right to determine whether the recommendation will be approved.

CAPITAL ASSETS

26. The parties to this Agreement acknowledge that all furniture and equipment purchased by the Society with public funds received through this agreement for the purpose of providing Recreation Services will remain the property of the Regional District free and clear of any claim by the Society. Purchases of furniture and equipment will be added to Schedule 'B' of this Agreement, which shall be updated for additions replacements annually and shall be submitted at the same time that the annual report under Paragraph 8 is submitted. Subsequent amendments to Schedule 'B' shall automatically replace previous schedules and shall become a part of this Agreement.
27. During the Term of this Agreement the Society shall have care and control at all times of the items listed on Schedule 'B' and shall take all reasonable steps to secure the assets from damage or theft.
28. The Society will, to the satisfaction of the Regional District, maintain all furniture and equipment, and any chattels from this agreement paid for out of funds obtained through this agreement with the Regional District and/or provided by the Regional District to the Society for the purpose of providing the Recreation Services, in good working condition so that the chattels are available at all times for the purpose of providing the Recreation Services.
29. The Society agrees to return Regional District owned chattels to the Regional District upon request.

RIGHT OF AUDIT

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

INDEMNITY

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

INSURANCE

33. The Society may, at its cost, take out and maintain insurance for the personal effects of the volunteers, directors and officers of the Society.
34. The Society shall purchase property insurance on a replacement cost basis for all furniture, equipment or other chattels which may be purchased and/or provided to the Society for the purpose of providing the Recreation Services through this Agreement.
35. The Society shall take out and maintain, during the Term of the Agreement, a policy of comprehensive general liability insurance in an amount of not less than \$3,000,000 dollars per occurrence or such amount as the Regional District may require from time to time, including without limitation non-owned automobile insurance and tenant fire and legal liability insurance, bodily injury, death or property damage arising out of the Recreation Services provided by the Society. The policy of insurance shall name the Regional District as an additional named insured with respect to the service provided under this Agreement. The Society shall provide a copy of the current policy for each year to the Manager of Recreation Services.
36. In the event of any injury to person(s) partaking of the Recreation Services, the Society shall forthwith notify the Regional District's Manager of Recreation Services. Failure to notify the Regional District within one week of knowledge of an injury or loss may result in the termination of this Agreement.

COMPLIANCE WITH LAWS

37. The Society will comply with all enactments as defined in the Interpretation Act and all orders and requirements under an enactment including orders and requirements of WorkSafeBC or any similar replacement agency.
38. The Society shall file a copy of its annual Society Act filing with the Regional District's Manager of Recreation Services.

DIRECTORS

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

TERMINATION

40. The Regional District may terminate this Agreement upon giving ninety (90) days written notice to the Society should the Regional District or any successor to the Regional District determine it will provide alternate Recreation Services within the Service Area.
41. The Regional District may terminate this agreement immediately without notice to the Society or other party should:
 - a) the Society, in the opinion of the Regional District, fail to perform any of its obligations or covenants hereunder and such failure shall continue beyond thirty (30) days from delivery by the Regional District to the Society of written notice specifying the failure and requiring remedy thereof;
 - b) the Society makes an assignment in bankruptcy or is declared bankrupt;
 - c) the Society ceases, for any reason, to be current in its obligations under the *Society Act* and fails to maintain the Society in good standing.
42. The Society may terminate this Agreement upon giving ninety (90) days written notice to the Regional District should the Society, for any reason, be unable to meet its obligations with respect to the provision of the Recreation Services as set forth in this Agreement.
43. The Society may in the event of breach by the Regional District of a material term of this Agreement, terminate this Agreement upon giving not less than ninety (90) days written notice to the Regional District of its intention to so terminate.
44. It is hereby mutually agreed that any notice required to be given under this Agreement will be deemed to be sufficiently given:
 - a) if delivered at the time of delivery; and
 - b) if mailed from any government post in the Province of British Columbia by prepaid registered mail addressed as follows:

To the Regional District:
General Manager of Recreation and Parks
Oceanside Place
830 West Island Highway
Parksville, BC
V9P 2X4

To the Society:
Arrowsmith Community Recreation Association
PO Box 94
Coombs, BC
VOR 1M0
45. Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, sent by facsimile transmission, or delivered to the address of the other party set forth above or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, seventy-two (72) hours after the time of mailing or faxing

and if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

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

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

For the REGIONAL DISTRICT OF NANAIMO

Authorized Signatory

Authorized Signatory

For the ARROWSMITH COMMUNITY RECREATION ASSOCIATION

Authorized Signatory

Authorized Signatory

SCHEDULE 'A'
Goals, Objectives and Program Content 2017-2019

1.0 2017-2019 Goals and Objectives

1.1 Goals

The primary goal for the Arrowsmith Community Recreation Association (ACRA) and the Arrowsmith Recreation Coordinators is to deliver recreation services to Arrowsmith (Electoral Area F). The goal of the recreation programs and community events is to connect community members through sports, arts and culture.

1.2 Objectives

1.2.1 To continue to work closely with RDN Recreation to support the three part-time Arrowsmith Recreation Coordinator contracts.

1.2.2 To continue to make recreation program information as accessible as possible for community members. This will be achieved through the Arrowsmith Calendar, ACRA Facebook page, posters, brochures, email correspondence and telephone conversations.

1.2.3 To continue to offer and expand on successful programs.

1.2.4 To strive to offer programs in the community where gaps in recreation are observed.

1.2.5 To continue to work closely with Errington Elementary School to expand existing programs and create new opportunities.

1.2.6 To continue to support youth in the community by offering free recreation drop-in programs.

1.2.7 To work closely with other District 69 agencies and organizations to be able to invite and welcome vulnerable families to programs and events.

1.2.8 To be inclusive, welcoming and respectful of all participants, regardless of race, socio-economic status, gender, sexual orientation and age.

1.2.9 To continue to make recreation accessible to all community members by offering free or affordable programs.

1.2.10 To continue to manage the Community Lending Cupboard to be able to share resources with non-profit organizations and community members.

1.2.11 To continue to strengthen relationships with all of the non-profit organizations in Arrowsmith, by helping with promotion, events and sharing of resources.

1.2.12 To continue to strengthen current relationships with community businesses.

1.2.13 To strive towards developing new business relationships in the community.

1.2.14 To research new funding opportunities for grants and in-kind donations.

2.0 Program Content for 2017-19

2.1 Existing Programs, Events and Projects to be Carried Forward

Programs

1. Arrowsmith Community Experience (ACE) after school club at Errington Elementary School
2. Dads Night Out at Errington Elementary School
3. Bike Club at Errington Elementary School
4. Youth Week Scavenger Hunt on the Errington Elementary School Trail
5. WOW Bus in Errington
6. Youth Drop-in Games and Sports at the Coombs Fairgrounds
7. Youth Drop-in Floor Hockey at the Coombs Fairgrounds
8. Youth Drop-in Basketball at the Coombs Fairgrounds
9. Youth Drop-in Volleyball at the Coombs Fairgrounds
10. Food Skills for Families at the Coombs Fairgrounds
11. Sole Sisters Gym Fitness at KickStart Fitness
12. Sole Sisters Walking in various Oceanside locations
13. Sole Sisters “Ready, Set, Run” program
14. Sole Sisters “Run Stronger” program
15. Adult Marimba at the Errington Hall
16. Adult Djembe Drumming at the Errington Hall
17. Adult Gumboot Dancing at the Errington Hall
18. Drop-in Drum Circle at the Errington Hall
19. Sp-Arts Summer Camp at the Errington Hall
20. World Youth Music Camp at the Errington Hall
21. Kumbana and Jangano Marimba in Errington
22. Community Lending Cupboard

Events

1. Coombs Fair BC Family Day Celebration
2. RDN Youth Week event
3. Bike Safety Rodeo, in partnership with Oceanside RCMP, at Errington Elementary School
4. Coombs Community Picnic
5. Blast From the Past Car Show
6. Coombs Fair “Dolittle Square”
7. World Music Camp Community Performances
8. RDN Active Aging event
9. RDN Walk with your Doc
10. Coombs Halloween Candy Walk

Projects

1. Arrowsmith Community Calendar
2. Forward House Community Action Initiative grant; secondary partner
3. ACRA inventory kept updated in the Community Lending Cupboard
4. ACRA quarterly Recreation Coordinators’ Report
5. Grant Writing
6. PQ News Inserts

2.2 Continued Community Development

1. **Arrowsmith Agricultural Association (AAA)**
 - Coombs Fair BC Family Day Celebration
 - Coombs Community Picnic
 - Spring and Fall Community Suppers
 - Coombs Fair “Dolittle Square”
 - Coombs Halloween Candy Walk
 - Storage space clean-up and sorting
 - Assist with grant writing
 - Promote programs and events
 - Graphic design

2. **Arrowsmith Community Recreation Association (ACRA)**
 - Youth Drop-in Games and Sports program
 - Youth Basketball program
 - Youth Floor Hockey program
 - Youth Volleyball program
 - Coombs Community Picnic
 - “Blast from the Past” Car Show fundraiser
 - Coombs Halloween Candy Walk
 - Coordinate equipment lending
 - Assist with grant writing
 - Attend planning meetings
 - Present regular reports to the ACRA chair and board members
 - Website maintenance and design and social media planning
 - Graphic design for ACRA programs and events

3. **Bradley Centre**
 - Coombs Community Picnic
 - Storage of Set 2 marimbas
 - Adult marimba programs
 - Promoted programs and events

4. **Building Learning Together (BLT)**
 - Dads Night Out at Errington Elementary School
 - Attend monthly planning and networking meetings
 - ACE Club partnership
 - Equipment lending, including Band in a Box
 - Promote programs and events

5. **Coombs Hilliers Recreation Community Association**
 - Promote programs and events

6. **Corcan Meadowood Community Residents Association**
 - Promote programs and events
 - Assist with grant writing

7. Errington Elementary School

- Delivery/set up of ACRA sound system for school events
- Attend meetings to plan lunch time and afterschool programs
- Coordinate Dads Night Out program
- ACE Club planning meetings
- Coordinate ACE Club programs
- Grade Seven Youth Week scavenger hunt
- Bike Club
- Bike Safety Rodeo in partnership with Oceanside RCMP

8. Errington War Memorial Hall

- Meetings to discuss World Music Camp organization and details about the lending of marimbas
- Coordinate and move music equipment for World Music Camp
- Lunch program organization and supervision for the Youth World Music Camps
- Coordinate adult marimba, djembe drums and gumboot dance workshops
- Coordinate adult drop-in drum circle
- Sp-Arts Summer Camp
- Promote programs and events

9. Parksville Qualicum Beach News

- Coordinate and submit two Arrowsmith Community inserts
- Submit articles and photos on behalf of community organizations
- Connect with reporters to promote community programs and events

10. RDN Recreation and Parks

- Organize and host an event for RDN Youth Week
- Organize and host an event for RDN Active Aging Week
- Participate in the RDN's "Walk with Your Doc"
- Contribute to Active Living Guide
- Collaborate with RDN youth programmer for programs and leadership youth
- Attend monthly YouthLINK meetings
- Continue use of the RDN French Creek Community Park for the Coombs Community Picnic
- Continue use of the RDN Errington School Trail for the ACE Club and Youth Week scavenger hunt
- Continue use of RDN trails for the Sole Sisters walking and running programs
- Promote RDN events and programs
- Attend RDN Recreation programmers' meetings when invited
- Prepare and submit ACRA quarterly reports

11. School District 69

- Continue Coombs Community Picnic on the former French Creek Community School grounds
- ACE Club partnership

SCHEDULE 'B'
Capital Asset Listing as of December 31, 2015

Based on Original Purchase Cost			
Asset	Year	Original Value	Current Value
Laptop Computer	2009	\$950	0
Oak Table	2009	40	25
Meeting Room Chairs (4)	2009	80	40
Meeting Room Arm Chair (1)	2009	25	15
Storage Shelves (8)	2014	268	80
Folding Tables (2)	2014	86	50
Filing Cabinet	2014	189	75
Shredder	2014	61	35
Total Assets		\$1,699	\$320