

**REGIONAL DISTRICT OF NANAIMO
COMMITTEE OF THE WHOLE
AGENDA**

Tuesday, February 13, 2018

3:00 P.M.

RDN Board Chambers

This meeting will be recorded

Pages

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
That the following minutes be adopted:
 - 3.1 Regular Committee of the Whole Meeting - January 9, 2018** 4
- 4. DELEGATIONS**
 - 4.1 Carly Trobridge, President, Nanaimo Search and Rescue, re Annual Update from Nanaimo Search and Rescue** 9
 - 4.2 Michel Morin, Nanaimo Marine Search and Rescue Society, re Annual Presentation of 2017 Activities** 10
 - 4.3 Michael Lowry, Western Canada Marine Response Corp., re Nanaimo's new Marine Spill Response Base** 11
 - 4.4 Jan Hastings, re Rationale for Nanaimo Recycling Exchange Facility** 12
 - 4.5 Ben Geselbracht, Vice Chair, Nanaimo Recycling Exchange, re Update on Nanaimo Recycling Exchange** 13
 - 4.6 Darren Moss, re Nanaimo Recycling Exchange** 14
 - 4.7 Ilan Goldenblatt, re Nanaimo Recycling Exchange** 15
 - 4.8 Thomas Kala, Vancouver Island Recycling and Waste Industry Coalition, re Private Recycling Depot Services in the Regional District of Nanaimo** 16

5. **CORRESPONDENCE**
6. **UNFINISHED BUSINESS**
7. **CORPORATE SERVICES**
- 7.1 **2018 - 2022 Financial Plan Overview**
Staff to provide presentation
8. **STRATEGIC AND COMMUNITY DEVELOPMENT**
- 8.1 **Regional Growth Strategy - Consideration of Review** 17
1. That the Board consider the review of the “Regional District of Nanaimo Growth Strategy Bylaw No. 1309, 2003” as per Section 452 (2) of the *Local Government Act*.
2. That the Board proceed with Option 3 – Focused Regional Growth Strategy Review.
3. That the Board direct the preparation of a Consultation Plan for a focused Regional Growth Strategy Review.
- 8.2 **Regional Growth Strategy Amendments – Electoral Area ‘H’ Official Community Plan** 28
1. That the amendments to the “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017” proceed through the minor amendment process.
2. That the Consultation Plan for the “Regional Growth Strategy Amendment to Implement the Electoral Area ‘H’ Official Community Plan” be endorsed.
9. **REGIONAL AND COMMUNITY UTILITIES**
- 9.1 **Renewal of Koers Engineering Consultancy Agreement** 38
- That the Board authorize staff to exercise the optional 2 year extension with Koers and Associates Ltd. for the provision of consulting engineering services for the Wastewater Services department.
10. **BUSINESS ARISING FROM DELEGATIONS**
11. **NEW BUSINESS**
- 11.1 **Directors' Roundtable**
12. **IN CAMERA**
- That pursuant to Sections 90 (1) (e), (i), (j) and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the acquisition of land or improvements, solicitor-client privilege, third party business interests and a proposed service.

13. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING

Tuesday, January 9, 2018

3:00 P.M.

RDN Board Chambers

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Alternate	
	Director S. Armstrong	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director J. Kipp	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Director M. Lefebvre	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director D. Brennan	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	W. Idema	A/Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
C. Golding	Recording Secretary	

CALL TO ORDER

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

The Chair welcomed Alternate Director Armstrong to the meeting.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved, as amended, to move Delegations ahead of Invited Presentations.

CARRIED UNANIMOUSLY

DELEGATIONS

Fraser Wilson and Paul Chapman, Nanaimo & Area Land Trust, re Nanaimo & Area Land Trust Funding

Fraser Wilson presented a slide show and overview of the activities of the Nanaimo & Area Land Trust during 2017 highlighting the direct services provided to the region, and asked the Board to consider increasing the grant amount that Nanaimo & Area Land Trust receives from the Regional District from \$30,000 to \$35,000 for 2018.

Ilan Goldenblatt, re Nanaimo Recycling Exchange

Ilan Goldenblatt shared concerns regarding the potential increase of illegal dumping and decrease in recycling and diversion if the Nanaimo Recycling Exchange (NRE) closes, presented the Board with over 300 handwritten postcards from the public who are supportive of the NRE, and stated that supporting the NRE provides an opportunity for the Board to show vision, leadership and regional cooperation.

Jan Hastings, Nanaimo Recycling Exchange, re Nanaimo Recycling Exchange Request for Recycling Facility

The delegation withdrew.

INVITED PRESENTATIONS

Maurice Primeau and Bill Dawson, BC Assessment, re Annual Change in Assessments for Regional District of Nanaimo Municipalities and Electoral Areas and First Nations Partnerships

The invited presentation will be rescheduled.

ADOPTION OF MINUTES

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

Regular Committee of the Whole Meeting - November 28, 2017

CARRIED UNANIMOUSLY

CORPORATE SERVICES

AVICC Resolution – Notice by Mail

It was moved and seconded that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their annual meeting:

WHEREAS Section 220 of the *Local Government Act* requires that notice of a special board meeting must be mailed to each Director at least 5 days before the date of the meeting, and the *Interpretation Act* specifies that such mail must be delivered by Canada Post;

AND WHEREAS this requirement, which applies to regional districts and not municipalities, creates unnecessary time delays for holding special board meetings and is not in keeping with technological advances of recent years;

THEREFORE BE IT RESOLVED THAT the Province be urged to amend the legislation to permit such notices to be provided by other means, including by email.

It was moved and seconded that the motion be amended to replace "by email" with "electronic mediums".

CARRIED UNANIMOUSLY

The vote was taken on the main motion as amended:

That the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their annual meeting:

WHEREAS Section 220 of the *Local Government Act* requires that notice of a special board meeting must be mailed to each Director at least 5 days before the date of the meeting, and the *Interpretation Act* specifies that such mail must be delivered by Canada Post;

AND WHEREAS this requirement, which applies to regional districts and not municipalities, creates unnecessary time delays for holding special board meetings and is not in keeping with technological advances of recent years;

THEREFORE BE IT RESOLVED THAT the Province be urged to amend the legislation to permit such notices to be provided by other means, including electronic mediums.

CARRIED UNANIMOUSLY

RECREATION AND PARKS

2018-2028 Marine Trail Cooperation Agreement

It was moved and seconded that the 2018-2028 Marine Trail Cooperation Agreement with the BC Marine Trail Network Association be approved.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

District of Lantzville Sanitary Sewer Trunk – Transfer of Ownership to the Regional District of Nanaimo

It was moved and seconded that the acquisition of the sanitary sewer trunk that services the District of Lantzville be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that the acquisition of the related Statutory Right of Way be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that the Chair and Chief Administrative Officer be authorized to execute the documents to conclude the transaction.

CARRIED UNANIMOUSLY

Trucked Liquid Waste Rates and Regulation Bylaw No. 1732 Amendment

It was moved and seconded that the “Trucked Liquid Waste Rates and Regulations Amendment Bylaw No. 1732.01, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that the “Trucked Liquid Waste Rates and Regulations Amendment Bylaw No. 1732.01, 2018” be adopted.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS

Nanaimo & Area Land Trust - Request for Funding

It was moved and seconded that a total of \$35,000 be included in the budget for funding for the Nanaimo & Area Land Trust in 2018.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Roundtable

Directors provided updates to the Board.

IN CAMERA

It was moved and seconded that pursuant to Sections 90 (1) (a), (e), (j) and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to Board appointments, land acquisition, third party business interests and a proposed service.

CARRIED UNANIMOUSLY

TIME: 4:11 PM

ADJOURNMENT

It was moved and seconded that this meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:32 PM

CHAIR

CORPORATE OFFICER

Delegation: Carly Trobridge, President, Nanaimo Search and Rescue, re Review of Nanaimo Search And Rescue Activities, Tasks and Events during 2017

Summary: Review of Nanaimo Search and Rescue activities, tasks and events during 2017

Action Requested: No action being requested.

Delegation: Michel Morin, Nanaimo Marine Search and Rescue Society, re: Annual Presentation of 2017 Activities

Summary: To provide the Board with the 2017 annual report of search and rescue activities on the water surrounding the Nanaimo area.

Action Requested: A framed picture of their two vessels will be presented to the Board.

Delegation: Michael Lowry, Western Canada Marine Response Corp., re Nanaimo's new Marine Spill Response Base

Summary: On-Water Spill Response Base in Nanaimo Presentation

Action Requested: N/A

Delegation: Jan Hastings, re Rationale for Nanaimo Recycling Exchange Facility

Summary: Further updates and rationale will be provided.

Action Requested: The Nanaimo Recycling Exchange has asked the Regional District of Nanaimo to collaborate with the City of Nanaimo (as requested by City of Nanaimo delegation of October 3, 2017) and partner with the NRE by constructing or funding construction of a new recycling depot to be operated by the NRE.

Delegation: **Ben Geselbracht, Vice Chair, Nanaimo Recycling Exchange, re Update on NRE move deadlines, importance of the new proposed facility and the NRE in dealing with Hard to Recycle and Household Toxic materials**

Summary: The new proposed zero waste recycling facility run by the Nanaimo Recycling Exchange is a vital asset for the region in the management of Hard to Recycle and Household Toxic materials. The NRE has been a trusted community partner for over 25 years and has played a significant leadership role in promoting recycling through services and education throughout the region. In the new RDN waste management plan, a 90% diversion rate is being proposed with a focus on zero waste source separation to attain these goals. The NRE has been a leader in source separation, supplying low contaminates hard to recycle materials to market. Along with the large and committed cliental we serve, the NRE's expertise to accomplish the source separation of hard to recycle items at a low cost gives it the momentum and capacity to immediately assist the RDN in setting a strong foundation in realizing its new targets. The expertise generated through over 25 years of operating a one-stop drop zero waste recycling facility that handles all recyclables is embedded in the design of the new proposed facility. By not acting on the opportunity to build a facility designed to deal with hard to recycle and toxic household materials and have it run by an organization that has clearly demonstrated a commitment and expertise to do so, would be a major setback to the region.

Action Requested: Action requested is to vote on having a round table meeting with the NRE and to collaboratively discuss the NRE proposal.

Delegation: Darren Moss, re Nanaimo Recycling Exchange

Summary: To provide a brief overview of site design and construction costs.

Action Requested: Consider support of Nanaimo Recycling Exchange proposal.

Delegation: Ilan Goldenblatt, Vote Yes NRE Campaign Manager, re Nanaimo Recycling Exchange

Summary: To give an update on Vote Yes NRE campaign, to deliver the second batch of postcards to RDN Board, to request that RDN Board do everything possible to speed up the decision making process.

Action Requested: To prioritize the RDN staff report re: the Nanaimo Recycling Exchange.

Delegation: Thomas Kala, Vancouver Island Recycling and Waste Industry Coalition, re Private Recycling Depot Services in the Regional District of Nanaimo

Summary: The RDN should not be using tax payer money to compete with tax paying businesses in the region.

The proposal to provide millions of tax payer dollars to a single recycling depot is not consistent with the RDN's Solid Waste Management Plan.

The RDN needs to take a good look at the value for money for this project as it would be much cheaper for the city/RDN to pay industry a few dollars a kg to take this material at all the private facilities across the region versus building one tax payer financed central facility.

The recycling of packaging, electronics, beverage container, paint, oil and several other materials is now managed and paid for by industry not local governments.

Action Requested:

1. Do not subsidize recycling depot services in RDN, to compete with the private sector.
2. Recognize and respect the work of the private sector in creating \$17M in business in the region, creating jobs, hiring disadvantaged workers, paying taxes and investing in the community.
3. Follow the RDN's Solid Waste Management Plan, including the principles, and create a business plan for region wide recycling depot services.

BACKGROUND

A RGS is a local government strategic plan, mandated under the *Local Government Act*, “to promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities, land and other resources”. In accordance with the *Act*, at least once every five years, a regional district that has adopted a RGS must consider a review for possible amendment.

First adopted by the RDN in 1997, the RGS has undergone two full reviews, in 2003 and 2008. The review in 2008 is considered to be the most comprehensive review as it was informed by the 2006 State of the Sustainability Report and the 2007 Recommendations for a Sustainable Future to better address the vision for a sustainable region and related issues. The review resulted in the adoption of the 2011 RGS, which is no longer simply concerned with the management of land use and development, but encompasses a broader range of sustainability principals, goals and policies. Central to this vision is a growth management strategy that directs future growth within GCBs. This approach is intended to simultaneously support the development of more complete, compact communities inside the GCBs, while protecting the integrity of rural areas and the natural environment; and increasing servicing efficiency throughout the region.

In 2014, the Board directed staff to initiate an amendment to the RGS Section 1.5.1 Criteria for Minor Amendment to clarify when an amendment may be considered a minor amendment. The amendment did not include a comprehensive review of the RGS and was followed by a Board motion in 2017 to include the criteria as part of the next RGS Review:

that the section on minor amendments be reviewed as part of the next Regional Growth Strategy Review.

A review of the RGS is included in the RDN 2017 Operational Plan. As identified in the Operational Plan, RDN staff completed a preliminary review to identify key items to be addressed as part of a RGS Review process. What follows is a summary of the key findings and options for the Board’s consideration, based on identified activities to include in a RGS Review.

DISCUSSION

Initiated in 2017, the scope of the RGS preliminary review involved consultation with member municipalities; review of new information, including the results of the Rural Village Center Study (2013), Industrial Land Supply and Demand Study (2013) and the updated Electoral Area ‘H’ Official Community Plan (2017) as well as any applicable legislative changes and/or other updates arising since the RGS was last adopted in 2011.

For the purpose of this report the identified amendment items have been categorized under three headings: Policy Updates, Information Updates and Implementation Updates. Each section contains a brief summary of the identified issue(s) and rationale for change. Further to this, four options are presented for the Board’s consideration, outlining the possible scope of an RGS Review, and estimated time and resources required to complete the work.

Policy Updates

A key component of the preliminary review was to consider the effectiveness of land use policies relating to the GCBs and the Rural Village Centers (RVCs). To assess the GCB policies a comparative analysis of census data based on geographical areas was used to consider population distribution and growth changes within and outside of the GCBs. With respect to RVC policies, a combination of geographical census data and new dwelling unit data was used.

The 2016 Census population for the RDN is 155,698. Of this, 40,132 (26%) live in electoral areas and First Nation communities, and the remaining 115,566 (74%) live in municipalities. While there has been a total population increase of 9,124 people (6.2%) during the RGS period (2011 – 2016), the distribution of residents between the urban and rural areas remains unchanged for this period. (See Attachment 1: Population Change in Electoral Areas and Municipalities).

This trend is further supported when viewed from the smallest census unit, known as a Dissemination Area. By mapping the dissemination area information and comparing the areas between the last three census periods, the map shows the majority of growth occurring within the urban GCBs with a static or downwards trend in growth in those areas outside of and immediately adjacent to the urban GCBs. (See Attachment 2: Population Density by Dissemination Areas). Based on this information, staff are able to deduce that the current GCB policies have had a positive effect in directing growth within the urban GCBs.

In terms of population growth for the 2011-2016 period, the municipalities continue to have the highest average growth rate of 6.9% compared to the electoral area average growth rate of 4.1%. Within the municipal areas, the City of Nanaimo continues to have the highest growth with a population increase of 8% (6,694 people) and within the electoral areas, Area 'H' has the highest growth rate increase of 10.7% (375 people). (See Attachment 3: Population Growth in Electoral Areas and Municipalities).

For further details of the 2016 Census population statistics for the RDN are located on the RDN website: <http://www.rdn.bc.ca/population-statistics>

It has been 21 years since Rural Village Centres (RVCs) were first designated as growth areas within the RGS. The combined census data and new dwelling unit (NDU) data reveals that the majority of the village centers continue to experience little or slow growth with the exceptions of Cedar Village and Fairwinds. Within the RGS period (2011-2016) the estimated number of new dwelling units in Cedar Village (59 NDU) and Fairwinds (71 NDU)¹. These findings are consistent with the results of the 2013 Rural Village Centre Study, which identified Cedar with the greatest potential to evolve into a complete, compact community, followed by Bowser, Red Gap and Coombs and Fairwinds. The 2013 study attributed this ranking largely due to the lack of adequate community water and or sewer to facilitate residential and employment growth. (See Attachment 4: Estimated New Dwelling Units within Rural Village Centres, 2011-2016).

A review of the RVC policies also indicates a conflict between select RGS policies regarding land use and wastewater servicing. This is further highlighted through the recent Electoral Area 'H' OCP review and RGS minor amendment approvals process. Specifically, RGS Policy 10.7 (under Goal 10: Efficient

¹ These numbers do not take into account development that will be made possible as a result of the Bowser Village Sewer System and the proposed capacity increase to the Lakes District.

Services) is written to limit rezoning of un-serviced lands. While this policy has value within the broader regional context, it doesn't take into consideration or provide an exemption for un-serviced lands within a designated RVC. As a result, the majority of lands within RVCs are limited in the ability to evolve into mixed-use centers intended to accommodate smaller amounts of growth keeping with the rural context.

As part of a RGS Review process this issue could be addressed in terms of ensuring more supportive policies for local development and servicing as well as strengthen existing RGS policies to encourage a community conversation about the future of the designation. The RGS currently includes policy (4.12) that provides the provision to re-designate RVCs with limited potential to evolve as 'local service centres'. Through the RGS Review process, the existing policy could be enhanced to require consideration be given to retaining or modifying the RVC designation as part of an OCP review process.

Further to this, the adoption of the Electoral Area 'H' OCP highlights a second conflict in policy direction. Regional Growth Strategy policy 5.13 supports more sustainable forms of subdivision outside of the GCBs for lands already zoned rural residential, known as Alternative Forms of Rural Development (AFRD). However, RGS Policies 10.2, 10.3 and 10.7, limit the ability to provide shared wastewater disposal and water to encourage AFRD. While these policy issues can be addressed through the requested Area 'H' RGS minor amendment approvals process, they would not apply across the region. To ensure a consistent approach across the region and to better link land use planning and service planning, an RGS Review and sequential amendment would be required.

In addition to the RDN planning staff review of RGS policies, the meetings with municipal staff revealed one item of municipal concern. The Town of Qualicum Beach requests that further consideration be given to the minor amendment criteria as part of a RGS Review. This request is consistent with RDN Board direction, already noted, and would be included within the scope of the next RGS Review.

Information Updates

The *Local Government Act* requires that regional growth strategies include population and employment projections for the period covered by the RGS. The current population projections are based on the 2006 Census and a higher than average growth rate set in the 1980s. As a result, the projected population for 2016 was determined to be 175,263 residents, which can now be confirmed to be over estimated when compared to the actual 2016 population of 155,698 residents.

Similarly, the data relating to land supply and demand within the regional district is either limited to industrial lands or is outdated with respect to residential lands. The last region-wide land inventory was completed in 2007 and was used to inform the 2008 - 2011 RGS Review. Best practices acknowledge that obtaining applicable land use data is important for informing land use policies and plans on the appropriate amount of land that should be designated for residential use in the short-term (5 to 10 years) and longer-term (15 or more years). This data is also useful for monitoring the availability of land inside and outside the GCBs as well as to inform decision-making regarding proposed future expansion of the GCBs.

Since a land and supply demand study is based on both population and housing type, it has been the practice in the past to commission both at the same time. This coordinated approach ensures the information is based on the same time periods and census periods. The Board has the option to direct staff to commission a land use and supply study independently of a RGS Review or the study may be included as part of the initial, information gathering background phase, of a RGS Review work plan.

In addition, a few general housekeeping amendments have been identified, including: update the applicable *Local Government Act* citations; update language regarding First Nations to reflect best practice of using and referring to indigenous peoples; update implementation actions (RGS - Table 3); RDN logo update; confirm and update website links; and general formatting/layout improvements.

Implementation Updates

The RGS Monitoring Program was first initiated in 2012. Through the Target Setting Indicators Selection Project, the RDN enhanced the program by adding 23 key indicators, which are used to monitor progress towards the RGS goals. In early 2017, the RGS Monitoring Program was reviewed by RDN staff. As part of this process, input was sought from municipal planning staff to evaluate the 23 indicators in terms of their value in gauging the effectiveness of policies and the ability to obtain the applicable information for reporting. It was concluded that the approved 23 key indicators remain useful and relevant measures. The challenge rests with the availability of data required for reporting. To address this, the annual reporting schedule has been modified to better reflect the availability of information from external agencies', RDN departments and member municipalities.

With respect to the Indicators for Goal 1, Prepare For Climate Change and Reduce Energy Consumption, the 2017 RGS Annual Report identified that the provincial source for data on greenhouse gas emissions for on-road transportation and buildings and energy use has not been available since 2012. Since this status is not anticipated to change, staff recommend deleting the related indicators as part of an RGS Review process.

ALTERNATIVES

1. Receive the report for consideration and take no further action.
2. Proceed with a land supply and demand study only.
3. Proceed with a focused Regional Growth Strategy Review and prepare a Consultation Plan.
4. Proceed with a comprehensive Regional Growth Strategy Review and prepare a Consultation Plan.

Scope of Work Options for Proceeding with a Regional Growth Strategy Review

Based on the findings of the preliminary review, the Board is presented with three options for consideration. Each option outlines a range of activities and estimates resources required to achieve the proposed scope of work.

Option 1: Receive staff report outlining consideration for a RGS Review

That the Board receives this report for information; confirming that consideration for a RGS Review has been given. No further action to be undertaken with regard to an RGS review or land use supply and demand study.

Option 2: Initiate Land Supply and Demand Only

As per the legislation, the Board must give consideration to undertaking a RGS Review, which may be satisfied through the consideration of the preliminary RGS Review findings currently before the Board.

In the event the Board wishes not to proceed with a RGS Review, the option remains for the Board to direct staff to proceed with the land use supply and demand study.

This option would require the least amount of staff time and resources as it would be limited to commissioning an external contractor to undertake the work and for staff to coordinate the project.

Option 3: Focused RGS Review

The proposed scope of work would be limited to the three categories identified in this report. This would involve the identified land use and servicing policies; the minor amendment criteria; update of population statistics through the completion of the land use and supply study; deletion of the RGS Goal 1, Indicator and general housekeeping amendments.

This option would require a moderate amount of staff time and resources to coordinate the land use and supply study; develop and implement the Consultation Plan; and prepare the applicable RGS policy amendments through to adoption.

Option 4: Comprehensive RGS Review

The intent of a comprehensive review is to consider all parts of the RGS document. In addition to the three categories identified in this report, a comprehensive review would consider further opportunities to clarify, modernize, enhance and/or strengthen existing policies and information as they relate to the remaining RGS sections, such as affordable housing, transportation and environmental protection. One example would be strengthen the current policies on affordable housing by including direction for inclusionary policies to be considered as part of a regular OCP review.

Considering the expanded scope of work, this option would require a high amount of staff time and resources and would potentially require a time commitment of two or more years.

FINANCIAL IMPLICATIONS

Funding for the Regional Growth Strategy implementation and review is included in the annual RGS program budget. If the Board were to support the staff recommendation to proceed with the background study in advance of the review, additional funding can be accessed through the RGS Reserve Fund to initiate this work within the 2018 Operational Plan.

STRATEGIC PLAN IMPLICATIONS

Acquiring relevant land use data and undertaking an RGS Review to address conflicting policies and to reflect changing conditions, aligns with the 2016-2020 Board Strategic Plan priorities of: Service and Organizational Excellence by updating policies to better deliver efficient, effective and economically viable services that meet the needs of the region, and Focus on Relations by continuing to develop relationships and seek input from member municipalities and First Nation communities regarding future planning.



Jamai Schile
jschile@rdn.bc.ca
February 2, 2018

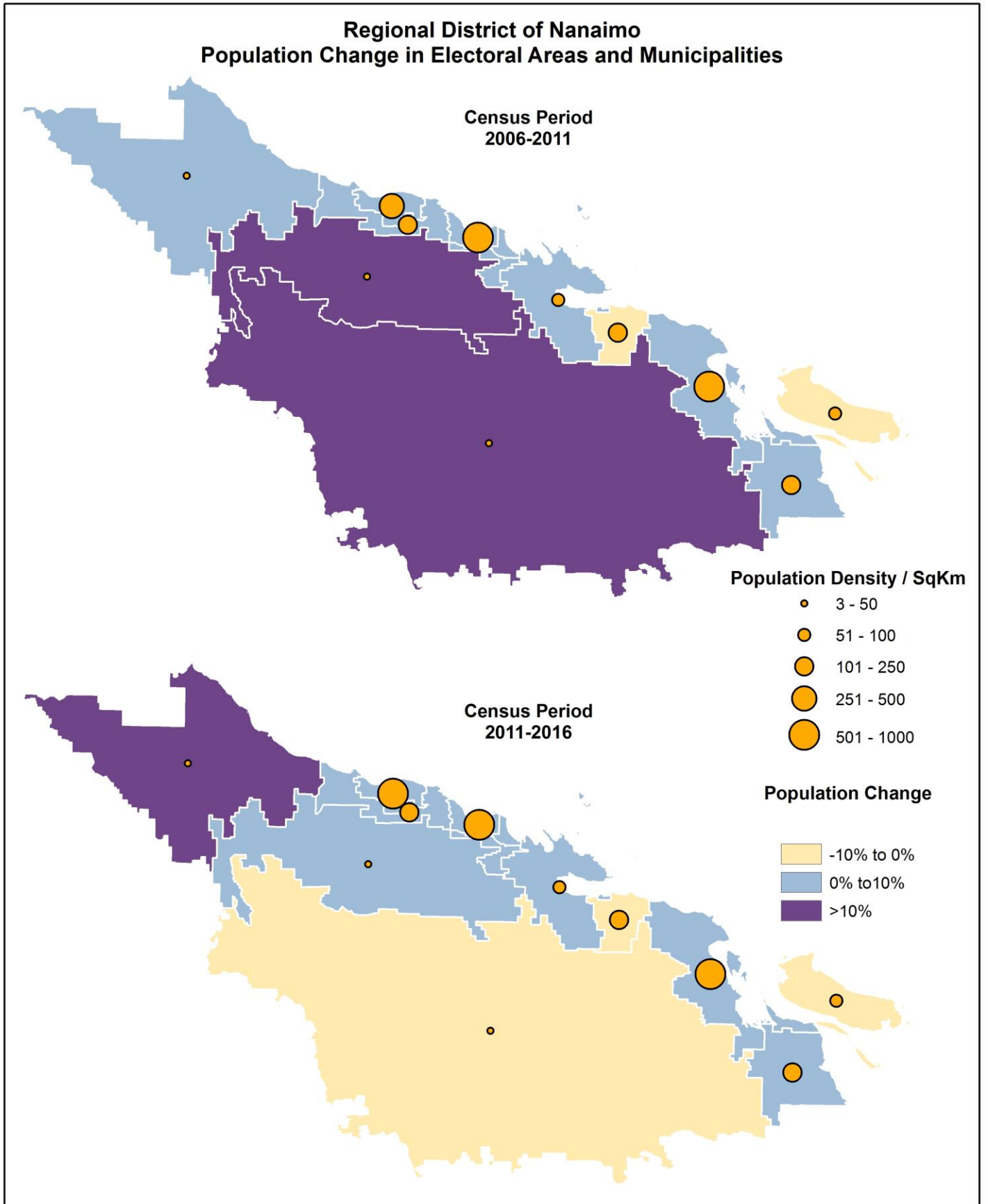
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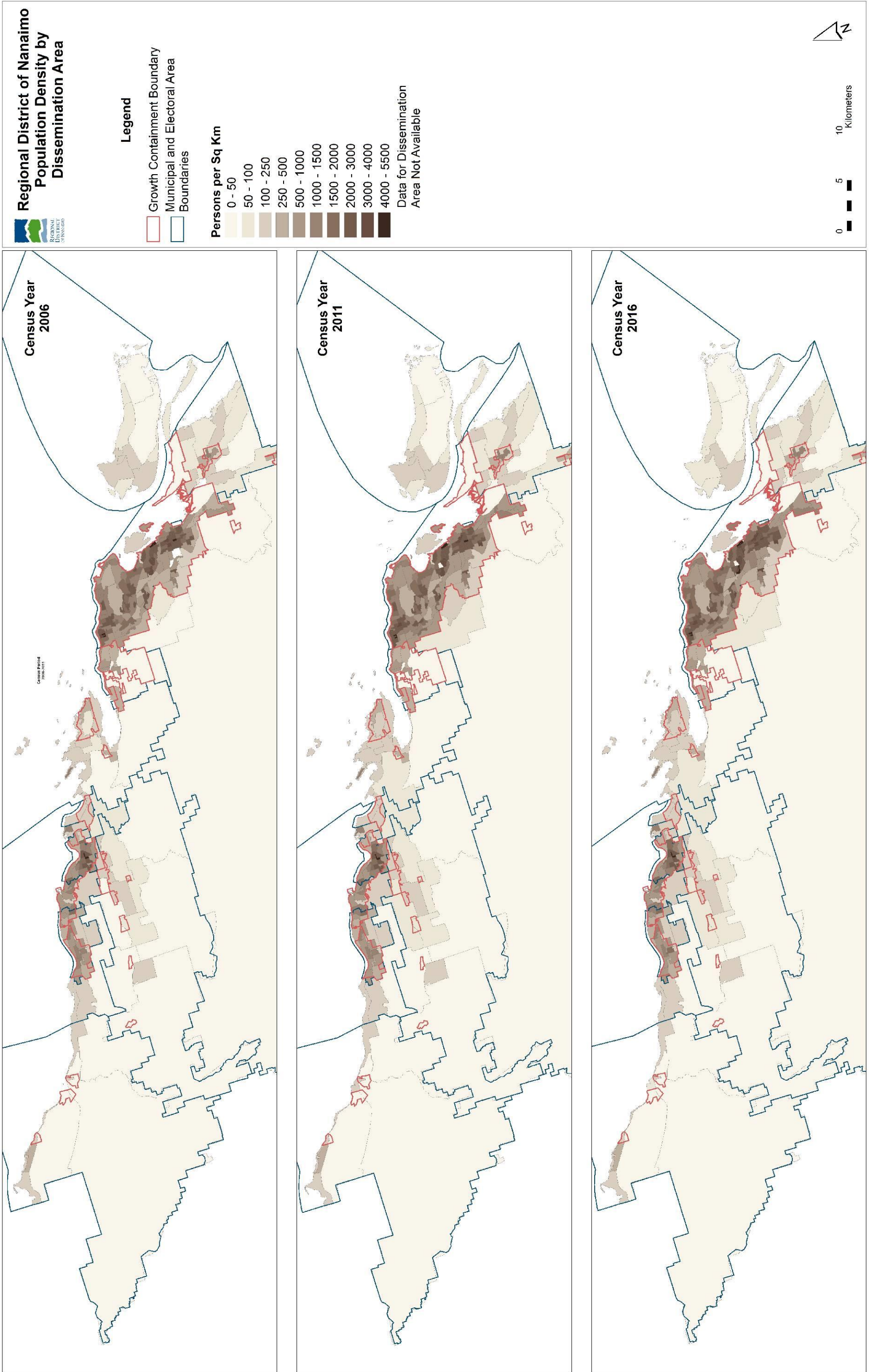
- P. Thompson, Manager, long Range Planning
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Office

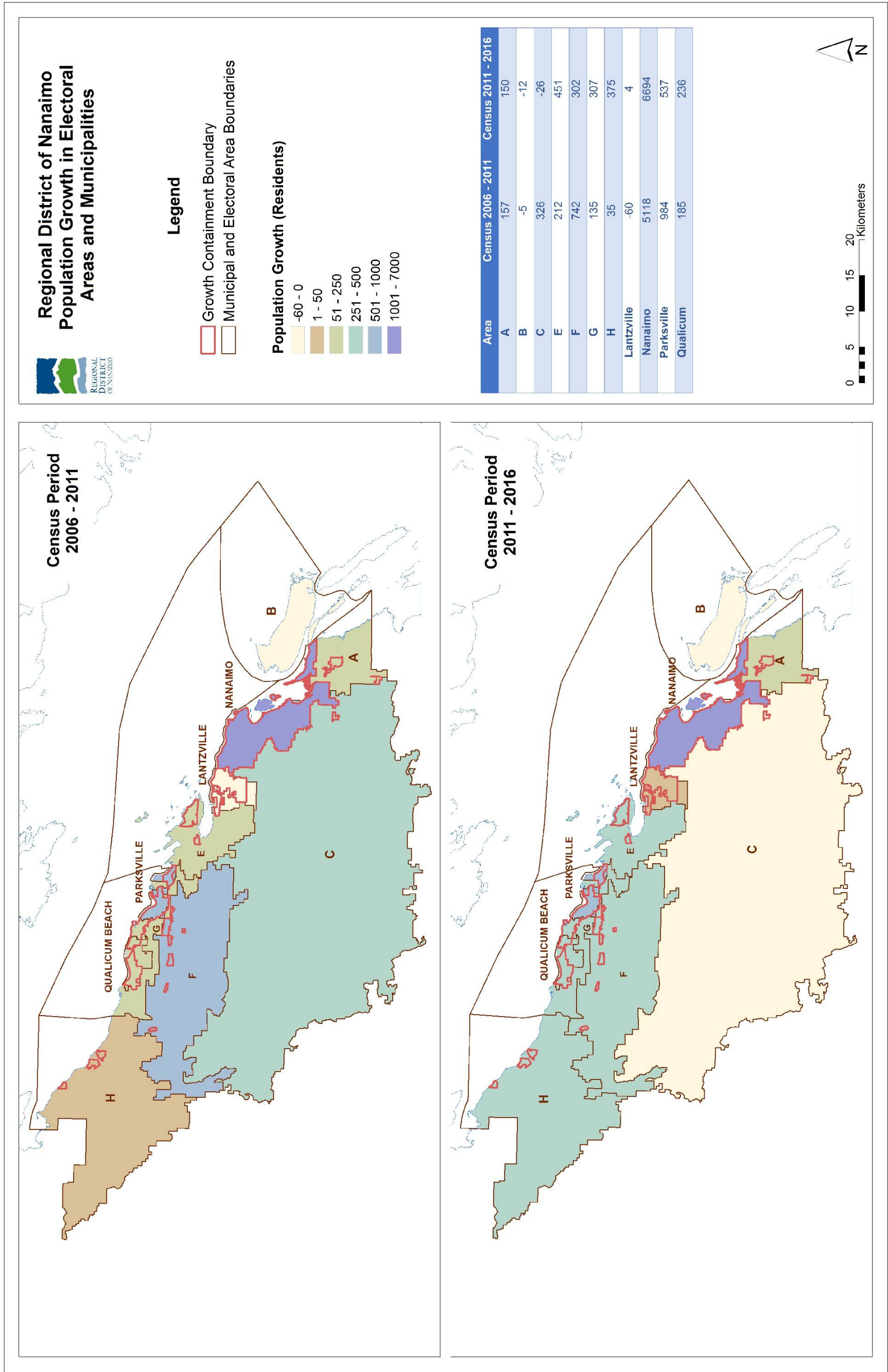
Attachments:

1. Population Change in Electoral Areas and Municipalities
2. Population Density by Dissemination Area
3. Population Growth in Electoral Areas and Municipalities
4. RDN New Dwelling Units within Rural Village Centers

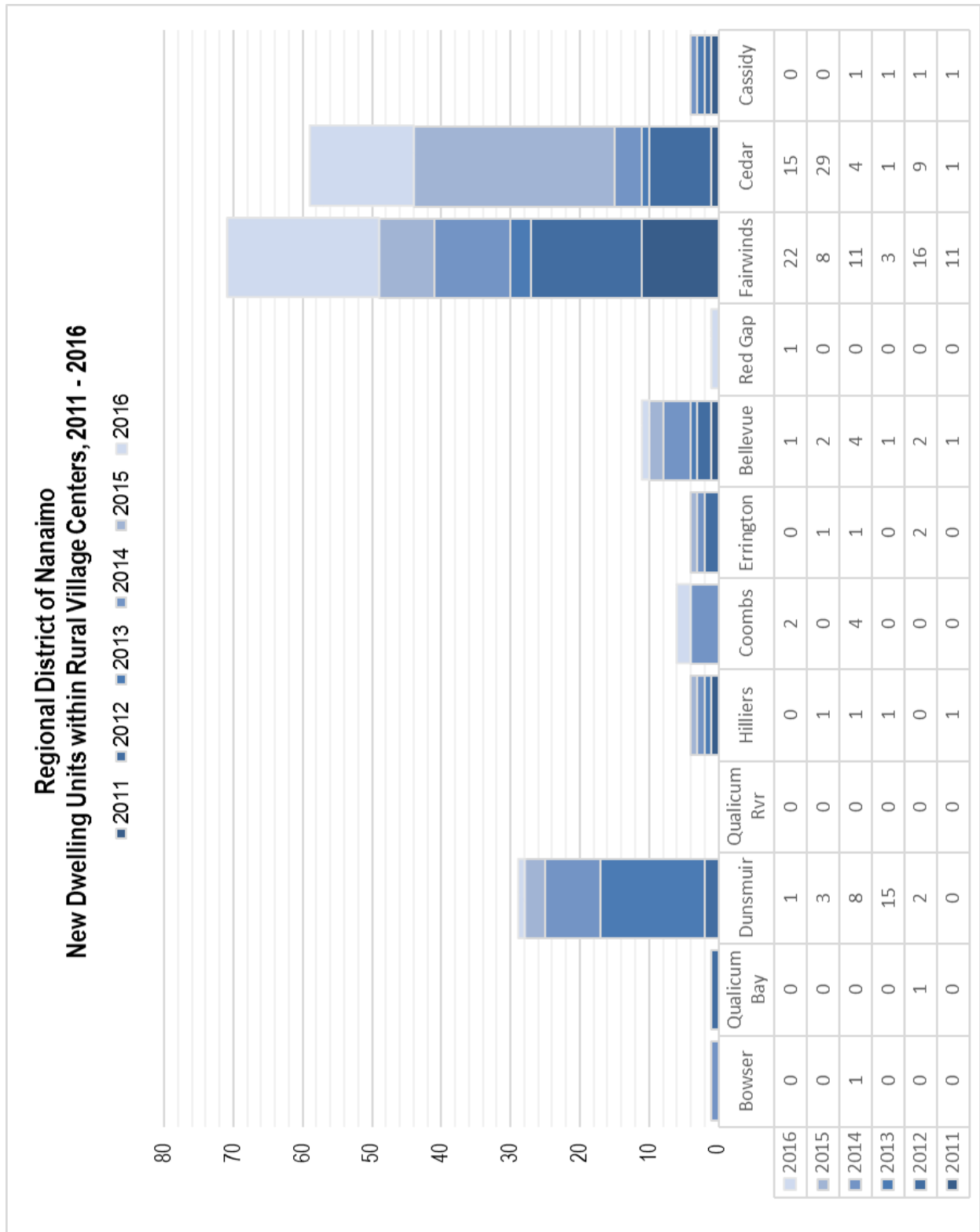
ATTACHMENT 1







ATTACHMENT 4:



An RGS amendment resulting from an OCP review must be initiated by the EASC through recommendation to the CoW. For an amendment to be considered minor, it is first assessed in terms of the “Criteria for Minor Amendments” in Section 1.5.1 of the RGS, and the Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, to proceed with the amendment bylaw as a minor amendment. Next, the Board determines the appropriate form of consultation, gives 45 days written notice to each affected local government, then considers the written comments provided by the affected local governments. With an affirmative vote of all board members attending the meeting at which second reading of the amending bylaw is given, the bylaw may proceed without a public hearing.

At their January 9, 2018 meeting, the Electoral Area Services Committee (EASC) received a report including an outline of the required RGS amendments and a Consultation Plan. The EASC supports the amendment to proceed through the minor amendment process and endorsed the Consultation Plan through the following resolutions:

Moved and Seconded that the amendments required to “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 1335.06, 2017” proceed through the minor amendment process.

Moved and Seconded That the Consultation Plan for “Regional Growth Strategy Amendment to Implement the Electoral Area ‘H’ Official Community Plan” be endorsed.

The RGS lists criteria under which a proposed amendment to the RGS may be considered minor (see Attachment 2). As the proposed amendments to implement the Electoral Area ‘H’ OCP Bylaw are the result of a “full Electoral Area or Municipal Official Community Plan review process”, the amendment meets the first set of criteria to be considered minor. The RGS amendments resulting from the Electoral Area ‘H’ OCP Review are as follows:

- to clarify ability for shared servicing for developments supported by RGS Policy 5.13 (“alternative forms of rural development”) in Electoral Area ‘H’;
- to amend the boundary of the Bowser Village Centre by re-designating one parcel from the Future Use Area to the Village Centre and realigning the eastern boundary to follow property lines instead of Thames Creek in order to match the Bowser Village Sanitary Sewer Service Area; and,
- to change the designation of one parcel containing addresses 870, 860 and 850 Spider Lake Road from Resource Lands and Open Space to Rural Residential to reflect its removal from the Agricultural Land Reserve prior to the OCP review.

A draft bylaw to amend the RGS as per the above list is included as Attachment 3.

The RGS Policy 1.5.2 requires the determination of an appropriate form of consultation. A Consultation Plan for the RGS amendment to implement the Electoral Area ‘H’ OCP is drafted for the Board’s endorsement (see Attachment 4). Given the extensive public engagement over the two-year OCP review project, consultation on the subsequent RGS amendment is recommended to focus on making information available to interested parties.

ALTERNATIVES

1. That the RGS amendments to implement the Electoral Area 'H' OCP proceed through the minor amendment process and the Consultation Plan be endorsed.
2. That the RGS amendments to implement the Electoral Area 'H' OCP not proceed through the minor amendment process and the Consultation Plan be amended to reflect the additional steps required for the regular amendment process.
3. Not proceed with the RGS amendment and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no expected financial implications in relation to the Board 2017-2021 Financial Plan resulting from the amendments to the RGS to implement the Electoral Area 'H' OCP amendment bylaw.

STRATEGIC PLAN IMPLICATIONS

The Board's Strategic Plan recognizes "the environment" and "economic health" in its core focus areas. The identified amendments to the RGS will enable implementation of OCP policies related to these areas.



Courtney Simpson
csimpson@rdn.bc.ca
January 25, 2018

Reviewed by:

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

Attachments:

1. RGS Section 1.5.2 Process for Approving Minor Amendments
2. RGS Section 1.5.1 Criteria for Minor Amendments
3. Draft RGS Bylaw Amendment
4. Consultation Plan

Attachment 1

Excerpt from RDN Regional Growth Strategy Bylaw No. 1615. 2011

1.5.2 Process for Approving Minor Amendments

1. On receipt of a request from a member municipality or an Electoral Area Planning Committee to amend the RGS, RDN staff will prepare a preliminary report for review by the Sustainability Select Committee¹. Committee comments and recommendations will be forwarded to the Regional Board.
2. A land use or development proposal or text amendment will be assessed in terms of the minor amendment criteria. The Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, to proceed with an amendment application as a minor amendment. Where the Board resolves to proceed with an amendment application as a minor amendment, the Board will:
 - Determine the appropriate form of consultation required in conjunction with the proposed minor amendment;
 - Give 45 days written notice to each affected local government, including notice that the proposed amendment has been determined to be a minor amendment. The notice shall include a summary of the proposed amendment and any staff reports, other relevant supporting documentation and the date, time and place of the board meeting at which the amending bylaw is to be considered for first reading; and
 - Consider the written comments provided by the affected local governments prior to giving first reading to the proposed amendment bylaw.
3. The bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting.
4. Consider third reading and determine whether or not to adopt the amending bylaw.
5. Minor amendment bylaws shall be adopted in accordance with the procedures that apply to the adoption of a RGS under Section 791 of the *Local Government Act*.

¹ Board Motion 17-346 on June 27, 2017 directed that: “the Sustainability Select Committee be dissolved and such matters be considered by the Committee of the Whole”.

Attachment 2

Excerpt from RDN Regional Growth Strategy Bylaw No. 1615. 2011

1.5.1 Criteria for Minor Amendments

The following outlines the criteria for considering minor amendments to the RGS.

1. Criteria under which a proposed amendment to the RGS may be considered a minor amendment include the following:
 - Amendments resulting from a full Electoral Area or Municipal Official Community Plan review process;
 - Text and map amendments required to correct errors or as a result of more accurate information being received;
 - Amendments to incorporate changes to tables, figures, grammar, or numbering that do not alter the intent of the Regional Growth Strategy; and
 - Addition or deletion, or amendment to Section 5.4 Key Indicators.

2. Although not considered as an exhaustive list, the following types of amendments are not considered minor:
 - Those that lead to adverse changes to the health and ongoing viability of sensitive ecosystems and water sources;
 - Those that will negatively impact agricultural lands or land in the Agricultural Land Reserve;
 - Those related to a development that would require significant works to address a natural hazard;
 - Those that require the provision of new community water and sewer systems outside the Growth Containment Boundary; and,
 - Those that are not consistent with measures and or policies to reduce greenhouse gas emissions and improve air quality.

Attachment 3

REGIONAL DISTRICT OF NANAIMO BYLAW NO. 1615.02, 2018

A Bylaw to Amend Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011

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

1) TITLE

This Bylaw may be cited as “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.02, 2018”.

2) AMENDMENT

The “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011”, is hereby amended as follows:

a) by deleting Policy 10.2 and replacing with the following:

“Not support the provision of new community water and/or sewer services to land designated as Rural Residential or Resource Lands and Open Space. Exceptions may be made:

- in situations where there is a threat to public health or the environment due to the domestic water supply or wastewater management method being used; or
- for providing services to developments in Electoral Area ‘H’ supported by Policy 5.13.

The RDN and member municipalities will continue to work in partnership with appropriate provincial agencies and the community to develop solutions that address situations where there is a threat to public health or the environment.

The provision of community water and/or wastewater systems may be permitted provided that the:

- full cost of service provision is paid by property owners; and
- level of development permitted does not increase beyond the level supported by Policies 5.2 of this Regional Growth Strategy; or
- level of development does not increase beyond the level supported by Policy 5.13 and it is in Electoral Area ‘H’.”

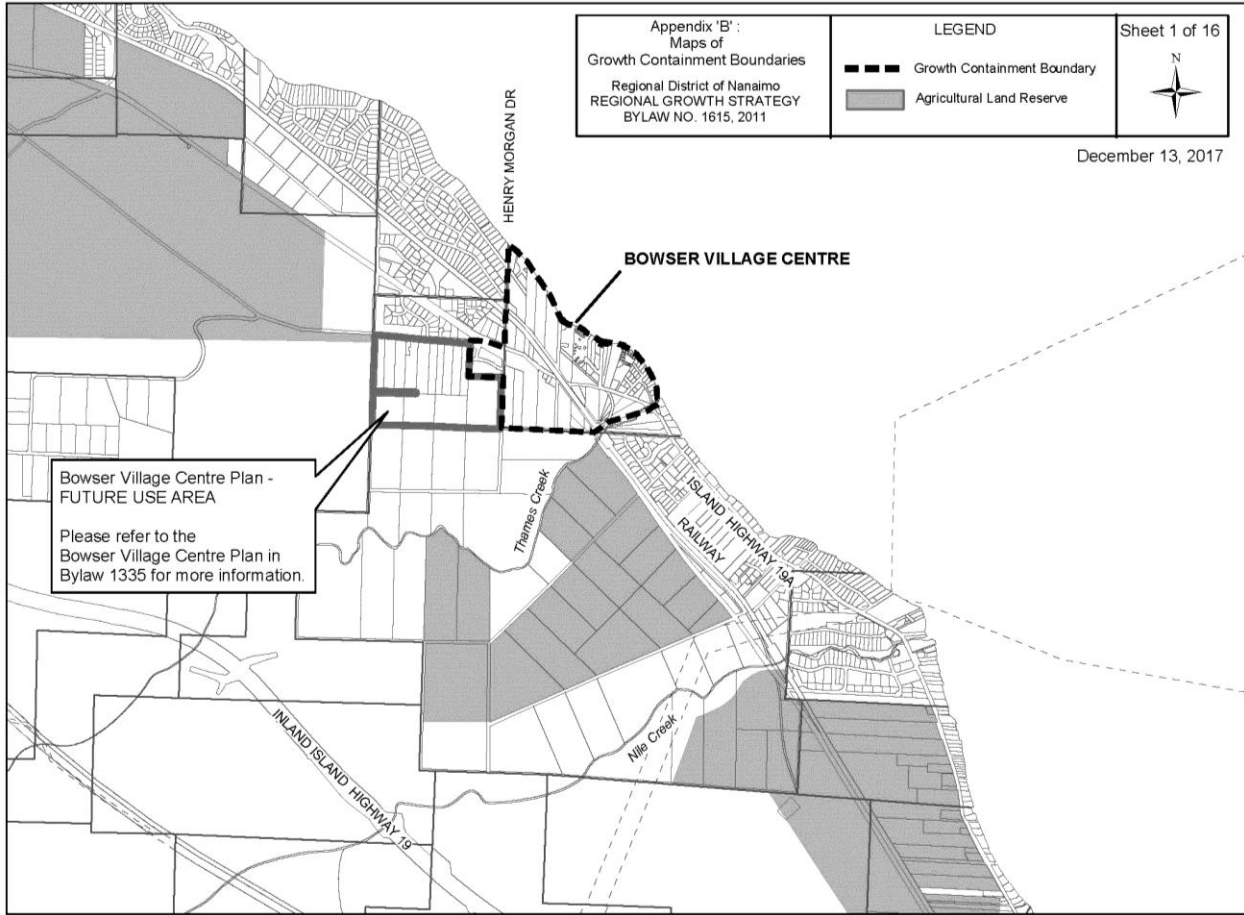
b) to Policy 10.3, at the end of the policy, by adding the following new sentence: “New community water and wastewater systems that are privately owned may be permitted provided that they:

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- are for the purpose of servicing developments supported by Policy 5.13 and within Electoral Area 'H'."
- c) to Policy 10.7, at the end of the policy, by adding the following new sentence: "Rezoning to implement official community plan policies for higher density development without community water and sewer may be permitted in Electoral Area 'H' for:
- lands within village centres or;
 - development supported by Policy 5.13."
- d) to Appendix A, Map 4, by making the following designation changes:
- i) for the land legally described as "PID 000 271 365, LOT 10, BLOCK 347, NEWCASTLE AND ALBERNI DISTRICT, PLAN 34021", changing the designation from Resource Lands and Open Space to Rural Residential.
 - ii) for the land legally described as "PID 030 106 966, LOT A, DISTRICT LOT 85, NEWCASTLE DISTRICT, PLAN EPP67156" and changing the designation from Rural Residential to Rural Village Centre
 - iii) for the land legally described as "PID 005 112 079, LOT 9, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 1820 EXCEPT PARCEL A (DD 18042N), AND EXCEPT THOSE PARTS IN PLANS 9864 AND 50165", changing the designation from a split designation of Rural Residential and Rural Village Centre so that all of the parcel is designated Rural Residential.
 - iv) for the lands legally described as "PID 006 064 680, LOT 7, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 4200" and "PID 002 345 510, THAT PART OF LOT 8, DISTRICT LOT 36, NEWCASTLE DISTRICT, PLAN 1820, LYING TO THE NORTH EAST OF THE EASTERLY BOUNDARY OF PLAN 90 RW AND TO THE SOUTH WEST OF THE SOUTH WESTERLY BOUNDARY OF THE ROAD TO PARKSVILLE, AS SAID ROAD IS SHOWN ON SAID PLAN 1820", changing the designation from a split designation of Rural Residential and Rural Village Centre so that the parcels are designated Rural Village Centre.

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e) by deleting Appendix B, Sheet 1 and replacing it with the following:



Introduced and read two times this ____ day of _____, 20 XX.

Read a third time this ____ day of _____, 20 XX.

Adopted this ____ day of _____, 20 XX.

CHAIR

CORPORATE OFFICER

CONSULTATION PLAN

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

December 12, 2017

Introduction

An amendment to the Regional Growth Strategy (RGS) is being undertaken to implement the Electoral Area ‘H’ Official Community Plan (OCP) resulting from its review ending in 2017. Given the extensive public engagement over the two-year OCP review project, consultation on the subsequent RGS amendment is focused on making information available to interested parties. This Consultation Plan is based on the RGS amendment proceeding through the minor amendment process.

Objectives

- To provide information to affected local governments and First Nations.
- To make information readily available to interested citizens and stakeholders.
- To respond to input from citizens, affected local governments and First Nations.

Methods and Tasks

Pursuant to RGS Policy 1.5.2, affected local governments will be provided 45 days written notice that the proposed amendment has been determined to be a minor amendment, and the date, time and place of the board meeting at which the amending bylaw will be considered for first reading. First Nations will also be provided written notice. Table 1 below lists affected local governments as defined in the *Local Government Act*, and First Nations to whom a written notice will be sent.

Table 1 Affected Local Governments and First Nations to whom notice will be sent

Affected Local Governments	First Nations
City of Nanaimo	Snuneymuxw First Nation
District of Lantzville	Snaw-Naw-As First Nation
City of Parksville	Qualicum First Nation
Town of Qualicum Beach	K’omoks First Nation
Comox Valley Regional District	
Alberni Clayoquot Regional District	
Cowichan Valley Regional District	

Staff reports and the bylaw to amend the RGS will be available to the public at the RDN main administration office and on the website. One advertisement in local newspapers will be posted to advertise the date, time and place of the board meeting at which the amending bylaw will be considered for first reading.

A public hearing is not recommended unless required; if, at second reading, the amending bylaw does not receive an affirmative vote by all board members attending the meeting, a public hearing is required.

Attachment 4

Those wishing to provide feedback on this amendment may provide written comments to the RDN by e-mail, mail, or in-person at any time. Community members and other stakeholders may also appear as delegations or submit comments on the amendment to the RDN Board or committees of the Board. This communication will be documented as part of the public record on this amendment and will be made available for review.

Budget

The staff resources and cost of newspaper advertisements needed to implement this Consultation Plan are included in the 2018 Long Range Planning budget.

TO: Regional District of Nanaimo Committee of the Whole **MEETING:** February 13, 2018

FROM: Adrian Limpus
Engineering Technologist – Wastewater Services **FILE:** 2240-20-AECOM

SUBJECT: Renewal of Koers Engineering Consultancy Agreement

RECOMMENDATION

That the Board authorize staff to exercise the optional 2 year extension with Koers and Associates Ltd. for the provision of consulting engineering services for the Wastewater Services department.

SUMMARY

In 2015, the Regional District of Nanaimo (RDN) Wastewater Services department issued a Request for Proposals (RFP) to select engineering firms to enter into a two year consulting engineering services agreement. The evaluation committee selected Koers and Associates Ltd. (Koers) to support the department with municipal engineering and wastewater collection projects. The term was for two years with the option of extension for an additional two years.

Due to the high quality of service received, the RDN Wastewater Services department recommends exercising the option for extension for an additional two years.

BACKGROUND

In 2015, the RDN Wastewater Services department issued an RFP to select engineering firms to enter into a two year consulting engineering services agreement. The evaluation committee selected Koers to support the department with municipal engineering and wastewater collection projects. The contract term was for two years with the potential of extension for an additional two years.

Under this agreement, Koers has completed various projects for the Wastewater Services department including manhole replacement, fuel tank replacement, inflow and infiltration reduction studies, treatment plant upgrades, and valve certifications for confined space entries. Koers has completed multiple projects for the French Creek Pollution Control Centre (FCPCC) as their main office is located in Parksville.

The RDN Wastewater Services department is recommending an extension of the agreement with Koers for an additional two years, because of the expertise offered, familiarity with RDN infrastructure and the high quality of service received under this agreement.

ALTERNATIVES

1. Authorize staff to renew an agreement for two years with Koers and Associates Ltd. for the provision of consulting engineering for the Wastewater Services department.
2. Do not renew this agreement and issue a Request for Proposals for the services. Under this alternative, the continuity of engineering services would be disrupted, with potential to negatively impact operations.
3. Do not renew the agreement and provide alternate direction.

FINANCIAL IMPLICATIONS

The total value of the two year extension with Koers is estimated not to exceed \$150,000 which has been included in the GNPCC, FCPC, NBPC, and DPPCC wastewater operational budgets.

Under the initial agreement, Koers' charge-out rates did not increase over the initial two year term. Rates would increase 3% on extension and would not increase over the two year additional term. Koers' charge-out rates are lower than the Association of Consulting Engineering Companies of BC (ACEC-BC) guidelines. Staff anticipate that the expertise offered by this local engineering firm and the familiarity with RDN infrastructure will have a positive impact on the operational projects and their completion.

STRATEGIC PLAN IMPLICATIONS

The recommendation of this report is consistent with the Focus of Service and Organizational Excellence in the 2016 to 2020 Strategic Plan as it relates to providing effective and efficient regional wastewater management services. The technical assistance provided under this agreement would also help provide an asset management focus to infrastructure replacement.



Adrian Limpus
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January 25, 2018

Reviewed by:

- S. DePol, Director of Water and Wastewater Services
- R. Alexander, General Manager, Regional and Community Utilities.
- P. Carlyle, Chief Administrative Officer