

**REGIONAL DISTRICT OF NANAIMO  
REGULAR BOARD MEETING  
AGENDA**

**Tuesday, October 22, 2019**

**7:00 P.M.**

**Board Chambers**

*This meeting will be recorded*

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**  
(All Directors - One Vote)  
That the following minutes be adopted:
  - 3.1 Regular Board Meeting - September 17, 2019** 9
  - 3.2 Special Board Meeting - October 8, 2019** 29
- 4. DELEGATIONS - AGENDA ITEMS**
- 5. CORRESPONDENCE**  
(All Directors - One Vote)  
That the following correspondence be received for information:
  - 5.1 Society of Organized Services, re Oceanside Task Force on Homelessness - Request for Endorsement of Funding Application** 31
- 6. COMMITTEE MINUTES**  
(All Directors - One Vote)  
That the following minutes be received for information:
  - 6.1 Electoral Area Services Committee - October 8, 2019** 32
  - 6.2 Committee of the Whole - October 8, 2019** 37

|            |  |           |
|------------|--|-----------|
| <b>6.3</b> | <b>Community Grants Committee - October 1, 2019</b>  | <b>42</b> |
| <b>6.4</b> | <b>Transit Select Committee - September 19, 2019</b> | <b>45</b> |

## **7. CONSENT AGENDA**

*Note: Directors may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.*

*Committee recommendations on the Consent Agenda were Carried Unanimously at the Committee level.*

(Voting rule varies as noted - Unanimous vote required)

That the following items on the Consent Agenda be adopted by consent:

### **7.1 ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS**

|              |   |           |
|--------------|---|-----------|
| <b>7.1.1</b> | <b>Service Agreement with Gabriola Island Chamber of Commerce to Provide Economic Development for Electoral Area B</b>  | <b>48</b> |
|              | <i>Please note: The original recommendation was varied by the Committee</i>   |           |
|              | (All Directors - Weighted Vote)   |           |
|              | That the Board enter into a new one-year service agreement with the Gabriola Island Chamber of Commerce.  |           |
| <b>7.1.2</b> | <b>Fire Apparatus Purchasing</b>  | <b>59</b> |
|              | (All Directors - One Vote)  |           |
|              | That the Board endorse issuing a Request for Qualifications to select a Fire Apparatus Manufacturer/Dealer as a preferred supplier for a five (5) year term.          |           |
| <b>7.1.3</b> | <b>Fire Services Grant Application</b>  | <b>62</b> |
|              | (All Directors - One Vote)  |           |
|              | 1. That the grant application for \$25,000 to the Union of British Columbia Municipalities for training for the Extension Fire Department be endorsed.                |           |
|              | 2. That the grant application for \$25,000 to the Union of British Columbia Municipalities for the purchase of equipment for the Nanoose Fire Department be endorsed. |           |

#### 7.1.4      **Extension Fire Department Apparatus Replacement** 64

(All Directors - Weighted Vote)

1. That the Board endorse awarding the purchase of a single-axle, 4-door fire rescue engine to Fort Garry Fire Trucks Ltd.

(All Directors - One Vote)

2. That the Board endorse releasing up to \$700,000 from the Extension Fire Service Vehicle and Equipment Reserve Fund to negotiate a contract with Fort Garry Trucks Ltd for the purchase of the fire rescue engine.

### 7.2      **COMMITTEE OF THE WHOLE RECOMMENDATIONS**

#### 7.2.1      **Property Maintenance and Management Services Contract** 67

(All Directors - Weighted Vote)

That the Regional District of Nanaimo enter into a contract with NAI Commercial, Central Vancouver Island Ltd. for a three-year term beginning November 1, 2019, with an option to extend up to an additional two years, for the management of building and property maintenance and other related services for the Main Administration Office building, Transit Administration building, and off-site premises including transit exchanges, respites and bus shelters, at total contract value of \$614,971.00.

#### 7.2.2      **Corporate Carbon Neutral 2032 Plan** 70

(All Directors - Weighted Vote)

That the Board approve up to \$50,000 to be allocated from the Corporate Climate Action Reserve Fund to prepare a Corporate Carbon Neutral 2032 Plan.

#### 7.2.3      **Bay Avenue Pump Station Upgrade – Detailed Design Award** 72

(All Directors - Weighted Vote)

1. That the Board approves the award for Detailed Design of the Bay Avenue Pump Station Upgrade to Koers & Associates Engineering for \$454,847 (Excluding GST).

2. That the Board approves a management reserve of \$45,485 (10% of the contract price) in order to accommodate additional expenses that may be incurred during the Detailed Design Phase of this project.

### 7.3      **COMMUNITY GRANTS COMMITTEE RECOMMENDATIONS**

#### 7.3.1      **Community Grants** 76

*Please note: Committee recommendation has no accompanying report*

(All Directors - Weighted Vote)

That the following Community Grants be awarded and included in the 2020 budget:

- Big Brothers Big Sisters of Central Vancouver Island - \$3,000.00
- Coastal Invasive Species Committee Society - \$2,250.00
- First Unitarian Fellowship of Nanaimo - Unitarian Shelter - \$0
- Gabriola Arts Council - \$0
- Gabriola Commons Foundation - \$0
- Gabriola Historical Museum Society - \$7,000.00
- Gabriola Island Community Hall Association - \$3,627.50
- Gabriola Island Recycling Organization - \$0
- Gabriola Land & Trails Trust - \$1,923.00
- Gabriola Senior Citizens Association - \$2,100.00
- Lighthouse Community Centre Society - \$0
- Mount Arrowsmith Pipe Band Association - \$2,000.00
- Mudge Island Citizens Society - \$0
- Nanaimo Amateur Radio Association - \$3,278.00
- Nanoose Bay Lions Club - \$1,900.00
- Oceanside Community Makerspace Society - \$1,750.00
- Oceanside Hospice Society - \$2,000.00
- Parksville and District Historical Society (Parksville Museum) - \$0
- Royal Canadian Legion - Branch 211, Bowser - \$6,000.00
- Royal Canadian Legion - Branch 256, Mount Benson - \$21,000.00
- The Hope Centre - \$4,784.04
- Yellow Point Drama Group - \$6,636.69

**Total: \$69,249.23**

### 7.3.2 Amendment to Policy No. A1-30

78

*Please note: Committee recommendation has no accompanying report*

(All Directors - One Vote)

That the Community Grants Policy A1-30 be amended to exclude applications of a retroactive nature.



**7.3.3 Adjustment to Community Grants Deadline Date**

*Please note: Committee recommendation has no accompanying report*

(All Directors - One Vote)

That the Community Grants deadline be moved to the last Friday in April.

**7.4 TRANSIT SELECT COMMITTEE RECOMMENDATIONS**

**7.4.1 handyDART Taxi Saver Program**

81

(All Directors, except Electoral Areas B and F - Weighted Vote)

That the handyDART Taxi Saver program frequency be changed to 60 days, and the purchase amount be increased to \$80.00, maintaining the requirement of a minimum of one handyDART trip within the 60-day period.

**7.4.2 Christmas Day Sunday Level Service Conventional Transit 2019**

83

(All Directors, except Electoral Areas B and F - Weighted Vote)

That Conventional Transit on Christmas Day, December 25, 2019, be provided at Sunday level of service.

**7.4.3 Licence of Occupation and Use Amendment**

85

(All Directors - Weighted Vote)

1. That the Regional District of Nanaimo approve the amended Licence of Occupation and Use Agreement for 1 Port Drive with the City of Nanaimo extending the agreement to June 30, 2020.

2. That the Regional District of Nanaimo consent to permit the temporary use of 575 Fitzwilliam 'Prideaux Exchange' for a parking lot for use by RCMP members and staff, until the Regional District of Nanaimo resumes use of the Prideaux Exchange.

**8. COMMITTEE RECOMMENDATIONS**

**8.1 Electoral Area Services Committee**

**8.1.1 Development Variance Permit Application No. PL2019-169 - 3180 Adshead Road, Electoral Area A**

112

Delegations Wishing to Speak to Development Variance Permit Application No. PL2019-169 - 3180 Adshead Road, Electoral Area A

(Electoral Area Directors, except EA B - One Vote)

That the Board approve Development Variance Permit No. PL2019-169 to reduce the required setback from a proposed property line for an existing building that houses livestock from 30.0 metres to 16.5 metres subject to the terms and conditions outlined in Attachment 2.

**8.1.2 Floodplain Management Site-Specific Bylaw Exemption Application No. PL2019-180 - 2516 Pylades Drive, Electoral Area A 121**

(Electoral Area Directors, except EA B - One Vote)

That the Board approve Floodplain Bylaw Exemption Application No. PL2019-180 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 5.

**8.2 Committee of the Whole**

**8.2.1 Regional Growth Strategy Review - Options for Proceeding 135**  
*Please note: The original recommendation was varied by the Committee*

(All Directors, except EA B - One Vote)

That the Board proceed with Option 2 - full Regional Growth Strategy (RGS) review, including a review of the Growth Containment Boundaries specifically in relation to the village nodes, and that a report be prepared to the Board on a Consultation Plan for the review.

**8.2.2 2019 - 2020 Operational Plan Update 142**  
*Please note: Revised 2019-2020 Operational Plan attached*

(All Directors - One Vote)

That the Board endorse the Regional District of Nanaimo 2019 - 2020 Operational Plan Update.

**8.2.3 Electric Vehicle Service Area**

366

(All Directors - One Vote)

1. That the Board direct staff to draft service area and reserve fund bylaws to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations for Electoral Areas B, E, F, G and H.

(All Directors - Weighted Vote)

2. That \$6,575 be included in the 2020 budget to cover six months of operational costs following procurement and installation.

(All Directors - One Vote)

3. That staff be directed to proceed with an alternative approval process for establishment of a new electric vehicle charging station service.

**9. REPORTS****9.1 Community Grants Policy A1-30**

369

(All Directors - One Vote)

That Community Grants Policy A1-30 be amended as presented.

**9.2 RDN Board Update – Emergency Repairs to Carmichael Road in Nanoose**

374

(All Directors - Weighted Vote)

That the Board amend the 2019 Financial Plan to include the expenditure of \$87,426.59 for emergency repairs to Carmichael Road resulting from a watermain break in the Nanoose Bay Peninsula Water Service Area.

**10. BYLAWS - WITH NO ACCOMPANYING REPORT****10.1 Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019**

378

(All Directors - One Vote)

That "Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019" be adopted.

**11. BUSINESS ARISING FROM DELEGATIONS****12. NEW BUSINESS**

**13. IN CAMERA**

(All Directors - One Vote)

It was moved and seconded that pursuant to the following sections of the *Community Charter* the Board proceed to an In Camera meeting:

- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*; and
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

**14. ADJOURNMENT**

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE REGULAR BOARD MEETING**

**Tuesday, September 17, 2019  
7:00 P.M.  
Board Chambers**

|                     |                         |   |
|---------------------|-------------------------|---|
| In Attendance:      | Director I. W. Thorpe   | Chair   |
|                     | Director B. Rogers      | Vice Chair                                    |
|                     | Director K. Wilson      | Electoral Area A                              |
|                     | Director V. Craig       | Electoral Area B                              |
|                     | Director M. Young       | Electoral Area C                              |
|                     | Director L. Salter      | Electoral Area F                              |
|                     | Alternate               |   |
|                     | Director J. Stanhope    | Electoral Area G                              |
|                     | Director S. McLean      | Electoral Area H                              |
|                     | Director L. Krog        | City of Nanaimo                               |
|                     | Director S. Armstrong   | City of Nanaimo                               |
|                     | Director D. Bonner      | City of Nanaimo                               |
|                     | Director T. Brown       | City of Nanaimo                               |
|                     | Director B. Geselbracht | City of Nanaimo                               |
|                     | Director J. Turley      | City of Nanaimo                               |
|                     | Director E. Mayne       | City of Parksville                            |
|                     | Director A. Fras        | City of Parksville                            |
|                     | Director M. Swain       | District of Lantzville                        |
|                     | Director B. Wiese       | Town of Qualicum Beach                        |
| Regrets:            | Director E. Hemmens     | 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                  |
|                     | D. Wells                | Gen. Mgr. Corporate Services                  |
|                     | D. Pearce               | Gen. Mgr. Transportation & Emergency Services |
|                     | J. Hill                 | Mgr. Legislative Services                     |
|                     | C. Golding              | Recording Secretary                           |
|                     | C. Jefferies            | 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.

## **APPROVAL OF THE AGENDA**

19-326

It was moved and seconded that the agenda be approved, as amended, to include the following items under Correspondence:

- 5.4. Chris Thompson, re Comments regarding DP with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H (Agenda Item 9.1.1)
- 5.5. Karen Elliott, Mayor of Squamish, and Josie Osborne, Mayor of Tofino, re Joint Local Government Submission regarding Provincial Plastics Action Plan (Agenda Item 7.3.1)
- 5.6. Nova Woodbury, Executive Director, BC Association of Abattoirs and BC Meats, re Feedback regarding Class D Licences
- 5.7. Linda Addison, Chairperson, Jonanco Hobby Workshop Association, re Thank You Letter and Invitation
- 5.8. Sheila Gurrie, Director, Legislative Services, City of Nanaimo, re Request for Resolution of Support for Municipal and Regional District Hotel Room Tax Increase

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Regular Board Meeting - July 23, 2019**

19-327

It was moved and seconded that the minutes of the Regular Board meeting held July 23, 2019, be adopted.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

19-328

It was moved and seconded that the following correspondence be received for information:

Carol O'Connor, Chairperson, The Early Learning & Child Care Council for Oceanside, re Appointing an Official RDN Liaison

Cynthia and Terry Riglin, re Letter in opposition to DP with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H (Agenda Item 9.1.1)

L. Leskow and M. Piquette, re Letter in opposition to DVP No. PL2019-156 - 1396 Sunrise Drive, Electoral Area G (Agenda Item 9.1.7)

Chris Thompson, re Comments regarding DP with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H (Agenda Item 9.1.1)

Karen Elliott, Mayor of Squamish, and Josie Osborne, Mayor of Tofino, re Joint Local Government Submission regarding Provincial Plastics Action Plan (Agenda Item 7.3.1)

Nova Woodbury, Executive Director, BC Association of Abattoirs and BC Meats, re Feedback regarding Class D Licences

Linda Addison, Chairperson, Jonanco Hobby Workshop Association, re Thank You Letter and Invitation

Sheila Gurrie, Director, Legislative Services, City of Nanaimo, re Request for Resolution of Support for Municipal and Regional District Hotel Room Tax Increase

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM CORRESPONDENCE**

### **Request for Resolution of Support for Municipal and Regional District Hotel Room Tax Increase**

19-329

It was moved and seconded that the Board supports the proposed 3% Municipal and Regional District Hotel Room Tax in the City of Nanaimo beginning April 1, 2020.

CARRIED UNANIMOUSLY

**The Early Learning & Child Care Council for Oceanside, re Appointing an Official Regional District of Nanaimo Liaison**

It was moved and seconded that the Board appoint an official liaison to represent the Regional District of Nanaimo districts within Oceanside at Early Learning & Child Care Council for Oceanside meetings.

19-330

It was moved and seconded that the appointment of an official liaison to represent the Regional District of Nanaimo at Early Learning & Child Care Council meetings be deferred to 2020 budget deliberations.

Opposed (9): Director Wilson, Director Young, Director Salter, Director McLean, Director Bonner, Director Brown, Director Geselbracht, Director Fras, and Director Wiese

DEFEATED

19-331

The vote was taken on the main motion:

That the Board appoint an official liaison to represent the Regional District of Nanaimo districts within Oceanside at Early Learning & Child Care Council for Oceanside meetings.

Opposed (6): Director Thorpe, Director Rogers, Director Wilson, Director Craig, Director Armstrong, and Director Turley

CARRIED

**COMMITTEE MINUTES**

19-332

It was moved and seconded that the following minutes be received for information:

Electoral Area Services Committee - September 3, 2019

Committee of the Whole - September 3, 2019

Solid Waste Management Select Committee - September 5, 2019

Englishman River Water Service Management Board - September 5, 2019

Arrowsmith Water Service Management Board - September 5, 2019

Oceanside Services Committee - September 12, 2019

CARRIED UNANIMOUSLY

**CONSENT AGENDA**

At the request of Directors, the following items were removed from the Consent Agenda for consideration under Section 8. Items Removed from the Consent Agenda:

7.3.1 CleanBC - Plastics Action Plan Regional District of Nanaimo Submission

7.5.1 Englishman River Water Service, Contract 1 Project Update and Budget Increase Request



19-333

It was moved and seconded that the following items in the Consent Agenda be adopted by consent:

- 7.1.1 Request for Relaxation of the Minimum 10 percent Perimeter Frontage Requirement in relation to Subdivision Application No. PL2018-116 - 6961, 6931, 6973 and 6977 Doumont Road, Electoral Area C
- 7.1.2 Municipal Insurance Association of British Columbia Society Coverage
- 7.1.3 Bow Horn Bay Fire Protection Boundary Expansion
- 7.1.4 Dashwood Fire Hall Alternative Approval Process Results
- 7.2.1 2020 Board and Standing Committee Regular Meeting Schedule
- 7.2.2 Vancouver Island Agricultural Adaptation Strategy
- 7.2.3 2018 Regional Growth Strategy Annual Report
- 7.2.4 Island Health Request to Administer Funds for the Nanaimo Community Health Network
- 7.2.5 Nanaimo & Area Land Trust, re 2019 Activities Report and 2020 Funding Request
- 7.2.6 Community Works Funds - Extension Recreation Commission Society
- 7.3.2 Brewers Recycled Container Collection Council Plan Draft Consultation Submission
- 7.3.3 Industrial, Commercial and Institutional Recycling Letter to Minister Heyman
- 7.4.1 Oceanside Community Safety Grants
- 7.4.2 Recreation Services Agreement Renewal with Arrowsmith Community Recreation Association - 2020-2022
- 7.4.3 Oceanside Recreation Services Grant Program – Fall 2019 Applications
- 7.4.4 Oceanside Community Safety Funding Request for Full-Time Executive Director

CARRIED UNANIMOUSLY

The items and recommendations referred to above are as follows:

#### **ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS**

**Request for Relaxation of the Minimum 10 percent Perimeter Frontage Requirement in relation to Subdivision Application No. PL2018-116 - 6961, 6931, 6973 and 6977 Doumont Road, Electoral Area C**

19-334

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots B and H in relation to Subdivision Application No. PL2018-116.

ADOPTED ON CONSENT

#### **Municipal Insurance Association of British Columbia Society Coverage**

19-335

That the Board endorse offering the Municipal Insurance Association of British Columbia Society coverage to the volunteer fire department societies.

ADOPTED ON CONSENT

19-336

That the Board endorse contributions of \$5,000 to the insurance deductible reserve accounts to increase the reserve balance to a maximum of \$100,000.

ADOPTED ON CONSENT

**Bow Horn Bay Fire Protection Boundary Expansion**

19-337

That "Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.10, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

ADOPTED ON CONSENT

**Dashwood Fire Hall Alternative Approval Process Results**

19-338

That "Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019", be adopted.

ADOPTED ON CONSENT

19-339

That "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019", be adopted.

ADOPTED ON CONSENT

**COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**2020 Board and Standing Committee Regular Meeting Schedule**

19-340

That the 2020 Board and Standing Committee regular meeting schedule be approved as presented.

ADOPTED ON CONSENT

**Vancouver Island Agricultural Adaptation Strategy**

19-341

That the Chair appoint a member of the Board to the Agricultural Adaptation Advisory Committee.

ADOPTED ON CONSENT

19-342

That the report titled 'Vancouver Island Agricultural Adaptation Strategy' be provided to the Regional District of Nanaimo's Agricultural Advisory Committee for information.

ADOPTED ON CONSENT

**2018 Regional Growth Strategy Annual Report**

19-343

That the 2018 Regional Growth Strategy Annual Report be endorsed.

ADOPTED ON CONSENT

**Island Health Request to Administer Funds for the Nanaimo Community Health Network**

19-344

That the Board approve the Regional District of Nanaimo entering into a service contract with Island Health to accept \$50,000 annually to provide a contracted Coordinator and pay for related expenses for the Nanaimo Community Health Network, subject to the following conditions:

- a. that Island Health, Oceanside Health and Wellness Network, and Nanaimo Community Health Network support a single Coordinator contract for both Community Health Networks;
- b. that the Coordinator's responsibilities include regular reporting to the Regional District of Nanaimo Board and staff to assist with determining how the Regional District of Nanaimo can further contribute to advancing improvements to the health and wellbeing of its citizens;
- c. that the Regional District of Nanaimo charge an administration fee; and
- d. that the contract term with Island Health be 18 months to allow for review of the joint Coordinator model prior to consideration of renewal.

ADOPTED ON CONSENT

**Nanaimo & Area Land Trust, re 2019 Activities Report and 2020 Funding Request**

19-345

That the Nanaimo & Area Land Trust funding request be referred to budget deliberations.

ADOPTED ON CONSENT

**Community Works Funds - Extension Recreation Commission Society**

19-346

That pending approval by the Union of BC Municipalities, up to \$160,000 of unallocated 2020 Electoral Area C Community Works Funds be allocated to the Extension Recreation Commission Society to replace the tennis court with a basketball court.

ADOPTED ON CONSENT

**SOLID WASTE MANAGEMENT SELECT COMMITTEE RECOMMENDATIONS**

**Brewers Recycled Container Collection Council Plan Draft Consultation Submission**

19-347

That the Board approve the draft letter prepared by staff and submit to the Brewers Recycled Container Collection Council in response to their draft Container Stewardship Plan.

ADOPTED ON CONSENT

**Industrial, Commercial and Institutional Recycling Letter to Minister Heyman**

19-348

That the Board Chair be authorized to sign the joint letter prepared by the Thompson-Nicola Regional District addressed to the Honourable Minister Heyman requesting that waste sourced from the industrial, commercial and institutional sectors be included in the *Recycling Regulation*.

ADOPTED ON CONSENT

**OCEANSIDE SERVICES COMMITTEE RECOMMENDATIONS**

**Oceanside Community Safety Grants**

19-349

That the \$4,800 grant previously approved for signage for the Shorewood San Pareil Owners and Residents Association be approved for the purchase of First Aid equipment and emergency response supplies subject to the completion of an Emergency Plan outlining locations and procedures for access of supplies.

ADOPTED ON CONSENT

**Recreation Services Agreement Renewal with Arrowsmith Community Recreation Association - 2020-2022**

19-350

That the Recreation Services Delivery Agreement (Attachment 1) with the Arrowsmith Community Recreation Association be renewed for a three-year term from January 1, 2020 through to December 31, 2022.

ADOPTED ON CONSENT

**Oceanside Recreation Services Grant Program – Fall 2019 Applications**

19-351

That grant funding be awarded as follows to the following eligible applicants for the fall 2019 intake of the Oceanside Services Committee Recreation Grant Program - Youth:

- Arrowsmith Community Recreation Association; Youth sports programs - \$2,100
- Arrowsmith Community Recreation Association; Youth Week Basketball tournament - \$549
- Bard to Broadway; Performing Arts Series - \$1,210
- Bard to Broadway; Youth Summer Theatre Workshop - \$295
- Bowser Elementary School; Outdoor recreation field trips - \$2,500
- Kwalikum Secondary School; Bike Club equipment - \$3,500
- Oceanside Community Makerspace; Promotional materials, supplies, waiving program fees - \$1,750
- Oceanside Minor Lacrosse Association; Pinnies; light tokens - \$2,500
- Oceanside Track and Field Club; Throwing equipment, computer and software - \$2,500
- Ravensong Aquatic Club; Training equipment - \$2,150

Total Youth Recreation Grants - \$19,054

ADOPTED ON CONSENT

19-352

That grant funding be awarded as follows to the following eligible applicants for the fall 2019 intake of the Oceanside Services Committee Recreation Grant Program – Community Recreation:

- Arrowsmith Agricultural Association; Coombs Fair Family Day - \$1,295
- Arrowsmith Community Recreation Association; Coombs Candy Walk - \$2,127
- Arrowsmith Community Recreation Association; Food Skills for Families - \$1,200
- Arrowsmith Community Recreation Association; Old-fashioned Country Picnic - \$1,081
- Errington Cooperative Preschool; Preschool supplies - \$1,500
- Errington War Memorial Hall; Promotion for ongoing events - \$2,000
- Forward House Community Society; On the Go program funding - \$1,750
- Friends of Dunsmuir Park; Equipment, picnic tables - \$2,500
- Lions Club of Parksville; Lions Free Skate ice rental - \$500
- Parksville Golden Oldies Sports Association; Van-Isle Walking Soccer tournament - \$2,000
- Parksville Lawn Bowling Club; Lawn bowls - \$2,560
- Spinal Cord Injury BC; Equipment rental and event supplies - \$2,500
- Town of Qualicum Beach; Select Committee on Family Day; free family swim 2019 - \$500
- Town of Qualicum Beach; Family Day free swim 2020 - \$500
- Ravensong Masters Swim Club; Program costs, rental fees, coaching expenses - \$1,200
- Qualicum Community Education and Wellness Society; Universal Access Qualicum Beach fitness equipment - \$2,500

Total Community Recreation Grants - \$25,713

ADOPTED ON CONSENT

#### **Oceanside Community Safety Funding Request for Full-Time Executive Director**

19-353

That the Oceanside Community Safety funding increase request to hire a full-time executive director be referred to 2020 budget deliberations.

ADOPTED ON CONSENT

#### **ITEMS REMOVED FROM THE CONSENT AGENDA**

#### **Englishman River Water Service, Contract 1 Project Update and Budget Increase Request**

19-354

It was moved and seconded that the Regional District of Nanaimo adopt its portion of the additional \$383,300 required in the 2019 Englishman River Water Service capital budget for Contract 1.

CARRIED UNANIMOUSLY

**CleanBC - Plastics Action Plan Regional District of Nanaimo Submission**

19-355

It was moved and seconded that the Board endorse the submission to the Ministry of Environment and Climate Change Strategy regarding the CleanBC, Plastics Action Plan: Policy Consultation Paper and that the Regional District sign the joint local government submission regarding Provincial Plastics Action Plan submitted by the Mayors of Squamish and Tofino.

CARRIED UNANIMOUSLY

**ITEMS NOT INCLUDED IN CONSENT AGENDA**

**COMMITTEE RECOMMENDATIONS**

**Electoral Area Services Committee**

**Development Permit with Variance Application No. PL2019-057 - Lot 31 Seaview Drive, Electoral Area H**

19-356

It was moved and seconded that Item 6 of conditions of approval of Development Permit with Variance Application No. PL2019-057 listed in Attachment 2, Schedule 1 – Conditions of permit, be removed from the conditions of approval.

CARRIED UNANIMOUSLY

19-357

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-057 to permit the development of a dwelling unit, accessory building, and associated yard area subject to the terms and conditions outlined in Attachment 2, as amended to remove Item 6 from the conditions of approval.

CARRIED UNANIMOUSLY

19-358

It was moved and seconded that the Board exempt Lot 31, District Lot 28, Newcastle District, Plan 22249 from Section 13(b) of Bylaw 1469 to allow the construction of a dwelling unit within 15 metres from the natural boundary of any other watercourse including a lake, marsh or pond.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2019-099 - Lot A, Elm Road, Electoral Area A**

19-359

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-099 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2019-145 - 846 Ackerman Road, Electoral Area G**

19-360

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-145 to reduce the setback from the exterior side lot line for dwelling units 1 to 5 and 11 to 20 subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2018-216 - 3835 Charlton Drive, Electoral Area H**

19-361

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-216 to reduce the front lot line setback from 8.0 metres to 5.0 metres for a proposed dwelling unit subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

**Development Variance Permit Application No. PL2019-110 - 1640 Stewart Road, Electoral Area E**

19-362

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-110 to reduce the setback for an interior side lot line and the natural boundary of the sea to permit the renovation of an existing dwelling unit and to permit a second storey addition subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY



**Development Variance Permit Application No. PL2019-134 and Request for Relaxation of the Minimum 10 percent Frontage Requirement in Relation to Subdivision Application No. PL2017-072 - 2925 Turnbull Road, Electoral Area H**

19-363

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 3 in relation to Subdivision Application No. PL2017-072, subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

19-364

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-134 to increase the permitted parcel depth of proposed Lot 2 subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

**Development Variance Permit No. PL2019-156 for lot depth and Request for Relaxation of the Minimum 10 percent Perimeter Frontage Requirement in relation to Subdivision Application No. PL2019-044 - 1396 Sunrise Drive, Electoral Area G**

Guy Fletcher, JE Anderson & Associates, spoke in support of the application.

19-365

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lots A and B in relation to Subdivision Application No. PL2019-044, subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

19-366

It was moved and seconded that the Board approve the request to increase the permitted lot depth for proposed lots A and B for Development Variance Permit No. PL2019-156, subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

**Temporary Use Permit Application No. PL2019-090 - Kipp Road, Electoral Area A**

19-367

It was moved and seconded that Item 6 of the conditions of approval of Development Permit Application No. PL2019-090 listed in Attachment 3, Schedule 1 - Conditions of Permit, be amended to add the words "to include carcass surveys of birds, bats, and other incidental species following survey recommendations to be provided by a professional biologist" after the words ...prepared by a qualified professional.

CARRIED UNANIMOUSLY

19-368

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on July 10, 2019.

CARRIED UNANIMOUSLY

19-369

It was moved and seconded that the Board approve Temporary Use Permit No. PL2019-090 to allow the use of a wind turbine on the subject property subject to the terms and conditions outlined in Attachment 3, as amended.

CARRIED UNANIMOUSLY

### **Emergency Program Bylaws**

19-370

It was moved and seconded that "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-371

It was moved and seconded that "Regional District of Nanaimo Emergency Program Bylaw No. 1790, 2019" be adopted.

CARRIED UNANIMOUSLY

19-372

It was moved and seconded that "Regional District of Nanaimo Emergency Program Extended Service Amendment Bylaw No. 952.01, 2019" be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

### **Committee of the Whole**

#### **Bylaw No. 1799 – Alberni-Clayoquot Regional District – 2020 Permissive Tax Exemption**

19-373

It was moved and seconded that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-374

It was moved and seconded that "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019" be adopted.

CARRIED UNANIMOUSLY

**Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019**

19-375

It was moved and seconded that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-376

It was moved and seconded that "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019" be adopted.

CARRIED UNANIMOUSLY

**Bylaw No. 1655.10, 2019 – Water User Rates Amendments 2019**

19-377

It was moved and seconded that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-378

It was moved and seconded that "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019" be adopted.

CARRIED UNANIMOUSLY

**REPORTS**

**OCP and Zoning Amendments for Nanaimo Airport Draft Amendments for Consultation**

It was moved and seconded that the Board receive the draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands for the purpose of community and stakeholder consultation.

19-379

It was moved and seconded that the OCP and Zoning Amendments for Nanaimo Airport Draft Amendments for Consultation be referred to the In Camera session for further discussions.

CARRIED UNANIMOUSLY

**Official Election Results – 2019 Electoral Area G By-election**

19-380

It was moved and seconded that the official election results for the 2019 Electoral Area G by-election be received for information.

CARRIED UNANIMOUSLY

**Zoning Amendment Application No. PL2018-121 – Fowler Road, Electoral Area H – Amendment Bylaw 500.424, 2019 – Third Reading**

19-381

It was moved and seconded that the Board receive the report of the Public Hearing held on July 24, 2019 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019”.

CARRIED UNANIMOUSLY

19-382

It was moved and seconded that the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019”.

CARRIED UNANIMOUSLY

**Zoning Amendment Application No. PL2019-037 – 760, 770, 772 and 780 Horne Lake Road, Electoral Area H – Amendment Bylaw 500.427, 2019 –Third Reading**

19-383

It was moved and seconded that the Board receive the report of the Public Hearing held on July 24, 2019, for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019”.

CARRIED UNANIMOUSLY

19-384

It was moved and seconded that the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019”.

CARRIED UNANIMOUSLY

**BYLAWS - WITH NO ACCOMPANYING REPORT**

**Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.03, 2019**

19-385

It was moved and seconded that "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.03, 2019", be introduced and read three times.

CARRIED UNANIMOUSLY

19-386

It was moved and seconded that "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.03, 2019", be adopted.

CARRIED UNANIMOUSLY

**Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019**

19-387

It was moved and seconded that "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019", be adopted.

CARRIED UNANIMOUSLY

**MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

**2019 Zero Waste Conference**

19-388

It was moved and seconded that Director Geselbracht attend the 2019 Zero Waste Conference in Vancouver, BC, October 30 & 31, 2019 at a total cost of \$475 plus GST.

CARRIED UNANIMOUSLY

**Ballenas Track Upgrade Project Steering Committee**

19- 389

It was moved and seconded that the Regional District of Nanaimo Board of Directors request that a Board representative sit on the Ballenas Track Upgrade Project Steering Committee that is being formed by School District 69.

Opposed (2): Director Rogers, and Director Turley

CARRIED

It was moved and seconded that Regional District of Nanaimo Recreation staff work in conjunction with School District 69 staff, the Steering Committee, and any necessary consultants to develop a detailed plan using up to \$100,000 of funds that have been set aside in the 2019 budget for this purpose.

19-390

It was moved and seconded that the motion "That Regional District of Nanaimo Recreation staff work in conjunction with School District 69 staff, the Steering Committee, and any necessary consultants to develop a detailed plan using up to \$100,000 of funds that have been set aside in the 2019 budget for this purpose", be deferred until a response is received from the School District regarding the Board's request for representation on the Steering Committee, and receipt of a staff report.

CARRIED UNANIMOUSLY

### **Committee of the Whole Meeting Time**

It was moved and seconded that Committee of the Whole meetings be held at 10:00 a.m. instead of 3:00 p.m.

It was moved and seconded that the motion "That Committee of the Whole meetings be held at 10:00 a.m. instead of 3:00 p.m." be referred to the October 8, 2019, Committee of the Whole meeting.

The motion was withdrawn.

19-391

The vote was taken on the main motion:

That Committee of the Whole meetings be held at 10:00 a.m. instead of 3:00 p.m.

Opposed (16): Director Thorpe, Director Rogers, Director Wilson, Director Craig, Director Young, Director Salter, Director Stanhope, Director McLean, Director Krog, Director Armstrong, Director Bonner, Director Brown, Director Geselbracht, Director Turley, Director Fras, and Director Swain

DEFEATED

## **IN CAMERA**

19-392

It was moved and seconded that pursuant to the following sections of the *Community Charter* the Board proceed to an In Camera meeting:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 8:55 PM

RECONVENE: 9:51 PM

## **OCP and Zoning Amendments for Nanaimo Airport Draft Amendments for Consultation**

19-393

It was moved and seconded that the Board receive the draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands for the purpose of community and stakeholder consultation.

CARRIED UNANIMOUSLY

## **RISE AND REPORT**

### **Board Appointment to the Solid Waste Management Plan Monitoring Advisory Committee**

19-394

It was moved and seconded that James Spencer be appointed to the Solid Waste Management Plan Monitoring Advisory Committee for a term ending December 31, 2020

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:52 PM

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CHAIR

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CORPORATE OFFICER



**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE SPECIAL BOARD MEETING**

**Tuesday, October 8, 2019  
3:00 P.M.  
Board Chambers**

|                     |                         |   |
|---------------------|-------------------------|---|
| In Attendance:      | Director I. W. Thorpe   | Chair   |
|                     | Director B. Rogers      | Vice Chair                                    |
|                     | Director K. Wilson      | Electoral Area A                              |
|                     | Director V. Craig       | Electoral Area B                              |
|                     | Director M. Young       | Electoral Area C                              |
|                     | Director L. Salter      | Electoral Area F                              |
|                     | Director L. Wallace     | Electoral Area G                              |
|                     | Director S. McLean      | Electoral Area H                              |
|                     | Director L. Krog        | City of Nanaimo                               |
|                     | Director S. Armstrong   | City of Nanaimo                               |
|                     | Director D. Bonner      | City of Nanaimo                               |
|                     | Director T. Brown       | City of Nanaimo                               |
|                     | Director B. Geselbracht | City of Nanaimo                               |
|                     | Director E. Hemmens     | City of Nanaimo                               |
|                     | Director J. Turley      | City of Nanaimo                               |
|                     | Director E. Mayne       | City of Parksville                            |
|                     | Director A. Fras        | City of Parksville                            |
|                     | Director M. Swain       | District of Lantzville                        |
|                     | Director B. Wiese       | Town of Qualicum Beach                        |
| Also in Attendance: | P. Carlyle              | Chief Administrative Officer                  |
|                     | D. Banman               | A/Gen. Mgr. Recreation & Parks Services       |
|                     | J. Bradburne            | A/Gen. Mgr. Corporate Services                |
|                     | S. De Pol               | A/Gen. Mgr. Regional & Community Utilities    |
|                     | G. Garbutt              | Gen. Mgr. Strategic & Community Development   |
|                     | D. Pearce               | Gen. Mgr. Transportation & Emergency Services |
|                     | T. Mayea                | A/Mgr. Legislative Services                   |
|                     | C. Golding              | Recording Secretary                           |
|                     | C. Jefferies            | 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 Director Wallace as the new Director of Electoral Area G to the meeting.

**MOTION TO WAIVE NOTICE**

19-395

It was moved and seconded that the Special Board meeting notice requirements be waived.

CARRIED UNANIMOUSLY

**APPROVAL OF THE AGENDA**

19-396

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**COMMITTEE RECOMMENDATIONS**

**Transit Select Committee**

**Free Transit on Federal Election Day – October 21, 2019**

19-397

It was moved and seconded that free transit be provided on General Voting Day for the Federal Election on October 21, 2019.

CARRIED UNANIMOUSLY

**BYLAWS - WITH NO ACCOMPANYING REPORT**

**Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.13, 2019**

19-398

It was moved and seconded that "Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.13, 2019" be adopted.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:06 PM

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CHAIR

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CORPORATE OFFICER



October 16, 2019

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

Dear Mr. Thorpe,

**RE: OCEANSIDE TASK FORCE ON HOMELESSNESS  
RURAL AND REMOTE HOMELESSNESS – REQUEST FOR ENDORSEMENT OF  
FUNDING APPLICATION**

Since the inception of the Oceanside Task Force on Homelessness (OTFH) in 2010, the Regional District of Nanaimo has been supportive of the work of the Task Force and the RDN Board liaisons have been significant contributors to the success of this collaborative effort.

Currently the Task Force, through District 69 Society of Organized Services (SOS), is in the process of applying for “*Rural and Remote Homelessness – Reaching Home: Canada’s Homelessness Strategy*” project funding from the Federal Government. Since 2013, the Task Force has accessed this federal funding to support local homeless.

We respectfully request that the RDN Board once again consider endorsing this funding application to enable the Task Force to continue to support local homeless, and at risk of homelessness, residents. This funding opportunity provides supports for homeless individuals, who are being housed, possibly for the first time in many years, and include food, furniture, supplies, damage/pet deposits, and help with other barriers to housing.

Thank you for your consideration of our request.

Sincerely,

Susanna Newton  
Executive Director

**REGIONAL DISTRICT OF NANAIMO**  
**MINUTES OF THE ELECTORAL AREA SERVICES COMMITTEE MEETING**

**Tuesday, October 8, 2019**  
**1:30 P.M.**  
**Board Chambers**

|                     |                     |   |
|---------------------|---------------------|---|
| In Attendance:      | Director B. Rogers  | Chair   |
|                     | Director K. Wilson  | Electoral Area A                              |
|                     | Director V. Craig   | Electoral Area B                              |
|                     | Director M. Young   | Electoral Area C                              |
|                     | Director L. Salter  | Electoral Area F                              |
|                     | Director L. Wallace | Electoral Area G                              |
|                     | Director S. McLean  | Electoral Area H                              |
| Also in Attendance: | P. Carlyle          | Chief Administrative Officer                  |
|                     | D. Banman           | A/Gen. Mgr. Recreation & Parks Services       |
|                     | S. De Pol           | A/Gen. Mgr. Regional & Community Utilities    |
|                     | J. Bradburne        | A/Gen. Mgr. Corporate Services                |
|                     | G. Garbutt          | Gen. Mgr. Strategic & Community Development   |
|                     | D. Pearce           | Gen. Mgr. Transportation & Emergency Services |
|                     | P. Thompson         | Mgr. Long Range Planning                      |
|                     | T. Mayea            | A/Mgr. Legislative Services                   |
|                     | Cheryl Golding      | Recording Secretary                           |
|                     | Cyndy Jefferies     | 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 Director Wallace as the new Director of Electoral Area G to the meeting.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Electoral Area Services Committee Meeting - September 3, 2019**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held September 3, 2019, be adopted.

CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **Julie Sperber, Community Economic Development Officer, Gabriola Chamber of Commerce, re Overview of the Electoral Area B Economic Development Project**

Julie Sperber, Community Economic Development Officer, Gabriola Chamber of Commerce provided an overview of the Electoral Area B, Economic Development Project and requested funding for another three years.

## **UNFINISHED BUSINESS**

### **Community Works Fund Policy A2.24**

It was moved and seconded that the attached Community Works Fund Policy A2.24 and staff report be received for information.

CARRIED UNANIMOUSLY

## **COMMITTEE MINUTES**

### **Electoral Area F Parks and Open Space Advisory Committee - September 11, 2019**

It was moved and seconded that the minutes from Electoral Area F Parks and Open Space Advisory Committee held September 11, 2019, be received for information.

CARRIED UNANIMOUSLY

## **COMMITTEE RECOMMENDATIONS**

### **Electoral Area F Parks and Open Space Advisory Committee**

#### **Little Mountain Crown Lands**

It was moved and seconded that the Province of B.C. be approached requesting the Crown Forest Land known as Little Mountain be designated as a Regional District of Nanaimo Park.

It was moved and seconded that the Electoral Area F Parks and Open Space Advisory Committee recommendation to designate Little Mountain Crown Lands as a Regional District of Nanaimo Park be referred to the Regional Parks and Trails Select Committee.

CARRIED UNANIMOUSLY

## **PLANNING**

### **Development Variance Permit**

#### **Development Variance Permit Application No. PL2019-169 - 3180 Adshead Road, Electoral Area A**

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-169 to reduce the required setback from a proposed property line for an existing building that houses livestock from 30.0 metres to 16.5 metres subject to the terms and conditions outlined in Attachment 2.

CARRIED

UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-169.

CARRIED UNANIMOUSLY

### **Other**

#### **Service Agreement with Gabriola Island Chamber of Commerce to Provide Economic Development for Electoral Area B**

It was moved and seconded that the Board enter into a new one-year service agreement with the Gabriola Island Chamber of Commerce.

CARRIED

UNANIMOUSLY

#### **Floodplain Management Site-Specific Bylaw Exemption Application No. PL2019-180 - 2516 Pylades Drive, Electoral Area A**

It was moved and seconded that the Board approve Floodplain Bylaw Exemption Application No. PL2019-180 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 5, and that the following text be removed from Attachment 2, Conditions of Approval:

"The Following is to be completed to the satisfaction of the RDN prior to occupancy of the proposed dwelling unit.

The Permittee shall, at the Permittee's cost and to the satisfaction of the RDN construct a seawall, to the design specifications and location agreed to in number 2 above, prior to the issuance of occupancy, to a minimum elevation of 4.65 metres geodetic."

*This motion was not considered by the Committee due to lack of a seconder.*

It was moved and seconded that the Floodplain Management Site-Specific Bylaw Exemption Application No. PL2019-180 – 2516 Pylades Drive, Electoral Area A be referred to staff to report to the next Electoral Area Services Committee meeting.

Opposed (5): Director Craig, Director Wilson, Director Young, Director Wallace, and Director McLean

DEFEATED

It was moved and seconded that the Board approve Floodplain Bylaw Exemption Application No. PL2019-180 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 5.

Opposed (3): Director Wilson, Director Wallace, Director Salter

CARRIED

## **COMMUNITY PARKS**

### **Parks Summer 2019 Update Report**

It was moved and seconded that the Parks Summer 2019 Update Report be received as information.

CARRIED UNANIMOUSLY

## **FIRE PROTECTION**

### **Fire Apparatus Purchasing**

It was moved and seconded that the Board endorse issuing a Request for Qualifications to select a Fire Apparatus Manufacturer/Dealer as a preferred supplier for a five (5) year term.

CARRIED UNANIMOUSLY

### **Fire Services Grant Application**

It was moved and seconded that the grant application for \$25,000 to the Union of British Columbia Municipalities for training for the Extension Fire Department be endorsed.

CARRIED UNANIMOUSLY

It moved and seconded that the grant application for \$25,000 to the Union of British Columbia Municipalities for the purchase of equipment for the Nanoose Fire Department be endorsed.

CARRIED UNANIMOUSLY

### **Extension Fire Department Apparatus Replacement**

It was moved and seconded that the Board endorse awarding the purchase of a single-axle, 4-door fire rescue engine to Fort Garry Fire Trucks Ltd.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board endorse releasing up to \$700,000 from the Extension Fire Service Vehicle and Equipment Reserve Fund to negotiate a contract with Fort Garry Trucks Ltd for the purchase of the fire rescue engine.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**Directors' Roundtable**

Directors provided updates to the Committee.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:48 PM

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CHAIR



**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING**

**Tuesday, October 8, 2019  
3:07 P.M.  
Board Chambers**

|                     |                         |   |
|---------------------|-------------------------|---|
| In Attendance:      | Director I. W. Thorpe   | Chair   |
|                     | Director B. Rogers      | Vice Chair                                    |
|                     | Director K. Wilson      | Electoral Area A                              |
|                     | Director V. Craig       | Electoral Area B                              |
|                     | Director M. Young       | Electoral Area C                              |
|                     | Director L. Salter      | Electoral Area F                              |
|                     | Director L. Wallace     | Electoral Area G                              |
|                     | Director S. McLean      | Electoral Area H                              |
|                     | Director L. Krog        | City of Nanaimo                               |
|                     | Director S. Armstrong   | City of Nanaimo                               |
|                     | Director D. Bonner      | City of Nanaimo                               |
|                     | Director T. Brown       | City of Nanaimo                               |
|                     | Director B. Geselbracht | City of Nanaimo                               |
|                     | Director E. Hemmens     | City of Nanaimo                               |
|                     | Director J. Turley      | City of Nanaimo                               |
|                     | Director E. Mayne       | City of Parksville                            |
|                     | Director A. Fras        | City of Parksville                            |
|                     | Director M. Swain       | District of Lantzville                        |
|                     | Director B. Wiese       | Town of Qualicum Beach                        |
| Also in Attendance: | P. Carlyle              | Chief Administrative Officer                  |
|                     | D. Banman               | A/Gen. Mgr. Recreation & Parks Services       |
|                     | J. Bradburne            | A/Gen. Mgr. Corporate Services                |
|                     | S. De Pol               | A/Gen. Mgr. Regional & Community Utilities    |
|                     | G. Garbutt              | Gen. Mgr. Strategic & Community Development   |
|                     | D. Pearce               | Gen. Mgr. Transportation & Emergency Services |
|                     | T. Mayea                | A/Mgr. Legislative Services                   |
|                     | C. Golding              | Recording Secretary                           |
|                     | C. Jefferies            | 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.

## **APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved, as amended, to include Item No. 6.1 under Correspondence:

6.1 Eve Flynn, Chair, Board of Education, School District No. 69, re Invitation for Regional District of Nanaimo Representation on Ballena's Track Renewal Steering Committee

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Regular Committee of the Whole Meeting - September 3, 2019**

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held September 3, 2019, be adopted.

CARRIED UNANIMOUSLY

## **AWARD PRESENTATION**

### **Excellence in Biosolids**

Sean de Pol, A/General Manager, Regional & Community Utilities, presented the Board with the Excellence in Biosolids Management Award. The award was won alongside project partners Domenico Iannidinardo, Vice President, Forest & Sustainability and Chief Forester representing Mosaic Forest Management, Timberland Manager for Island Timberlands, and TimberWest; Morgan Deno, Landowner Liaison representing the Nanaimo Mountain Bike Club; Ryan Prontack, Engineering Superintendent representing Harmac Pacific; and Shelley Norum, Wastewater Project Coordinator, Regional District of Nanaimo. The award was presented to the Regional District of Nanaimo by the Northwest Biosolids Association acknowledging excellence in environmental sustainability through beneficial use of Biosolids.

## **DELEGATIONS**

### **Joan Merrifield, President, Gabriola Museum, re Annual Report**

Joan Merrifield, President, Gabriola Museum, provided the Board with the 2019 Gabriola Museum Annual Report. The presentation highlighted the new exhibit, budget projections, gift shop sales, and an increase in visitors to the museum. It was noted that the society will be formally requesting an increase in funding in 2020.

## **CORRESPONDENCE**

It was moved and seconded that the following correspondence be received for information:

Eve Flynn, Chair, Board of Education, School District No. 69, re Invitation for Regional District of Nanaimo Representation on Ballena's Track Renewal Steering Committee

CARRIED UNANIMOUSLY

## **COMMITTEE MINUTES**

That the following minutes be received for information:

Drinking Water and Watershed Protection Technical Advisory Committee - September 10, 2019

CARRIED UNANIMOUSLY

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **Property Maintenance and Management Services Contract**

It was moved and seconded that the Regional District of Nanaimo enter into a contract with NAI Commercial, Central Vancouver Island Ltd. for a three-year term beginning November 1, 2019, with an option to extend up to an additional two years, for the management of building and property maintenance and other related services for the Main Administration Office building, Transit Administration building, and off-site premises including transit exchanges, respites and bus shelters, at total contract value of \$614,971.00.

CARRIED UNANIMOUSLY

### **Regional Growth Strategy Review - Options for Proceeding**

It was moved and seconded that the Board proceed with Option 2 – full Regional Growth Strategy (RGS) review and that a report be prepared to the Board on a Consultation Plan for the review.

It was moved and seconded that the main motion be amended to include the following after the words "Regional Growth Strategy (RGS) review":

"including a review of the Growth Containment Boundaries specifically in relation to the village nodes,"

Opposed (6): Director Thorpe, Director Rogers, Director Wilson, Director Armstrong, Director Turley, and Director Mayne

CARRIED

The vote was taken on the main motion as amended:

That the Board proceed with Option 2 - full Regional Growth Strategy (RGS) review including a review of the Growth Containment Boundaries specifically in relation to the village nodes, and that a report be prepared to the Board on a Consultation Plan for the review.

Opposed (5): Director Rogers, Director Wilson, Director Armstrong, Director Turley, and Director Mayne

CARRIED

### **2019 - 2020 Operational Plan Update**

It was moved and seconded that the Board endorse the Regional District of Nanaimo 2019 - 2020 Operational Plan Update.

CARRIED UNANIMOUSLY

### **Electric Vehicle Service Area**

It was moved and seconded that the Board direct staff to draft service area and reserve fund bylaws to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations for Electoral Areas B, E, F, G and H.

Opposed (1): Director Armstrong

CARRIED

It was moved and seconded that \$6,575 be included in the 2020 budget to cover six months of operational costs following procurement and installation.

Opposed (1): Director Armstrong

CARRIED

It was moved and seconded that staff be directed to proceed with an alternative approval process for establishment of a new electric vehicle charging station service.

Opposed (1): Director Armstrong

CARRIED

### **Corporate Carbon Neutral 2032 Plan**

It was moved and seconded that the Board approve up to \$50,000 to be allocated from the Corporate Climate Action Reserve Fund to prepare a Corporate Carbon Neutral 2032 Plan.

CARRIED UNANIMOUSLY

## **REGIONAL AND COMMUNITY UTILITIES**

### **Bay Avenue Pump Station Upgrade – Detailed Design Award**

It was moved and seconded that the Board approves the award for Detailed Design of the Bay Avenue Pump Station Upgrade to Koers & Associates Engineering for \$454,847 (Excluding GST).

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approves a management reserve of \$45,485 (10% of the contract price) in order to accommodate additional expenses that may be incurred during the Detailed Design Phase of this project.

CARRIED UNANIMOUSLY

### **IN CAMERA**

It was moved and seconded that pursuant to the following sections of the *Community Charter* the Committee proceed to an In Camera meeting:

- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 4:28 PM

### **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:16 PM

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CHAIR

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE COMMUNITY GRANTS COMMITTEE MEETING**

**Tuesday, October 1, 2019  
1:30 P.M.  
Committee Room**

|                |                    |                    |
|----------------|--------------------|--------------------|
| In Attendance: | Director M. Young  | Chair              |
|                | Director S. McLean | Electoral Area H   |
|                | Director A. Fras   | City of Parksville |

|                     |                   |                              |
|---------------------|-------------------|------------------------------|
| Also in Attendance: | Delcy Wells       | Gen. Mgr. Corporate Services |
|                     | Jeannie Bradburne | Director, Finance            |
|                     | Director Rogers   | Electoral Area E             |
|                     | Cyndy Jefferies   | 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.

TIME: 1:34

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Community Grants Committee Meeting - September 28, 2018**

It was moved and seconded that the minutes of the Community Grants Committee meeting held September 28, 2018 be adopted.

CARRIED UNANIMOUSLY

**REPORTS**

**Applications for Community Grants**

It was moved and seconded that the following Community Grants be awarded and included in the 2020 budget:

|  |            |
|--|------------|
| Big Brothers Big Sisters of Central Vancouver Island | \$3,000.00 |
| Coastal Invasive Species Committee Society           | \$2,250.00 |

|  |                    |
|--|--------------------|
| First Unitarian Fellowship of Nanaimo - Unitarian Shelter      | \$0                |
| Gabriola Arts Council  | \$0                |
| Gabriola Commons Foundation                                    | \$0                |
| Gabriola Historical Museum Society                             | \$7,000.00         |
| Gabriola Island Community Hall Association                     | \$3,627.50         |
| Gabriola Island Recycling Organization                         | \$0                |
| Gabriola Land & Trails Trust                                   | \$1,923.00         |
| Gabriola Senior Citizens Association                           | \$2,100.00         |
| Lighthouse Community Centre Society                            | \$0                |
| Mount Arrowsmith Pipe Band Association                         | \$2,000.00         |
| Mudge Island Citizens Society                                  | \$0                |
| Nanaimo Amateur Radio Association                              | \$3,278.00         |
| Nanoose Bay Lions Club   | \$1,900.00         |
| Oceanside Community Makerspace Society                         | \$1,750.00         |
| Oceanside Hospice Society                                      | \$2,000.00         |
| Parksville and District Historical Society (Parksville Museum) | \$0                |
| Royal Canadian Legion - Branch 211, Bowser                     | \$6,000.00         |
| Royal Canadian Legion - Branch 256, Mount Benson               | \$21,000.00        |
| The Hope Centre  | \$4,784.04         |
| Yellow Point Drama Group                                       | \$6,636.69         |
| <b>TOTAL</b>   | <b>\$69,249.23</b> |

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Amendment to Policy No. A1-30**

It was moved and seconded that the Community Grants Policy A1-30 be amended to exclude applications of a retroactive nature.

CARRIED UNANIMOUSLY

**Adjustment to Community Grants Deadline Date**

It was moved and seconded that the Community Grants deadline be moved to the last Friday in April.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:37 PM

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CHAIR



**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING**

**Thursday, September 19, 2019  
10:00 A.M.  
Board Chambers**

|                     |                       |  |
|---------------------|-----------------------|--|
| In Attendance:      | Director T. Brown     | Chair  |
|                     | Director K. Wilson    | Electoral Area A                                     |
|                     | Director M. Young     | Electoral Area C                                     |
|                     | Director B. Rogers    | Electoral Area E                                     |
|                     | Alternate             |  |
|                     | Director J. Stanhope  | Electoral Area G                                     |
|                     | Director S. McLean    | Electoral Area H                                     |
|                     | Director L. Krog      | City of Nanaimo                                      |
|                     | Director D. Bonner    | City of Nanaimo                                      |
|                     | Director E. Hemmens   | City of Nanaimo                                      |
|                     | Director M. Swain     | District of Lantzville                               |
|                     | Director E. Mayne     | City of Parksville                                   |
|                     | Alternate             |  |
|                     | Director T. Westbroek | Town of Qualicum Beach                               |
| Regrets:            | Director B. Wiese     | Town of Qualicum Beach                               |
|                     | Director S. Armstrong | City of Nanaimo                                      |
|                     | Director J. Turley    | City of Nanaimo                                      |
| Also in Attendance: | Director I. W. Thorpe | Chair, Regional District of Nanaimo                  |
|                     | P. Carlyle            | Chief Administrative Officer                         |
|                     | D. Pearce             | General Manager, Transportation & Emergency Services |
|                     | D. Marshall           | Manager, Transit Operations                          |
|                     | B. Miller             | Superintendent, Transit Service & Delivery           |
|                     | E. Beauchamp          | Superintendent, Transit Planning & Scheduling        |
|                     | B. White              | Superintendent, Transit Operations                   |
|                     | J. Rose               | Manager, Transportation, City of Nanaimo             |
|                     | N. Hewitt             | 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.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved.

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Transit Select Committee Meeting - July 11, 2019**

It was moved and seconded that the minutes of the Transit Select Committee meeting held July 11, 2019, be adopted.

CARRIED UNANIMOUSLY

## **BC TRANSIT UPDATES**

### **Full Driver Door**

Daniel Pearce provided a verbal update on the Full Driver Door installation plan.

## **REPORTS**

### **handyDART Taxi Saver Program**

It was moved and seconded that the handyDART Taxi Saver program frequency be changed to 60 days, and the purchase amount be increased to \$80.00, maintaining the requirement of a minimum of one handyDART trip within the 60-day period.

CARRIED UNANIMOUSLY

### **Christmas Day Sunday Level Service Conventional Transit 2019**

It was moved and seconded that Conventional Transit on Christmas Day, December 25, 2019, be provided at Sunday level of service.

CARRIED UNANIMOUSLY

### **Regional District of Nanaimo Transit Performance and Fleet Update**

It was moved and seconded that the Regional District of Nanaimo Transit Performance and Fleet Update report be received for information.

CARRIED UNANIMOUSLY

### **Route 91 and 15 Ridership Update**

It was moved and seconded that the Route 91 and 15 Ridership Update report be received for information.

CARRIED UNANIMOUSLY

**Licence of Occupation and Use Amendment**

It was moved and seconded that the Regional District of Nanaimo approve the amended Licence of Occupation and Use Agreement for 1 Port Drive with the City of Nanaimo extending the agreement to June 30, 2020.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo consent to permit the temporary use of 575 Fitzwilliam 'Prideaux Exchange' for a parking lot for use by RCMP members and staff, until the Regional District of Nanaimo resumes use of the Prideaux Exchange.

CARRIED UNANIMOUSLY

**Free Transit on Federal Election Day – October 21, 2019**

It was moved and seconded that free transit be provided on General Voting Day for the Federal Election on October 21, 2019.

CARRIED UNANIMOUSLY

**RDN Transit Verbal Update**

Brandon Miller provided a verbal update on Electronic Fare Collection.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

TIME: 10:41 AM

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CHAIR

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**TO:** Electoral Area Services Committee      **MEETING:** October 8, 2019  
**FROM:** Nick Redpath  
Planner      **FILE:** 6750-01  
**SUBJECT:** Service Agreement with Gabriola Island Chamber of Commerce to Provide  
Economic Development for Electoral Area B

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**Please note: The recommendation was varied by the Committee as follows:**

**That the Board enter into a new one-year service agreement with the Gabriola Island Chamber of Commerce.**

## **RECOMMENDATION**

That the Board defer entering into any new economic development service agreements until the review of economic development delivery models within the region has been completed.

## **SUMMARY**

The Gabriola Island Chamber of Commerce (GICC) has requested that the Regional District of Nanaimo (RDN) enter into a new three-year service agreement through the Southern Communities Economic Development (SCED) Service for delivery of economic development and tourism marketing for Electoral Area B starting in 2020.

## **BACKGROUND**

In November 2011, the RDN established the Southern Community Economic Development Service through Regional District of Nanaimo Bylaw 1648, 2011 (see Attachment 1 – Regional District of Nanaimo Bylaw No. 1648, 2011). The purpose of this service is to promote economic development in Electoral Areas A, B and C (the service area). The Bylaw allows the RDN to pay for this service by collecting property taxes in the service area. The maximum amounts to be collected each year started with \$125,000 in 2012, rising to a final annual maximum of \$191,000 in 2017 and each subsequent year. The Bylaw also allows the RDN to enter into an agreement with an economic development corporation owned by a local government.

With the dissolution of the Nanaimo Economic Development Commission and Tourism Nanaimo at the beginning of 2017, the GICC expressed an interest to provide tourism marketing and economic development for Gabriola Island. The GICC submitted their original request to the RDN in February of 2017 to seek funding through the SCED service.

The GICC entered into a three-year service agreement in October of 2017 that is due to expire in March of 2020 (see Attachment 2 – Southern Community Economic Development Service Agreement for Electoral Area B). Within this service agreement, the RDN agreed upon a service

fee of \$159,925, with the final installment of \$65,000 being released to the GICC on September 13, 2019, thus completing the terms of the service agreement.

## **DISCUSSION**

With the conclusion of the previous service agreement, the GICC has requested that the RDN enter into a new three-year service agreement through the SCED service to continue the delivery of economic development and tourism marketing for Electoral Area B commencing in 2020. As part of the request to enter a new service agreement, the GICC would need to provide a new Gabriola Island Economic Development Plan for the next three years outlining priorities, key activities, leaders and resource allocations based on identified economic priorities.

Prior to the RDN entering into any future service agreements, the SCED service through Bylaw 1648 will need to be amended as the service area currently includes Electoral Areas A and C, who no longer participate in the SCED service. The bylaw amendment process does not require elector approval and would include consent from the Director of Electoral Area B, three readings by the Board, followed by Provincial approval from the Inspector of Municipalities prior to final Board adoption, with an approximate timeline of four months.

The current review of economic development delivery models within the region is underway with an expected completion date in December 2019. As this review may result in the development of a new economic development service that may have implications for the surrounding electoral areas and member municipalities, it is recommended that any new economic development service agreements be deferred until such time that the review exercise has been completed.

## **ALTERNATIVES**

1. To enter into a new three-year service agreement with the GICC.
2. To enter into a new one-year service agreement with the GICC.
3. To defer entering into any new economic development service agreements until the review of economic development delivery models has been completed.
4. To not enter into a three-year service agreement with the GICC.

## **FINANCIAL IMPLICATIONS**

Alternative 1 – The SCED service through Bylaw 1648 allows for a total of \$191,000 to be collected on an annual basis to provide this service for Electoral Areas A, B and C. As part of the service fee agreed upon in the previous service agreement, the RDN paid the GICC a total of \$159,925 over a three-year period in annual installments. The terms and fees of a new three-year service agreement would be outlined within the Gabriola Island Economic Development Plan to be provided by the GICC.

Alternative 2 – As there will be a gap in economic development service post March 2020 between the expiry of the SCED agreement and start of possible new regional economic development service, a one-year agreement with GICC may also be considered.

Alternative 3 – The review of economic development delivery models within the region is underway and is funded within the 2019 budget. Once the review is complete, recommended options on the future of service delivery within the region and their financial implications will be presented.

Alternative 4 – There are no anticipated financial implications if the RDN does not enter into a new service agreement with the GICC.

## **STRATEGIC PLAN IMPLICATIONS**

Economic Coordination - Develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners and electoral areas.

A review of economic delivery models within the region will help achieve Goal 6.0 of the Strategic Plan by initiating the process to develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners and electoral areas.



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Nick Redpath  
nredpath@rdn.bc.ca  
September 23, 2019

### **Reviewed by:**

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

### **Attachments:**

1. Regional District of Nanaimo Bylaw No. 1648, 2011
2. Southern Community Economic Development Service Agreement for Electoral Area B

## **Attachment 1**

### **REGIONAL DISTRICT OF NANAIMO**

#### **BYLAW NO. 1648**

#### **A BYLAW TO ESTABLISH THE SOUTHERN COMMUNITY ECONOMIC DEVELOPMENT SERVICE**

WHEREAS under section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service for the purpose of economic development;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under section 801 of the *Local Government Act*;

AND WHEREAS participating area approval in each participating area has been obtained under section 801.5 of the *Local Government Act*.

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

1. **Service**

- (a) The service established by this bylaw is the Southern Community Economic Development Service (the "Service") for the purpose of promoting economic development in the service area or that may benefit the service area;
- (b) Without limiting the scope of the service referred to in paragraph (a), for the purpose of the service the Regional District may enter into an agreement with an economic development corporation owned by a local government.

2. **Boundaries**

The boundaries of the service are coterminous with the boundaries of Electoral Areas 'A', 'B' and 'C'.

3. **Participating Areas**

The participating areas for the service are Electoral Areas 'A', 'B' and 'C'.

4. **Cost Recovery**

As provided in section 803 of the *Local Government Act*, the annual cost of providing the service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) fees and charges imposed under section 363 of the *Local Government Act*;
- (d) revenues raised by other means authorized by the *Local Government Act* or another Act;

5. **Maximum Requisition**

In accordance with section 800.1(1)(e) of the Local Government Act, the maximum amount that may be requisitioned annually for the cost of the service is:

One Hundred and Twenty-Five Thousand (\$125,000.00) Dollars in 2012, increasing by Thirteen Thousand (\$13,000.00) Dollars per year to a maximum of One Hundred and Ninety-One Thousand (\$191,000.00) Dollars in 2017 and each subsequent year.

6. **Citation**

This bylaw may be cited for all purposes as the "Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011".

Introduced and read three times this 4th day of October, 2011.

Received the approval of the Inspector of Municipalities this 18<sup>th</sup> day of November, 2011.

Adopted this 22<sup>nd</sup> day of November, 2011.

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CHAIRPERSON

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SR. MGR., CORPORATE ADMINISTRATION



## **Attachment 2**

### **SOUTHERN COMMUNITY ECONOMIC DEVELOPMENT SERVICE AGREEMENT FOR ELECTORAL AREA B (Economic Development Services, 2017-2020)**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

BETWEEN

**GABRIOLA ISLAND CHAMBER OF COMMERCE**

#6 – 480 North Road

Gabriola, B.C.

V0R 1X0

("GICC")

OF THE FIRST PART

AND

**REGIONAL DISTRICT OF NANAIMO**

6300 Hammond Bay Road

Nanaimo, B.C.

V9T 6N2

(the "Regional District")

OF THE SECOND PART

WHEREAS:

- A. The business community in Electoral Area B is represented by the Gabriola Island Chamber of Commerce ("GICC");
- B. The objective of the GICC is "to promote and improve trade and commerce and the economic health of the district";
- C. The Regional District has by Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011 established the Southern Community Economic Development Service within the boundaries of Electoral Areas A, B, and C for the purpose of promoting economic development in the Service Area or that might benefit the Service Area;
- D. The Regional District wishes to provide for the service of promoting economic development within or that may benefit Electoral Area B by way of an agreement with GICC;
- E. The Regional District has authority under section 263(1)(a) of the Local Government Act to enter into this Agreement with GICC.

NOW THEREFORE in consideration of the foregoing and the covenants and agreements set out in this Agreement, the parties covenant and agree each with the other as follows:

## **1.0 DEFINITIONS**

**"Service Fee"** means the amount payable by the Regional District to GICC in accordance with section 5 of this Agreement;

**"Service Area"** means Electoral Area B of the Regional District;

**"Service"** means the service of promoting tourism and economic development including marketing in or that may benefit the Service Area, as more particularly described in Section 7 of this Agreement.

## **2.0 PURPOSE OF THE AGREEMENT**

2.1 The purpose of this Agreement is to provide for the terms and conditions for the provision of a service by GICC to the Regional District relating to programs and projects designed to provide tourism marketing for the Service Area.

## **3.0 SERVICE**

3.1 The GICC shall provide the Service to the Regional District.

## **4.0 TERM**

4.1 The term of this Agreement shall be from the 1<sup>st</sup> day of November, 2017 to the 31<sup>st</sup> day of March, 2020 (the "Term"), unless earlier unilaterally terminated by the RDN in its sole discretion on two weeks' written notice to the GICC.

## **5.0 REGIONAL DISTRICT SERVICE FEE**

5.1 In consideration for the Service the Regional District shall pay to the GICC the Service Fee.

5.2 The Service Fee shall only be provided to the GICC subject to the following requirements being met to the satisfaction of the RDN:

1. A report on progress and outcomes provided on a monthly basis;
2. A report that links Key Performance indicators to actions provided on a quarterly basis.
3. Provision of an annual report that clearly shows the link between the actions of the GICC and economic benefits to Gabriola Island;
4. A report that shows how funding from the RDN has resulted in funding from other sources.

- 5.3 The Regional District shall pay to the GICC a Service Fee as follows:
1. For the period commencing November 1, 2017 and ending March 31, 2018, TWENTY NINE THOUSAND NINE HUNDRED TWENTY FIVE DOLLARS (\$29,925.00) on November 1<sup>st</sup> 2017.
  2. For the period commencing April 1, 2018 and ending March 31, 2019, SIXTY FIVE THOUSAND DOLLARS (\$65,000) on August 1, 2018
  3. For the period commencing April 1, 2019 and ending March 31, 2020, SIXTY FIVE THOUSAND DOLLARS (\$65,000) on August 1, 2019

## **6.0 COMMITMENTS OF THE REGIONAL DISTRICT**

- 6.1 The Regional District shall engage and inform the staff of the GICC of matters that may be of relevance to the delivery of the Service.

## **7.0 SERVICE**

- 7.1 The Service to be provided by the GICC to the Service Area, under this Agreement includes but is not limited to:
- (a) Economic development and tourism marketing in accordance with Attachment 1 – Gabriola Island's Economic Development Plan for 2017-2019.
  - (b) Preparation and presentation of reports regarding the activities of the GICC related to the Service, including the following reporting in accordance with Attachment 1:
    - i. Annual Work/Operations Plan
    - ii. Progress and Outcomes reported on a monthly basis
    - iii. KPIs linked to actions reported on a quarterly basis
  - (c) Preparation and presentation of a Human Resource Plan, Financial Plan and a Communications Plan in accordance with Attachment 1.

## **8.0 NO LEGAL PARTNERSHIP**

- 8.1 Nothing in this Agreement shall be interpreted as creating an agency, legal partnership or joint venture relationship between the GICC and the Regional District. The GICC will be an independent contractor of the Regional District.

## **9.0 INDEMNITY**

- 9.1 The GICC will indemnify and save harmless the Regional District from any and all losses, claims, damages, or expenses arising from or due to the negligence of GICC in performing the functions and responsibilities of GICC under the terms of this agreement or GICC's breach of the terms of this Agreement.

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

- if to the GICC: #6 – 480 North Road  
Gabriola, B.C.  
V0R 1X0  
Attention: Chamber Manager

Unless otherwise specified herein, any notice required to be given under this Agreement by any party will be deemed to have been given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other party set forth in this Section of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice will be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail 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.

11.1 Time shall be of the essence of this Agreement.

12.1 This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assigns.

## SCED Service Agreement Area B (Ec Dev) / Oct 20 '17

- 13.1 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.

#### **14.0 CUMULATIVE REMEDIES**

- 14.1 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.

#### **15.0 ENTIRE AGREEMENT**

- 15.1 This Agreement when executed will set forth the entire agreement and understanding of the parties as at the date hereof with respect to the subject matter hereof and supersede all prior agreements and understandings among the parties with respect to the subject matter hereof and there are no oral or written agreements, promises, warranties, terms, conditions, representations or collateral agreements whatsoever, express or implied, other than those contained in this Agreement.

#### **16.0 FURTHER ASSURANCES**

- 16.1 Each of the parties will do, execute or deliver or cause to be done, executed and delivered all such further acts, documents and things as may be reasonably required from time to time to give effect to this Agreement.

#### **17.0 AMENDMENT**

- 17.1 No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are reduced to in writing and duly executed by all parties to this Agreement.

#### **18.0 STATUTORY POWERS**

- 18.1 Nothing in this Agreement is to be interpreted as affecting or restricting the exercise by the Regional District of any statutory power, duty or function, which may be fully exercised as if this Agreement had not been executed by the parties.

#### **19.0 ASSIGNMENT**

- 19.1 No assignment of this Agreement shall be made by either party without the written consent of the other. A party's consent to assign will not release or relieve the party from its obligations to perform all the terms, covenants and conditions that this Agreement requires a party to perform and the party requesting the assignment shall pay the other party's reasonable costs incurred in connection with the party's request for consent.

## 20.0 GOVERNING LAW

20.1 This Agreement shall in all respects be governed by and be construed in accordance with the laws of 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.

**Gabriola Island Chamber of Commerce** )

by its authorized signatories )

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Name: )

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\_\_\_\_\_) )  
Name: )

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**REGIONAL DISTRICT OF NANAIMO** )

by its authorized signatories )

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**TO:** Electoral Area Services Committee      **MEETING:** October 8, 2019  
**FROM:** Catherine Morrison      **FILE:** 7200-01 VEH  
            Manager, Emergency Services  
**SUBJECT:** Fire Apparatus Purchasing

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### **RECOMMENDATION**

That the Board endorse issuing a Request for Qualifications to select a Fire Apparatus Manufacturer/Dealer as a preferred supplier for a five (5) year term.

### **SUMMARY**

One of the recommendations of the Fire Service Review by Dave Mitchell and Associates in April 2016 was to create common fire apparatus specification templates for use in future purchases. The Apparatus Specification Working Group composed of representatives from the regional fire departments and the Fire Services Coordinator agreed to several recommendations for engines and tenders. These recommendations were presented to the Electoral Area Services Committee at its September 4, 2018, meeting as part of the Fire Services Update to be received for information.

Over the next 5 years, the Regional District of Nanaimo (RDN) is expecting to purchase four to five new engines and five new tenders (Attachment 1). Using the agreed upon Apparatus Specification Working Group recommendations, the RDN is seeking to combine the apparatus purchases into one Request of Qualifications to select a manufacturer as a preferred supplier for a five-year term. With one manufacturer, the RDN can leverage buying power and receive substantial cost savings.

### **BACKGROUND**

To purchase a new piece of apparatus, the RDN in collaboration with the Fire Department develops a Request for Proposals (RFP) for each unit individually with each department providing suppliers with their own custom specifications. Individual purchases create extra workload for proponents to develop a proposal and accommodate all non-standard specifications resulting in increased costs built into the apparatus pricing.

There are several other options to procure new apparatus including purchasing a used or demonstration unit, purchasing through a cooperative group or to issue a Request for Qualifications (RFQ).

Purchasing a used or demonstration unit typically results in a lower cost and quick delivery. As the unit is already built, the service life is shorter and it may not have all the options a department needs or wants and there is not always the ability to add them after the fact.

Purchasing through a cooperative buying group offers discounts off the list price. The vendors are preselected, and the pricing model is established. Not all manufacturers participate with

cooperative buying groups. The manufacturers that do belong to the group may not be able to supply the particular apparatus a department is seeking.

The Request for Qualification provides the RDN the opportunity to evaluate suppliers and select the manufacturer/dealer representing the best overall value. The RDN can work with the preferred supplier in order to standardize the pricing model as well as generally standardizing the design. The five (5) year term allows the RDN to better plan and forecast costs working with one supplier. At the January 18, 2018, Apparatus Specification Working Group meeting, the group was in favor of looking at the possibility of securing a single vendor. Reasoning for this support included that over time, there would be continuity of quality in the manufacturing, the process would be faster and more efficient, and the fire departments could contact the manufacturer at any time for questions regarding future apparatus knowing who the vendor is ahead of time.

## **ALTERNATIVES**

1. Board endorse issuing a Request for Qualifications to select a Fire Apparatus Manufacturer/Dealer as a preferred supplier for a five (5) year term
2. That alternate direction be provided.

## **FINANCIAL IMPLICATIONS**

Each Fire Department budgets individually for the purchase of apparatus. Budgeted amounts for engines vary from \$500,000 to \$850,000 and amounts budgeted for tenders vary from \$300,000 to \$500,000. A Request for Qualifications would leverage buying power and aim to purchase apparatus within budgeted limits to provide the best value to the region.

## **STRATEGIC PLAN IMPLICATIONS**

Growth Management - Fully develop our Asset Management Plan.

Standardizing apparatus purchasing is a move towards developing asset management planning for the fire departments.



Catherine Morrison  
[cmorrison@rdn.bc.ca](mailto:cmorrison@rdn.bc.ca)  
September 17, 2019

Reviewed by:

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

Attachments

1. Anticipated Apparatus Purchases



| Apparatus Description | Quantity | Budget Estimate (CDN\$) | Year |
|-----------------------|----------|-------------------------|------|
| Fire Engine Extension | 1        | \$500,000               | 2019 |
| Fire Engine Nanoose   | 1        | \$800,000               | 2020 |
| Fire Engine Bow Horn  | 1        | \$700,000               | 2020 |
| Fire Engine Coombs    | 1        | \$850,000               | 2021 |
| Fire Engine Dashwood  | 1        | \$800,000               | 2021 |
| Fire Engine Dashwood  | 1        | \$800,000               | 2029 |
| Tanker Errington      | 1        | \$460,000               | 2020 |
| Tanker Dashwood       | 1        | \$300,000               | 2023 |
| Tanker Bow Horn       | 1        | \$350,000               | 2024 |
| Tanker Coombs         | 1        | \$500,000               | 2025 |
| Tanker Dashwood       | 1        | \$400,000               | 2025 |

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**TO:** Electoral Area Services Committee    **MEETING:** October 8, 2019

**FROM:** Doug Gardiner  
Fire Services Coordinator    **FILE:** 7200-01 GRNTS

**SUBJECT:** Fire Services Grant Application

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### **RECOMMENDATIONS**

1. That the grant application for \$25,000 to the Union of British Columbia Municipalities for training for the Extension Fire Department be endorsed.
2. That the grant application for \$25,000 to the Union of British Columbia Municipalities for the purchase of equipment for the Nanoose Fire Department be endorsed.

### **SUMMARY**

The Union of British Columbia Municipalities (UBCM) is accepting grant applications from Volunteer & Composite Fire Departments through the Community Emergency Preparedness Fund (CEPF). The intent of this funding stream is to build the resiliency of volunteer and composite fire departments through the purchase of new or replacement equipment and to facilitate the delivery of training. The grant provides up to \$25,000.00 per Fire Department.

The Extension and Nanoose Fire Departments have their budgets managed by the Regional District of Nanaimo (RDN) and are requesting that the RDN submit grant applications on their behalf. The Dashwood and Coombs-Hilliers Fire Departments will be partnering with the Qualicum Beach Fire Department towards a regional application and the Bow Horn Bay and Errington Fire Departments will be submitting their own grant applications and managing grant funds individually.

### **BACKGROUND**

In July 2019, UBCM through the Community Emergency Preparedness Fund, extended the grant funding limits of \$25,000 per municipality or Regional District to \$25,000 per Volunteer or Composite Fire Department in addition to providing access to Societies and Improvement Districts to submit applications of their own. This new information was shared with all the Fire Departments including Improvement Districts. The Extension and Nanoose Fire Departments have approached the RDN to apply for the grant on their behalf and to manage the funds.

The Extension Fire Department is requesting that an application be made to UBCM for \$25,000 in grant funds to support training specifically for their officers, their apparatus and pump operators and their team leaders. The training will be to the current National Fire Protection Association (NFPA) standards with accredited instructors and evaluators and will enhance the ability of the fire department to meet the needs of the community and playbook standards.

The grant application of \$25,000 to UBCM for the Nanoose Fire Department will be for wildland interface firefighting equipment, specifically portable pumps with suction hoses, foot valve/strainers and forestry attack hose. The additional equipment will increase the capacity of the department to respond to wildland urban interface fires and to support mutual aid partners in fighting wildfires throughout the Oceanside area. Wildfires have been identified as one of the top ten hazards in the region, preparation ahead of a wildfire is essential to mitigate the impacts of such an event.

The Dashwood and Coombs-Hilliars Fire Department Societies have submitted Board resolutions in support of a Regional grant application with the Qualicum Beach Fire Department for the purchase of a C-Can Training prop that will be located at the Qualicum Fire Hall. Qualicum will submit a regional application on behalf on the fire departments and manage grant funds.

The Bow Horn Bay Fire Department and Errington Fire Department Societies will be submitting their own grant applications each for the purchase of equipment.

### **ALTERNATIVES**

1. That the grant application for \$25,000 to the Union of British Columbia Municipalities for training for the Extension Fire Department be endorsed.
2. That the grant application for \$25,000 to the Union of British Columbia Municipalities for the purchase of equipment for the Nanoose Fire Department be endorsed.
3. That alternate direction be provided.

### **FINANCIAL IMPLICATIONS**

There are no financial implications. The anticipated grant revenue and expense have been accounted for in the 2020 budget.

### **STRATEGIC PLAN IMPLICATIONS**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



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Doug Gardiner  
[dgardiner@rdn.bc.ca](mailto:dgardiner@rdn.bc.ca)  
September 17, 2019

Reviewed by:

- C. Morrison, Manager, Emergency Services
- D. Pearce, General Manager, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

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**TO:** Electoral Area Services Committee      **MEETING:** October 8, 2019  
**FROM:** Catherine Morrison      **FILE:** 7200-01 EVFD  
            Manager, Emergency Services  
**SUBJECT:** Extension Fire Department Apparatus Replacement

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### **RECOMMENDATIONS**

1. That the Board endorse awarding the purchase of a single-axle, 4-door fire rescue engine to Fort Garry Fire Trucks Ltd.
2. That the Board endorse releasing up to \$700,000 from the Extension Fire Service Vehicle and Equipment Reserve Fund to negotiate a contract with Fort Garry Trucks Ltd for the purchase of the fire rescue engine.

### **SUMMARY**

The Regional District of Nanaimo (RDN) Board reviewed and approved a budget of \$500,000 over two years for the replacement of the Extension Fire Service 1994 Freightliner engine unit #4. The RDN received six responses to a Request for Proposals (RFP) for the design, manufacture and delivery of a new single axle, 4-door fire rescue engine. The response from Fort Garry Fire Trucks Ltd. was the highest weighted score, most closely matched the specifications and the company is a well-known supplier of this type of vehicle. The purchase would be funded with the \$250,000 approved for 2019 from reserves, add an additional \$450,000 from reserves in 2020.

### **BACKGROUND**

The Extension Fire Department budgeted \$500,000 for the purchase of a new front-line engine with the cost split over two years as it was anticipated that once the order was placed, the new engine would take 12-18 months for construction and final invoice.

Extension Fire Department 1994 Freightliner engine unit #4 is 25 years old and needs to be replaced this year. The engine cannot be extended past 25 years as a duty engine for Fire Underwriters Insurance grading proposes. Due to budget constraints within small communities, Fire Underwriters has continued to recognized apparatus over twenty years with annual tests and deemed to be in excellent mechanical condition. After 25 years, the apparatus cannot be extended as a duty engine. Extension only has one duty engine, if the replacement does not occur, fire insurance grading recognition could be revoked, and insurance grades could be adversely affected in the community. If an order for a replacement engine is commenced, Fire Underwriters rating will not change.

All six proposals received are over the budgeted amount of \$500,000 and Board approval is required to move ahead. To secure the purchase of the new engine funds approved in 2019 of \$250,000 will be used with the final invoice expected in 2020 for the remaining funds.

Six (6) vendors responded as follows:

| <b>Proponent</b>           | <b>Price (Net of GST)</b> |
|----------------------------|---------------------------|
| Fort Garry Fire Trucks Ltd | \$693,826.52              |
| Safetek                    | \$794,005.27              |
| Hub                        | \$800,363.21              |
| Rosenbauer                 | \$827,856.86              |
| E-One                      | \$839,271.41              |
| Pierce                     | \$960,619.71              |

The RDN Fire Services Coordinator, Manager of Emergency Services, Purchasing Manager along with the Extension Fire Department Fire Chief and Deputy Chief formed an evaluation committee, the proposals were ranked using a weighted score and criteria that included apparatus construction and design, service and warranty, references and total price.

The Extension Fire Department Society has been consulted and is in support of the evaluation committee recommendation to award the contract to Fort Gary Fire Trucks Ltd.

## **ALTERNATIVES**

1. That the Board endorse awarding the purchase of a single-axle, 4-door fire rescue engine to Fort Garry Fire Trucks Ltd.
2. That the Board endorse releasing up to \$700,000 from the Extension Fire Service Vehicle and Equipment Reserve Fund to negotiate a contract with Fort Garry Trucks Ltd for the purchase of the fire rescue engine.

## **FINANCIAL IMPLICATIONS**

As the tender process has resulted in a cost higher than originally anticipated, it will be necessary to utilize an additional \$200,000 from the reserve for a total of up to \$700,000. Emergency Services and Finance have worked with the Extension Fire Department to revise the 2020 budget and long-term capital plans to ensure that there are adequate reserve fund transfers for other capital purchases planned over the next 10 years.

### Alternative 1

The quoted price of the Extension fire rescue engine net of the GST rebate is \$693,826.52. Up to \$700,000 is being requested which includes additional funds to negotiate minor amendments to the proposal and costs for two on-site visits to the manufacturer's facility.

### Alternative 2

If the fire rescue engine is not awarded at this time, it is expected that the supply and manufacture costs will be higher in 2020 and the Fire Underwriters could increase insurance rates for residence in the area.

### **STRATEGIC PLAN IMPLICATIONS**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.



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Catherine Morrison  
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September 30, 2019

Reviewed by:

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

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**TO:** Committee of the Whole                      **MEETING:** October 8, 2019  
**FROM:** Tom Armet  
            Manager, Building & Bylaw Services                      **FILE:** 1220-20  
**SUBJECT:** Property Maintenance and Management Services Contract

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## **RECOMMENDATIONS**

That the Regional District of Nanaimo enter into a contract with NAI Commercial, Central Vancouver Island Ltd. for a three-year term beginning November 1, 2019, with an option to extend up to an additional two years, for the management of building and property maintenance and other related services for the Main Administration Office building, Transit Administration building, and off-site premises including transit exchanges, respites and bus shelters, at total contract value of \$614,971.00.

## **SUMMARY**

Property maintenance and management services for the Regional District of Nanaimo (RDN) administration building, transit offices and off-site premises including transit exchanges, respites and bus shelters in the City of Nanaimo have been provided by NAI Commercial (formerly DTZ Nanaimo Real Estate Ltd.) since March 2007. Following the expiration of the current contract with NAI Commercial, a Request for Proposals (RFP) was issued, seeking proposals for property maintenance and management services from qualified property management providers. As a result, three companies attended the mandatory site visit of the facilities, and proposals for the RFP were submitted by two qualified firms.

The proposals were evaluated in accordance with the criteria outlined in the RFP and it is recommended that NAI Commercial be awarded the contract for a three (3) year term with an option for a two (2) year extension, commencing November 1, 2019.

## **BACKGROUND**

Property maintenance services for the Regional District of Nanaimo (RDN) main administration building, transit offices and off-site premises including transit exchanges, respites and bus shelters in the City of Nanaimo have been provided by NAI Commercial (formerly DTZ Nanaimo Real Estate Ltd.) since March 2007.

The contract includes janitorial services, grounds maintenance, security monitoring, and overall coordination of building maintenance services such as heating/ventilation/air conditioning (HVAC), electrical and lighting, plumbing, elevator/generator maintenance, fire and safety, snow removal, special projects, etc. The previous contract was for two years and provided for two,

two-year extensions with the mutual agreement of both parties. The contract was subsequently renewed two times and expired on March 31, 2019, with services being provided on a month by month basis pending a public process for soliciting bids for the service and Board approval of a new contract.

A Request for Proposals (RFP) seeking proposals for property maintenance and management services from qualified property management providers was issued on July 10, 2019 and closed on August 22, 2019. The RFP was advertised on BC Bid, CivicInfo BC, and RDN website. As a result, three companies attended the mandatory site visit of the facilities, and proposals for the RFP were submitted by two firms; NAI Commercial (Nanaimo) and Black & McDonald (Vancouver).

Proponents were asked to provide an estimate of costs for each of the three years including janitorial services, grounds maintenance, security monitoring, and management services which includes an annual asset maintenance report. Intermittent services for snow removal, HVAC maintenance, elevator/generator maintenance, electrical and lighting, plumbing, fire and safety, special projects, etc., will be addressed on an as-needed basis and will be invoiced accordingly.

The proposals outlining the annual cost for services from the two proponents is as follows:

| <b>Services:</b>             | <b>NAI Commercial</b>                                    | <b>Black &amp; McDonald</b>                                 |
|------------------------------|--|---|
| Cleaning/Janitorial          | Year 1: \$88,155<br>Year 2: \$90,799<br>Year 3: \$95,583 | Year 1: \$224,800<br>Year 2: \$229,296<br>Year 3: \$233,882 |
| Grounds/Landscaping          | Year 1: \$53,880<br>Year 2: \$55,740<br>Year 3: \$57,635 | Year 1: \$58,775<br>Year 2: \$59,950<br>Year 3: \$61,150    |
| Security/Monitoring          | Year 1: \$20,681<br>Year 2: \$20,681<br>Year 3: \$20,681 | Year 1: \$23,877<br>Year 2: \$24,355<br>Year 3: \$24,842    |
| Management Fees              | Year 1: \$36,816<br>Year 2: \$37,800<br>Year 3: \$38,520 | Year 1: \$31,271<br>Year 2: \$31,896<br>Year 3: \$32,534    |
| Three Year Total (plus GST): | \$614,971  | \$1,036,628   |

While both firms have extensive property management experience and supplier networks, the NAI Commercial proposal was better suited to the RDN's requirements and priced in range of current budget allocations. The costs proposed by Black & McDonald are considerably higher, particularly in the cleaning/janitorial service. NAI Commercial is well-qualified in property management services, meets all the requirements of the RFP, and has provided overall excellent property management services to the RDN for the past 12 years. In accordance with RDN Green Housekeeping and Green Building policies the proponent will use non toxic,



environmentally friendly products, recycled paper products and implement waste diversion and the collection of compostable materials through their activities. Given the proposal, price and conformity with RDN policies it is recommended that the contract for property maintenance and management services be awarded to NAI Commercial for a three-year term, with an option to extend up to an additional two years, commencing November 1, 2019.

## **ALTERNATIVES**

1. Award the contract to NAI Commercial, Central Vancouver Island Ltd. for a three year term beginning November 1, 2019, with an option to extend up to an additional two years, for the management of building and property maintenance and other related services for the Main Administration Office building, Transit Administration building, and off-site premises including transit exchanges, respites and bus shelters, at total contract value of \$614,971.00.
2. Provide alternate direction.

## **FINANCIAL IMPLICATIONS**

The annual cost of services proposed by NAI Commercial falls within current budget and future allocations. The budget also provides funds for the variable costs of intermittent servicing, repairs and special projects.

## **STRATEGIC PLAN IMPLICATIONS**

Growth Management - Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.



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Tom Armet  
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September 27, 2019

Reviewed by:

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

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**TO:** Committee of the Whole                      **MEETING:** October 8, 2019

**FROM:** Kim Fowler  
Manager, Long Range Planning,  
Energy & Sustainability                      **FILE:** 5285

**SUBJECT:** Corporate Carbon Neutral 2032 Plan.

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### **RECOMMENDATION**

That the Board approve up to \$50,000 to be allocated from the Corporate Climate Action Reserve Fund to prepare a Corporate Carbon Neutral 2032 Plan.

### **SUMMARY**

With the RDN Board's Strategic Plan goal of being carbon neutral by 2032, a new Corporate Energy and Climate Change Plan needs to be created to address corporate greenhouse gas emissions and energy reduction measures. The RDN's Corporate Climate Action Reserve Fund has been established to manage corporate energy consumption and hold carbon emissions from the Climate Action Revenue Incentive Program. This Fund is used to improve corporate energy efficiency and reduce corporate GHG emissions and is appropriate to provide support for the update of this plan.

### **BACKGROUND**

As one of the leaders in corporate climate action in the Federation of Canadian Municipalities Partners in Climate Protection program, the Regional District of Nanaimo (RDN) adopted a Corporate Energy and Climate Change Plan (the Plan) in 2007. The Plan identified greenhouse gas (GHG) emissions and energy reduction measures to guide RDN operations over time. With the RDN Board's Strategic Plan goal of being carbon neutral by 2032, a new plan needs to be created. The estimated funds are required to review the 2007 baseline data with the operations from 2007 to 2020 to project 2032 carbon neutrality. The Plan will also recommend best management practices, priority areas and other opportunities for short-term action in our corporate practice, service areas and will include possible pilot projects. Items that will be analyzed and explored to reduce the RDN's Corporate Climate Footprint will continue to move the RDN forward in line with other innovative and responsive local governments and will include items such as energy efficiency upgrades, alternative and renewable energy generation, integrated resource recovery, fuel sources and corporate vehicles. This study will also look for innovation, research, public education/demonstration and partnership opportunities to support the continued expansion of knowledge based industry in accordance with the priorities outlined in the 2019-2022 Board Strategic Plan.

The RDN's Corporate Climate Action Reserve Fund (the Fund) has been established to manage corporate energy consumption and hold carbon emissions rebates from the Climate Action

Revenue Incentive Program. The Fund is used to improve corporate energy efficiency and reduce corporate GHG emissions and has a current balance of \$609,000. The Electric Vehicle charging station grant application through Clean BC will initially require \$222,222 from the Fund with a net final requirement of \$60,000. Funding in the amount of \$50,000 is estimated to prepare a Corporate Carbon Neutral 2032 Plan, so there are adequate funds available in the Fund.

## **ALTERNATIVES**


1. That the Board approve up to \$50,000 to be allocated from the Corporate Climate Action Reserve Fund to prepare a Corporate Carbon Neutral 2032 Plan.
2. That the Board provide alternate direction.

## **FINANCIAL IMPLICATIONS**

The Corporate Climate Action Reserve Fund was established by Bylaw 1650. The Fund has a current balance of \$609,000. The Electric Vehicle charging station grant application through Clean BC will initially require \$222,222 from the Fund with a net final requirement of \$60,000. Up to \$50,000 is estimated to prepare a Corporate Carbon Neutral 2032 Plan.

## **STRATEGIC PLAN IMPLICATIONS**

Climate Change - Review and update corporate emissions plan and greenhouse gas (GHG) reduction strategy.



Kim Fowler  
[kfowler@rdn.bc.ca](mailto:kfowler@rdn.bc.ca)  
October 8, 2019

Reviewed by:

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

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**TO:** Committee of the Whole                      **MEETING:** October 8, 2019

**FROM:** K. Maynes  
Project Engineer, Engineering  
Services, Regional and Community  
Utilities                      **FILE:** 5330-20-Bay Ave

**SUBJECT:** Bay Avenue Pump Station Upgrade – Detailed Design Award

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### **RECOMMENDATIONS**

1. That the Board approves the award for Detailed Design of the Bay Avenue Pump Station Upgrade to Koers & Associates Engineering for \$454,847 (Excluding GST).
2. That the Board approves a management reserve of \$45,485 (10% of the contract price) in order to accommodate additional expenses that may be incurred during the Detailed Design Phase of this project.

### **SUMMARY**

A Request for Proposals (RFP) for the detailed design of the Bay Avenue Pump Station Upgrade was publicly advertised on June 27, 2019. All proponents were asked to provide a proposal for detailed design services as well as an estimate for engineering support during the construction phase of the project. The RFP closed on August 2, 2019 and three Proposals were received. The proposal received by Koers & Associates Engineering (Koers) was determined to be the highest ranked proposal.

### **BACKGROUND**

The Bay Avenue Pump Station is a critical infrastructure component of the Northern Communities Wastewater Infrastructure located adjacent to 385 Bay Avenue in Parksville, BC. The pump station services approximately 85% of the City of Parksville and conveys wastewater to the French Creek Pollution Control Centre. The original pump station was constructed in 1978 and subsequent upgrades in 1997 and 2003 included the installation of a backup generator and an additional pump. Preliminary design for this project was completed by Kerr Wood Leidal Associates in 2017 which clarified the design criteria and conceptual layout of the pump station. These upgrades are being recommended to achieve two main operational objectives:

1. Increase Pumping Capacity:

Adequate pumping capacity at Bay Avenue is critical to achieving planned growth in the service area. A 2016 hydraulic analysis of the French Creek sewer system was completed to calculate the future expected flow rates through the Bay Avenue Pump Station due to

population growth through the year 2035. The results of this analysis concluded that the future expected flow rates will greatly exceed the current pumping capacity of the station. A capacity increase is required to reduce the risk of a future overflow at this location.

**2. Meet Current Standards for Flood Construction Levels (FCL):**

A preliminary design report was completed for this location in November of 2017. This report determined that the Bay Avenue Pump Station, which was built in 1978, is located approximately 2 metres below the FCL recommended in the Professional Engineer's pre-design report. An increase in the station's FCL is required to protect critical electrical and control system components at the pump station and mitigate a potential environmental release.

Three proposals were received in response to the RFP which were evaluated by RDN Staff. Each proposal was evaluated on a 60% technical, 40% financial basis. The tables below summarize the evaluation of each proposal:

**Part A – Technical Evaluation:**

| <b>Consultant</b>              | <b>Score (out of 60)</b> |
|--------------------------------|--------------------------|
| Koers & Associates Engineering | 55                       |
| Jacobs Engineering Group       | 56.7                     |
| Stantec Inc.                   | 40                       |

**Part B – Financial Submission:**

| <b>Consultant</b>              | <b>Total Fees:</b> | <b>Score (out of 40)</b> |
|--------------------------------|--------------------|--------------------------|
| Koers & Associates Engineering | \$ 454,847         | 29.7                     |
| Jacobs Engineering Group       | \$ 509,550         | 26.5                     |
| Stantec Inc.                   | \$ 337,852         | 40                       |

**Total: Part A + Part B**

| <b>Consultant</b>              | <b>Total Score</b> | <b>Rank</b> |
|--------------------------------|--------------------|-------------|
| Koers & Associates Engineering | 84.7               | 1           |
| Jacobs Engineering Group       | 83.2               | 2           |
| Stantec Inc.                   | 80                 | 3           |

The proposal from Koers was determined to be the highest ranked proposal overall. The Koers proposal demonstrated a high degree of experience in completing similar projects, and an excellent level of understanding of the requirements and challenges involved in the Bay Avenue Pump Station Upgrades. In summary, this proposal:

- Meets all requirements as defined by the RFP,
- Reduces the overall scope and schedule of construction,
- Improves safety for RDN operations staff by eliminating confined spaces,

- Mitigates significant risk with regards to budgetary, environmental, and archaeological concerns throughout the construction phase of the project,
- Minimizes the impact on the Bay Avenue neighbourhood by maintaining public beach access and reducing the amount of construction at street level and on the foreshore.
- Includes a firm fee for detailed design services as well as an estimated fee for engineering support through the construction phase of the project, to be reviewed at the time of construction award.

## ALTERNATIVES

1. That the Board approves the award for Detailed Design of the Bay Avenue Pump Station Upgrade to Koers & Associates Engineering for \$454,847. (Excluding GST); and that the Board approves a management reserve of \$45,485 (10% of the contract price) in order to accommodate additional expenses that may be incurred during the Detailed Design Phase of this project
2. Provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

The recommendations in this report are within the approved budget for this project:

|  |           |
|--|-----------|
| Award of Detailed Design to Koers and Associates | \$454,847 |
| Management reserve for Detailed Design (15%)     | \$ 68,227 |

## STRATEGIC PLAN IMPLICATIONS

Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations.

- Ensuring safe transportation of liquid waste in an environmentally sensitive and popular public use area along the Parksville foreshore.

Environmental Stewardship - Continue to improve the quality of treated wastewater in the Region.

- This upgrade will greatly reduce the risk of untreated wastewater release in the Region.



Kyle Maynes  
Project Engineer, Engineering Services  
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September 19, 2019

Reviewed by:

- K. Felker, Purchasing Manager
- Duncan Taylor, Manager, Engineering Services
- Sean de Pol, Director, Water and Wastewater Services
- Randy Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer

| Name of Society  | Contact                                    | Address #1 | Address #2 | Project   | Budget | State-<br>ment | Annual<br>Report | Amount<br>Requested | Awarded    | Previous Funding From<br>RDN Programs  |
|--|--|------------|------------|---|--------|----------------|------------------|---------------------|------------|--|
| Big Brothers Big Sisters of Central Vancouver Island       | Stephen Cochrane                           |            |            | Computers Upgrades  | Y      | Y              | N/A              | \$3,000.00          | \$3,000.00 | 0  |
| Coastal Invasive Species Committee                         | Don Hare                                   |            |            | Education/Awareness/Visibility and Promotion<br>Invasive Species Reporting Hotline<br>Education, Coordination and Communications  | Y      | Y              | N/A              | \$17,000.00         | \$2,250.00 | \$17,000 2018 Grant \$26,500<br>2016-17 Grant                                  |
| First Unitarian Fellowship of Nanaimo<br>Unitarian Shelter | Lois Peterson<br>Executive Director        |            |            | Unitarian Shelter Outreach Program<br>(Pilot Project)   | Y      | Y              | N/A              | \$16,200.00         | \$0.00     | \$39,680 2014 VIHA Grant   |
| Gabriola Arts Council                                      | Michelle Benjamin<br>Executive Director    |            |            | Arts Festival April 2020 - Marketing &<br>Promotion, Venue Rental Costs, (Free)<br>Workshop Material, Workshop<br>Provider Fees.  | Y      | Y              | Y                | \$10,000.00         | \$0.00     | \$5,000 2019 Grant<br>\$5,000 2018 Grant<br>\$5,148 2014-15 SD68 Gr            |
| Gabriola Commons Foundation                                | George Szanto                              |            |            | Construction of an engineered<br>concrete reservoir with a capacity to<br>store 25,000 gallons.   | Y      | Y              | N/A              | \$20,000.00         | \$0.00     | \$16,033 2015-16 CWF   |
| Gabriola Historical Museum Society (GHMS)                  | Joan Merrifield,<br>Museum Board President |            |            | To redevelop and renew the museum's<br>"Outdoor Snuneymuxw Petroglyph &<br>Immersive Exhibit Space"   | Y      | Y              | N/A              | \$14,500.00         | \$7,000.00 | \$16,000 Annual 2019 Grant<br>\$12,000 Annual 2011-18 Gr<br>\$5,000 2016 Grant |
| Gabriola Island Community Hall Association                 | Elizabeth Iachelli                         |            |            | For the purchase of a high temperature<br>and undercounter dishwasher and<br>sanitizer  | Y      | Y              | N/A              | \$3,627.50          | \$3,627.50 | \$3,500 2019 Grant<br>\$32,096 2016-17 CWF                                     |
| Gabriola Island Recycling Organization                     | Michelle MacEwan,<br>General Manager       |            |            | Funding towards the purchase of a<br>solar panel to be installed on GIRO's<br>Depot rooftop.  | Y      | Y              | Y                | \$16,000.00         | \$0.00     | \$40,000 2017 CWF \$75,000<br>2015 RSP Grant                                   |
| Gabriola Land & Trails Trust                               | Rob Brockley                               |            |            | Mechanization of current equipment<br>and new equipment, specifically 4<br>electric hedge trimmers and two<br>forestry rated chainsaws to deal with<br>trail blockages. | Y      | Y              | N/A              | \$3,846.00          | \$1,923.00 | 0  |
| Gabriola Senior Citizens Association                       | Dale Stohn                                 |            |            | To rebuild the deck on the south side<br>of the building to restore the Memory<br>Garden to the east of the facility.   | Y      | Y              | N/A              | \$12,097.07         | \$2,100.00 | \$10,000 2019 Grant \$71,959<br>2016-18 CWF                                    |
| Lighthouse Community Centre Society                        | Jamie Cowan                                |            |            | For the replacement of the antiquated<br>main hall sign to an 8 x 8 full cloud,<br>double sided programmable LED sign   | Y      | Y              | N/A              | \$55,000.00         | \$0.00     | \$228,786 2014-19 CWF<br>\$5,200 2014-17 Grants<br>\$16,338 2014-16 SD68 G     |



| Name of Society                                   | Contact                    | Address #1 | Address #2 | Project   | Budget | State-<br>ment | Annual<br>Report | Amount<br>Requested | Awarded     | Previous Funding From<br>RDN Programs                               |
|---|----------------------------|------------|------------|---|--------|----------------|------------------|---------------------|-------------|---|
| Mount Arrowsmith Pipe Band Association            | Susan Wismer,<br>Secretary |            |            | To purchase new band equipment and uniforms over a three year period.   | Y      | Y              | Y                | \$2,000.00          | \$2,000.00  | \$2,000 2019 Grant<br>2018 Grant                                    |
| Mudge Island Citizens Society                     | Pat Camp                   |            |            | For the purchase of four large capacity cisterns with associated plumbing parts and two free standing pools to assist firefighters when responding to a wildfire  | Y      | Y              | N/A              | \$16,402.56         | \$0.00      | \$15,000 2019 Grant<br>\$3,100 2018 Grant<br>\$5,797 2016-17 SD68 G |
| Nanaimo Amateur Radio Association                 | Chris Anton                |            |            | For the set up of an emergency radio repeater facility at the Mount Copley reservoir site in Lantzville to be shared by Coastal emergency Communication Association and the Nanaimo Amateur Radio Association | Y      | Y              | N/A              | \$3,278.00          | \$3,278.00  | 0   |
| Nanoose Bay Lions Club                            | Bea Kolodziej              |            |            | Swap meet at Arbutus Meadows on the first Sunday of June. (Pancake breakfast, hamburger/hotdog lunch, also provide coffee, soft drinks, muffins)  | Y      | Y              | N/A              | \$1,900.00          | \$1,900.00  | \$1,500 2019 Grant  |
| Oceanside Community Makerspace Society            | Jim Bennett                |            |            | To create a repeatable and practical science presentation to demonstrate the potential for the use of water-flow in generating electricity from a home project or rainwater-run off project                   | Y      | Partial        | N/A              | \$1,750.00          | \$1,750.00  | \$1,750 2019 D69  |
| Oceanside Hospice Society                         | Shianne Carswell           |            |            | Equipment Loan Program: To purchase new equipment - Special Mattress, Transfer Wheel Chair, Wheel Walkers, and Cushions   | Y      | Y              | Y                | \$2,000.00          | \$2,000.00  | \$1,350 2019 Grant<br>\$12,332 2014-17 SD69 G                       |
| Parksville Museum                                 | Ron Woodward               |            |            | "Mosaic and Welcome Sign/Symbol Project": For the design, fabrication and installation of an exterior mosaic  | Y      | Y              | Y                | \$9,800.00          | \$0.00      | \$5,000 2016 NCED Grant   |
| Royal Canadian Legion - Branch 211 - Bowser       | John Gurak<br>Chairman     |            |            | New chairs for the Community Hall   | Y      | Y              | N/A              | \$6,000.00          | \$6,000.00  | \$2,500 2019 Grant<br>\$490 2018 Grant<br>\$5,526 2016-17 SD69 G    |
| Royal Canadian Legion - Branch 256 - Mount Benson | Corinne Stewart            |            |            | For a barrier wall in order for two groups to use the hall at the same time.  | Y      | Y              | N/A              | \$43,000.00         | \$21,000.00 | 0   |
| The HOPE Centre                                   | Alice Verstraete           |            |            | New Childcare Centre  | Y      | Y              | N/A              | \$4,784.04          | \$4,784.04  | \$750 2018 Grant  |
| Yellow Point Drama Group                          | Brian March                |            |            | For replacement of stage curtains with new, fire retardant material.  | Y      | Y              | N/A              | \$13,069.17         | \$6,636.69  | \$4,800 2017 Grant<br>\$3,113 2015 SD68 G                           |

|                 |                                |                                 |
|-----------------|--------------------------------|---------------------------------|
| SUBJECT:        | <b><i>Community Grants</i></b> | POLICY NO: A1.30<br>CROSS REF.: |
| EFFECTIVE DATE: | June 27, 2017                  | APPROVED BY: Board              |
| REVISION DATE:  | October 16, 2018               | PAGE: 1 of 4                    |

## **PURPOSE**

To establish criteria for the Regional Board and the Community Grants Committee to evaluate community grant program requests.

## **POLICY**

The Regional District of Nanaimo provides community grant funding in order to assist registered non-profit organizations to provide social programs and services that serve a local community or provide a regional benefit. The organization must provide a social enrichment service and demonstrate that the service fills a need in the community. It is the desire of the Regional District that organizations strive for financial independence, therefore financial need must be demonstrated and an application must be submitted in the form approved. Continuing support should not be anticipated.

A Community Grants Committee will be established to review applications for grants and make recommendations to the Board for applications to be considered in conjunction with the following year's budget. The Committee membership will be in accordance with the Community Grants Committee Terms of Reference.

## **GENERAL COMMUNITY GRANTS PROCEDURES**

1. Grant applications are only considered from registered non-profit organizations.
2. Community Grants are supported for the following general uses:
  - (a) Requests showing a significant benefit to the Regional District or specific area within the Regional District including but not limited to:
    - promoting volunteer participation and citizen involvement;
    - the use of new approaches and techniques in the solution of community needs;
    - activities/programs that are accessible to a large portion of the community's residents such as special events;
  - (b) Start-up costs for new organizations or new programs;
  - (c) Volunteer training;
  - (d) Capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.

3. Community Grants are not available for:
  - (a) Annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
  - (b) Wages, salaries or other fees for service (remuneration);
  - (c) Capital improvements to rented or leased premises;
  - (d) Private enterprise.
4. The Regional District will advertise an opportunity to apply for Community Grants with a deadline of the last Friday in August. The Community Grants application form must be submitted in the form approved.
5. Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.
6. Successful recipients must notify the Regional District in writing once the grant monies have been spent and provide brief details on how the money was used. If the entire grant is not used, the unused portion must be refunded to the Regional District of Nanaimo. Future applications from recipients not fulfilling this requirement will be rejected.
7. Community Grant requests will be considered within the criteria under this policy and relative to the overall objectives of the programs and services provided by the Regional District.

## Community Grants Criteria

The Regional District of Nanaimo awards grant funding to organizations to use for social programs and services in the Regional District. Grant applications are only considered from registered non-profit organizations that meet the following criteria.

1. Community Grants are for the following general uses:
  - (a) requests showing a significant benefit to the Regional District of Nanaimo or a specific area within the Regional District including, but not limited to:
    - the promotion of volunteer participation and citizen involvement;
    - the use of new approaches and techniques in the solution of community needs;
    - activities/programs which are accessible to a large portion of the community's residents such as special events;
  - (b) start-up costs for new organizations or new programs;
  - (c) one-time costs for a specific program or project such as supplies or equipment;
  - (d) volunteer training;
  - (e) capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.
2. To be eligible for grant funding the organization must:
  - (a) be a registered non-profit organization;
  - (b) be a local organization within the Regional District of Nanaimo;
  - (c) demonstrate that the grant request is for a specific service or use, and will provide a social enrichment service to the community;
  - (d) demonstrate that the service provided fills a need in the community.
3. In addition to the completed Community Grants application form, the applicant must also provide the following information for the organization with the application package:
  - (a) current year budget;
  - (b) full financial statements for its operation;
  - (c) details regarding the specific use for the grant funds requested, and a breakdown of all expenses for the use of the grant;
  - (d) information regarding other sources of funding and other grant applications that have been made.
4. The following services and/or functions are not eligible for community grant funding:
  - (a) annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
  - (b) wages, salaries or other fees for service (remuneration);
  - (c) capital improvements to rented or leased premises;
  - (d) private enterprise.
5. Applications received after the deadline will not be accepted and will be returned to the applicant.
6. Applications that do not meet the criteria will not be recommended for approval.

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**TO:** Transit Select Committee                      **MEETING:** September 19, 2019

**FROM:** Erica Beauchamp  
Superintendent, Transit Planning  
& Scheduling                      **FILE:** 8600 01 TSP

**SUBJECT:** handyDART Taxi Saver Program

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## **RECOMMENDATIONS**

That the handyDART Taxi Saver program frequency be changed to 60 days, and the purchase amount be increased to \$80.00, maintaining the requirement of a minimum of one handyDART trip within the 60-day period.

## **SUMMARY**

The Taxi Saver Program provides registered handyDART clients with Taxi Saver coupons at a 50% reduction, allowing greater convenience and more resources for spontaneous travel when handyDART is unable to accommodate their travel needs. Feedback from handyDART clientele indicates that the purchase amount of \$60.00 and frequency of every 90 days are inadequate to service clients' travel needs. It is recommended to increase the purchase amount to \$80.00 and the frequency to every 60 days, while maintaining the requirement of one handyDART ride within this time.

## **BACKGROUND**

### *handyDART Service Overview*

handyDART is an accessible, door-to-door, shared transit service for persons with permanent or temporary disabilities (physical and/or cognitive) that are unable to use a fixed-route transit system either part or at all the time, without assistance from another person. Many handyDART customers use a combination of transit for their travel needs, incorporating both fixed-route and handyDART services in their travel, depending on their abilities, travel needs and destination.

### *Taxi Saver Program Overview*

The handyDART Taxi Saver program is a supplementary element of the overall handyDART transit service and is not a stand-alone service. The Taxi Saver program is cost shared with BC Transit paying 66.69% and the RDN is responsible for 33.31%. The purpose of the program is to provide an alternate transportation option for registered handyDART clients when handyDART services are unable to accommodate the client's travel needs. Eligibility for the Taxi Saver program include being a permanent handyDART client, be 12 years of age or older, and have obtained a handyPASS by applying to the handyDART office.

Currently, an eligible handyDART client with a handyPASS, can purchase \$60.00 in Taxi Saver 'coupons' for \$30.00, a 50% subsidy towards the cost of needed taxi rides. handyDART coupons can only be purchased through the handyDART office. The client uses the coupons to pay the dollar meter rate of the taxi fare, paying the remainder in change/cash.

Currently, the Taxi Saver program allows an eligible client to make a Taxi Saver purchase of \$60.00 of coupons once every 90 days, provided they have utilized the handyDART ride service once within that time. This amount and length of time between ability to purchase Taxi Saver coupons is lengthy for handyPASS clients, who must sometimes utilize a taxi to attend appointments, and do their shopping, among other travel needs.

## **ALTERNATIVES**

1. That the handyDART Taxi Saver program frequency be changed to 60 days, and the purchase amount be increased to \$80.00, maintaining the requirement of a minimum of one handyDART trip within the 60-day period.
2. That the Board provide alternate direction.

## **FINANCIAL IMPLICATIONS**

The 2019 RDN budget for Taxi Savers is \$18,000 and is cost shared with BC Transit at a rate of 66.69% BC Transit and 33.31% for a cost to the RDN of \$6,000. Increasing the purchase frequency to every 60 days and the purchase amount to \$80.00 requires the taxi saver budget to be increased to \$36,000, an increase of \$18,000. With BC Transit cost sharing this yields a total budget for the RDN of \$12,000 annually, to be included in the 2020 Financial Plan.

## **STRATEGIC PLAN IMPLICATIONS**

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



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Erica Beauchamp

[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)

August 28, 2019

Reviewed by:

- D. Marshall, Manager, Transit Operations
- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

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**TO:** Transit Select Committee                      **MEETING:** September 19, 2019  
**FROM:** Darren Marshall  
            Manager, Transit Operations                      **FILE:** 8500 03 CTE  
**SUBJECT:** Christmas Day Sunday Level Service Conventional Transit 2019

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## **RECOMMENDATION**

That Conventional Transit on Christmas Day, December 25, 2019, be provided at Sunday level of service.

## **SUMMARY**

At the June 25, 2019, Regular Board meeting, the Board supported a Transit Holiday Schedule allowing riders to access transit on a Sunday level service for New Year's Day, Good Friday and Christmas Day starting in January 1, 2020. However, this may present confusion with riders as there is no service offered for Christmas in 2019 and there may be a level of expectation that service will be provided. The extra day of service for 2019, will support customers who rely on transit to visit family or work.

The Transit Service has enough annual transit hours in the current 2018/2019 Annual Operating Agreement with BC Transit to provide transit service on Christmas Day, December 25, 2019.

## **BACKGROUND**

At the June 25, 2019, Regular Board meeting, the following motion was approved:

*It was moved and seconded that New Year's Day, Good Friday and Christmas Day be included in the Transit Holiday Schedule at a Sunday level service effective in the 2020 transit expansion plan and that the budget be increased by \$47,979.*

On most statutory holidays,<sup>1</sup> the RDN Transit Service operates at a Sunday level of service, which equates to 170 hours per Sunday level of service. There is no additional cost to this request. The 170 hours required for Sunday level service on Christmas Day, December 25, 2019, will come from reserve hours. The reserve hours are accumulated hours found through efficiencies from moving the downtown Nanaimo transit exchange from Prideaux Street to the temporary location at 1 Port Drive. At the end of 2019 there will be approximately 1,800 hours

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Other Sunday level service on statutory holidays provided 2019: Family Day, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day and Remembrance Day.

held in reserves by BC Transit. These hours will be reallocated into the transit service once a permanent location for the downtown exchange is decided.

## **ALTERNATIVES**


1. That Conventional Transit on Christmas Day, December 25, 2019, be provided at Sunday level of service.
2. That alternative direction be provided.

## **FINANCIAL IMPLICATIONS**

There is no additional cost to this request. The 170 hours needed for Sunday level service on Christmas Day, December 25, 2019, will come from reserve hours. The reserve hours are accumulated hours found through efficiencies from moving the downtown Nanaimo transit exchange from Prideaux Street to the temporary location at 1 Port Drive, Nanaimo. At the end of 2019 there will be approximately 1,800 annual hours held in reserves by BC Transit. These hours will be reallocated into the transit service once a permanent location for the downtown exchange is decided.

## **STRATEGIC PLAN IMPLICATIONS**

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



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Darren Marshall  
[dmarshall@rdn.bc.ca](mailto:dmarshall@rdn.bc.ca)  
August 14, 2019

Reviewed by:

- D. Pearce, Director Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer



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**TO:** Transit Select Committee                      **MEETING:** September 19, 2019  
**FROM:** Darren Marshall  
                 Manager Transit Operations                      **FILE:** 2240 55 TEPD  
**SUBJECT:** Licence of Occupation and Use Amendment

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### **RECOMMENDATIONS**

1. That the Regional District of Nanaimo approve the amended Licence of Occupation and Use Agreement for 1 Port Drive with the City of Nanaimo extending the agreement to June 30, 2020.
2. That the Regional District of Nanaimo consent to permit the temporary use of 575 Fitzwilliam 'Prideaux Exchange' for a parking lot for use by RCMP members and staff, until the Regional District of Nanaimo resumes use of the Prideaux Exchange.

### **SUMMARY**

The Regional District of Nanaimo Transit System (RDN) relocated the Downtown Nanaimo Exchange to 1 Port Drive during the construction for seismic upgrades to the Bastion Street Bridge. The current agreement expires September 30, 2019. The RDN requires an extension of the Licence of Use Agreement to continue to use and occupy a portion of the 1 Port Drive (Attachment 1), and comprised of a transit exchange constructed in accordance with the specifications and a temporary service trailer.

### **BACKGROUND**

#### *1 Port Drive Amendment of Licence Agreement*

The City of Nanaimo performed seismic upgrades to the Bastion Street Bridge starting mid-April 2019. These upgrades required a complete closure to all vehicle traffic, excluding foot and bicycle traffic, for the duration of the construction. Transit Services has a constant need for transit buses to access the City's downtown.

The City of Nanaimo's 1 Port Drive site provides the necessary space and favorable geographical location to operate an efficient transit exchange. As a temporary location, this site will create a savings of approximately 200 hours per month for the duration of the arrangement. The cost saving hours will be held by BC Transit in the RDN's reserves. The amendment will increase the monthly licence fee to \$2,500.00 each month of the term of the licence agreement.

The RDN Transit system has operated in the downtown core in the past on Gordon Street and Port Place Centre's parking lot. In a recent study, the consultant recommended the 1 Port Drive is a viable exchange location and recommended a trial prior to a full commitment.

In consultation with the City of Nanaimo Transportation Department, they indicated that this area meets the City of Nanaimo's sustainable transportation travel modes.

#### *575 Fitzwilliam Amendment of Lease Agreement*

As the Tenant (RDN) at 575 Fitzwilliam Street, Nanaimo (Prideaux Exchange), the RDN has leased this location since October 12, 2005, and since May 31, 2007, has been a month-to-month to operate a transit bus exchange, Prideaux Exchange.

As of May 15, 2019, the RDN has been a temporary Tenant at 1 Port Drive to operate a downtown Nanaimo bus exchange. The Landlord (City of Nanaimo) wishes, and the Tenant grants, consent to permit the temporary use of the Prideaux Exchange for the purpose of a parking lot for use by RCMP members and staff, until such time that the RDN resumes use of the Prideaux Exchange. Further, the Monthly rental fee of \$2,500 for the Lease Agreement will be waived until the RDN resumes use of the Prideaux Exchange, (Attachment 2).

### **ALTERNATIVES**

1. That the Regional District of Nanaimo approve the amended Licence of Occupation and Use Agreement for 1 Port Drive with the City of Nanaimo extending the agreement to June 30, 2020.
2. That the Regional District of Nanaimo consent to permit the temporary use of 575 Fitzwilliam 'Prideaux Exchange' for a parking lot for use by RCMP members and staff, until the Regional District of Nanaimo resumes use of the Prideaux Exchange.
3. That alternative direction be provided.

### **FINANCIAL IMPLICATIONS**

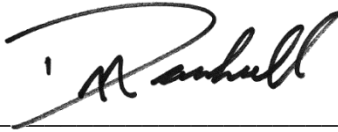
The financial authorization requested to occupy and use a portion of 1 Port Drive would increase from \$1.00 per month to \$2,500 per month. This is a direct transfer from the 575 Fitzwilliam (Prideaux Exchange) locations. There is no additional cost to the 2019 Board approved budget.

The original term, ending September 30, 2019, will accumulate 1,200 hours of savings from operating at the downtown exchange at 1 Port Drive, approximately \$80,000 of savings for the six (6) month term. The nine (9) month extension will accumulate an additional 1,800 hours for an approximate savings of \$120,000. These costs saving hours will be held by BC Transit in reserves. These hours will be reallocated into the transit service once a permanent location for the downtown exchange is decided.

There is no construction cost to the RDN for this temporary exchange at 1 Port Drive or 575 Fitzwilliam. There is a trailer rental for approximately \$3,500 per month \$31,500 for the extended nine (9) month term. These funds will be included in the 2020 financial plan.

## STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



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Darren Marshall  
[dmarshall@rdn.bc.ca](mailto:dmarshall@rdn.bc.ca)  
August 14, 2019

Reviewed by:

- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Amendment of License Agreement – 1 Port Drive
2. Amendment of Lease Agreement – 575 Fitzwilliam

**AMENDMENT OF LICENCE AGREEMENT**

File No. LD003688

THIS AMENDMENT is dated for reference the \_\_\_\_\_ of September 2019.

BETWEEN:

CITY OF NANAIMO  
455 Wallace Street  
Nanaimo, BC V9R 5J6

(the "City")

AND:

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

(the "RDN")

**WHEREAS:**

- A. By agreement made and dated for reference April 7, 2019, the RDN entered into a Licence Agreement with the City providing for the use of a portion of the lands having a civic address of 1 Port Drive, Nanaimo, British Columbia.
- B. A copy of the Licence Agreement is attached to this Agreement and marked as Schedule A.
- C. The RDN wishes to extend the Term for use of the Licence Area. The Licence Agreement is hereby amended to allow the RDN use of the Licence Area until June 30, 2020.
- D. The Licence Agreement is further amended to increase the monthly Licence Fee to \$2,500.00 due and payable each month during the Term of the Licence Agreement.
- E. All other terms and conditions remain the same.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the date first above written.

**City of Nanaimo**

\_\_\_\_\_  
Leonard Krog, Mayor

\_\_\_\_\_  
Sheila Gurrie, Corporate Officer

**Regional District of Nanaimo**

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Per:

## SCHEDULE A TO THE AMENDMENT OF LICENSE AGREEMENT

### LICENCE OF OCCUPATION AND USE

THIS AGREEMENT DATED FOR REFERENCE THE 1<sup>st</sup> DAY OF April, 2019.

BETWEEN:

**CITY OF NANAIMO**

455 Wallace Drive  
Nanaimo, B.C. V9R 5J6

(hereinafter called the "City")

OF THE FIRST PART

AND:

**REGIONAL DISTRICT OF NANAIMO**

6300 Hammond Bay road  
Nanaimo, BC V9T 6N2

(hereinafter called "RDN")

OF THE SECOND PART

**SEASPAN FERRIES CORPORATION**

7700 Hopcott Road  
Delta, BC V4G 1B6

(hereinafter called "Seaspan")

OF THE THIRD PART

**W H E R E A S :**

- A. The City is the registered owner of certain lands commonly known as 1 Port Drive and legally described as:

PID 029-036-500

Lot A, Section 1, and Part of the Bed of the Public Harbour of Nanaimo, Nanaimo District, Plan EPP27507

(the "Lands");

- B. Seaspan is the registered owner of a Statutory Right of Way over the Lands with registration number EM109875 (the "SRW");
- C. The RDN wishes to be granted this Licence to use and occupy that portion of the Lands and SRW shown outlined in black on the sketch plan attached hereto as Schedule "A" and comprised of a transit exchange constructed in accordance with the specifications attached hereto as Schedule "B" (the "Transit Exchange") and a temporary service trailer (the "RDN Trailer") (collectively referred to as the "Licence Area") and the City and Seaspan have agreed;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the fee paid by the RDN to the City and Seaspan and in consideration of the premises and covenants and agreements contained in this Agreement, the City and Seaspan and the RDN covenant and agree with each other as follows:

#### **1.0 RIGHT TO OCCUPY**

- 1.1 The City and Seaspan (hereinafter collectively referred to as the "Licensors"), subject to the performance and observance by the RDN of the terms, conditions, covenants and agreements contained in this Agreement, and to earlier termination as provided in this Agreement, grants to the RDN a right by way of licence for the RDN, its elected officials, officers, employees, contractors, servants, agents, invitees and licensees to use the Licence Area for the purposes of installing, constructing, maintaining and using the Transit Exchange and RDN Trailer;
- 1.2 In addition to the rights granted at 1.1, the Licensors permit the RDN to grant to the general public a licence to occupy and use the Transit Exchange;
- 1.3 The Licensors grant to the RDN a right to cross the Lands for purpose of ingress and egress to the Licence Area.

#### **2.0 RESERVATION OF RIGHTS**

- 2.1 The Licensors reserve to themselves from the grant and the covenants made by it to the RDN under clause 1 above, the right for the Licensors, their elected officials, officers, employees, contractors, servants, agents, invitees and licensees to have full and complete access to the Licence Area to carry out any operations associated with the Licensors use of the Licence Area.

#### **3.0 LICENSE FEE**

- 3.1 In consideration of the right to use, the RDN shall pay to the Licensors a monthly licence fee calculated at the rate of \$1.00 per month. The receipt and sufficiency of which is hereby acknowledged.

#### **4.0. TERM**

- 4.1 The term of the License granted under this Agreement shall commence on the 7<sup>th</sup> day of April, 2019, and end on the 30<sup>th</sup> day of September, 2019, unless earlier terminated under this Agreement (the "**Term**").

#### **5.0 TAXES AND UTILITIES**

- 5.1 The RDN shall pay all taxes, rates, duties and assessments whatsoever, whether federal, provincial, municipal or otherwise charged upon the RDN or the Licensors as a result of the RDN's occupation of or use of the Licence Area.
- 5.2 The RDN shall pay as they become due all water, electrical, sewer, garbage and other rates in respect of the Licence Area that are the result of the RDN's occupation of or use of the Licence Area.

#### **6.0 CONSTRUCTION**

- 6.1 The RDN shall not construct or place any buildings or structures or make any improvements on the Licence Area, unless it has:
- (a) obtained the Licensor's approval in writing to site plans, working drawings, plans, specifications and elevations; and
  - (b) obtained any necessary building permits authorizing the construction of the buildings and structures set out in the permits and the plans and specifications attached to it; and
  - (c) obtained all required inspections and the work shall be carried out at the cost of the RDN; and
  - (d) delivered final as-built drawings to the Licensors.
- 6.2 The RDN shall, at its cost, maintain any buildings, structures or improvements constructed or placed on the Licence Area during the Term.

#### **7.0 INSURANCE**

- 7.1 (a) The RDN will take out and maintain during the Term, a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the Licence Area by the RDN in the amount of not less than five million dollars per single occurrence with such greater amount as may from time to time designate, naming the Licensors as an insured party thereto and shall provide the Licensors with a certified copy of such policy or policies;

- (b) all policies of insurance shall contain a clause requiring the insurer not to cancel or change the insurance without first giving the Licensors thirty days' prior written notice;
- (c) if the RDN does not provide or maintain or enforce the insurance required by this Agreement, the Licensors may take out the necessary insurance and pay the premium at a time and the RDN shall pay to the Licensors as additional fees the amount of the premium immediately on demand;
- (d) if both the Licensors and the RDN claim to be indemnified under any insurance required by this Agreement, the indemnity shall be applied first to the settlement of the claim of the Licensors and the balance, if any, to the settlement of the claim of the RDN.
- (e) the deductible on the policy shall not be more than five thousand dollars.

## **8.0 INDEMNIFICATION AND RELEASE**

- 8.1 The RDN releases and will indemnify and save harmless the Licensors, its elected officials, officers, employees, contractors, servants, agents, and licensees from and against all lawsuits, damages, costs, expenses, fees or liability which the RDN or any of them or anyone else may incur, suffer or allege by reason of
- (a) the negligence, breach of contract or wrongful act by the RDN or its elected officials, officers, employees, contractors, servants, agents, invitees and licensees;
  - (b) the RDN or its elected officials, officers, employees, contractors, servants, agents, invitees and licensees using any building, structure or improvement built or placed by the RDN on the License Area;
  - (c) the RDN or its elected officials, officers, employees, contractors, servants, agents, invitees and licensees carrying on of any activity in relation to the use of the License Area.

## **9.0 BUILDERS' LIENS**

- 9.1 The RDN will indemnify the Licensors from and against any liens for wages or materials or for damage to persons or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the RDN may make or cause to be made on, in or to the Licence Area.



## 10.0 NOTICES

### 10.1 It is hereby mutually agreed:

Any notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail or sent by email addressed as follows:

(i) if to the RDN:

Darren Marshall  
6300 Hammond Road  
Nanaimo, BC V9T 6N2  
Email: [dmarshall@rdn.bc.ca](mailto:dmarshall@rdn.bc.ca)

(ii) if to the City:

Real Estate Section  
455 Wallace Drive  
Nanaimo, BC V9R 5J6  
Email: [realestate@nanaimo.ca](mailto:realestate@nanaimo.ca)

(iii) if to Seaspan:

Ian McIver  
700 Hopcott Road  
Delta, BC V4G 1B6  
Email: [ian.mciver@seaspan.com](mailto:ian.mciver@seaspan.com)

or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight hours after the time and date of mailing or upon receipt if emailed. If, at the time of mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lock-out or other labour dispute, then the notice may only be given by actual delivery of it or by email.

## 11.0 TERMINATION

### 11.1 If the RDN is in breach of this Agreement, and if the default continues after the giving of notice by the Licensors to the RDN, then the Licensors may terminate this Agreement and reenter the Licence Area and the rights of the RDN with respect to the Licence Area shall lapse and be absolutely forfeited.

## **12.0 FORFEITURE**

- 12.1 The Licensors, by waiving or neglecting to enforce the right to forfeiture of this Agreement or the right of re-entry upon breach of this Agreement, does not waive the Licensor's rights upon any subsequent breach of the same or any other provision of this Agreement.

## **13.0 FIXTURES**

- 13.1 That, unless the RDN, upon notice from the Licensors, removes them, the buildings, structures or improvements constructed on the Licence Area by the RDN shall at the termination of the Agreement, become the sole property of the Licensors at no cost to the Licensors.

## **14.0 REPAIRS BY THE LICENSORS**

- 14.1 (a) If the RDN fails to repair or maintain the Licence Area or any building, structure or improvement on the Licence Area in accordance with this Agreement, the Licensors may, by its agents, employees or contractors, enter the Licence Area and make the required repairs or do the required maintenance and the cost of the repairs or maintenance shall be a debt due from the RDN to the Licensors.
- (b) In making the repairs or doing the maintenance, the Licensors bring and leave upon the Licence Area the necessary materials, tools and equipment and the Licensors shall not be liable to the RDN for any inconvenience, annoyance, loss of business or other injuries suffered by the RDN by reason of the Licensors effecting the repairs or maintenance.

## **15.0 TREE CUTTINGS, EXCAVATIONS AND HAZARDOUS SUBSTANCES**

- 15.1 For the purposes of paragraph 15.2 below:

- (a) "**Contaminants**" means any pollutants, contaminants, deleterious substances, underground or above-ground tanks, asbestos materials, hazardous, corrosive, or toxic substances, special waste or waste of any kind, or any other substance which is now or hereafter prohibited, controlled, or regulated under Environmental Laws; and
- (b) "**Environmental Laws**" means any statutes, laws, regulations, orders, bylaws, standards, guidelines, permits, and other lawful requirements of any governmental authority having jurisdiction over the License Area now or hereafter in force relating any way to the environment, environmental assessment, health, occupational health and safety, or transportation of dangerous goods, including the principles of common law and equity.

15.2 The RDN covenants and agrees as follows:

- (a) not to use or permit to be used all or any part of the License Area for the sale, storage, manufacture, handling, disposal, use, or any other dealing with any Contaminants, without the prior written consent of the Licensors, which consent may be unreasonably withheld;
- (b) to strictly comply, and cause any person for whom it is in law responsible to comply, with all Environmental laws regarding the use and occupancy of the License Area;
- (c) to promptly provide to the Licensors a copy of any environmental site assessment, audit, report, or test results relating to the License Area conducted by or for the RDN at any time;
- (d) to promptly notify the Licensors in writing of any release of a Contaminant or any other occurrence or condition at the License Area or any adjacent property which could contaminate the License Area or subject the Licensors or the RDN to any fines, penalties, orders, investigations, or proceedings under Environmental laws (for clarity, this provision shall only apply where any member of the RDN has actual knowledge of the same);
- (e) on the expiry or earlier termination of this License, or at any time if requested by the Licensors or required by any governmental authority under Environmental Laws, to remove from the License Area all Contaminants, and to remediate by removal any contamination of the License Area or any adjacent property resulting from Contaminants, ***in either case solely where such Contaminant(s) had been brought onto, used at, or released from the License Area by the RDN or any person for whom it is in law responsible.*** The RDN shall perform these obligations promptly at its own cost and in accordance with Environmental Laws. All such Contaminants shall remain the property of the RDN, notwithstanding any rule of law of other provision of this License to the contrary and notwithstanding the degree of their affixation to the License Area; and
- (f) to indemnify the Licensors and its elected officials, appointed officers, employees, agents, successors, and assigns from any and all liabilities, actions, damages, claims, remediation cost recovery claims, losses, costs, orders, fines, penalties, and expenses whatsoever (including all legal and consultant's fees and expenses and the cost of remediation of the License Area and any adjacent property) arising from or in connection with:
  - (i) any breach of or non-compliance with the provisions of this paragraph 15.2 by the RDN; or

- (ii) any release of any Contaminants at or from the Licence Area as a result of the use and occupation of the Licence Area by the RDN or by any member of the RDN.

#### **16.0 CLEAN UP**

- 16.1 At the end of the Term, the RDN shall clean up the Licence Area and restore the Licence Area as reasonably as may be possible to the condition of the Licence Area prior to the commencement of the term of this Agreement.

#### **17.0 REGULATIONS**

- 17.1 The RDN will:

- (a) comply promptly at his own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the Licensors or the RDN;
- (b) indemnify the Licensors from all lawsuits, damages, loss, costs or expenses the Licensors may incur by reason of non-compliance by the RDN with legal requirements or by reason of any defect in the Licence Area or any injury to any person or to any personal property contained on the Licence Area. The RDN shall be responsible for any damage to the Licence Area occurring while the RDN is exercising its rights under this Agreement or if the RDN acknowledges and agrees that in the event that the Licence Area or any building, structure or improvement on the Licence Area is damaged, then the amount of the cost of repair, restoration shall be a debt due from the RDN to the Licensors.

#### **18.0 NO COMPENSATION**

- 18.1 The RDN shall not be entitled to compensation for any loss or injurious affection or disturbance resulting in any way from the termination of the Agreement or the loss of the RDN's interest in any building, structure or improvement built or placed on the Licence Area.

#### **19.0 MISCELLANEOUS**

- 18.1 (a) The RDN warrants and represents that the execution of this Agreement by RDN on behalf of a group or organization is a warranty and representation to the Licensors that the RDN has sufficient power, authority and capacity to bind the group or organization with its or her signature.
- (b) In consideration of being granted the use of the Licence Area, the RDN agrees to be bound by the terms and conditions of this Agreement and,

the RDN agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.

- (c) This Agreement shall not be interpreted as granting any interest in the Licence Area to the RDN.
- (d) Waiver of any default by a party shall not be interpreted or deemed to be a waiver of any subsequent default.

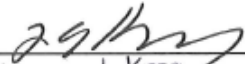
## **20.0 INTERPRETATION**

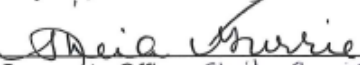
- 20.1 (a) Time is of the essence in this Agreement.
- (b) That when the singular or neuter are used in this Agreement, they include the plural or the feminine or the masculine or the body politic where the context or the parties require.
- (c) The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- (d) The RDN may assign its rights under this Agreement with the prior written consent of the Licensors, not to be unreasonably withheld.
- (e) That this Agreement shall enure to the benefit of, and be binding upon, the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.
- (f) This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- (g) All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.
- (h) This Agreement constitutes the entire agreement between the parties with respect to the subject matter of the Agreement and contains all of the representations, warranties, covenants and agreements of the respective parties, and may not be amended or modified except by an instrument in writing executed by all parties. This Agreement supersedes all prior agreements, memoranda, and negotiations between the parties.

- (j) This agreement may be executed in counterpart and delivered by facsimile or other electronic transmission, and if so executed and delivered all such counterparts or executed facsimile or other electronic transmitted signed copies shall be read and construed together as if they formed one originally executed document.

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


**CITY OF NANAIMO**

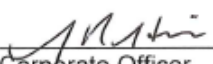
Per:   
Mayor, Leonard Krog

Per:   
Corporate Officer, Sheila Gurne

|                 | Initial | Date (mm/dd/yy) |
|-----------------|---------|-----------------|
| Content (Mgr)   | SK      | 04/04/19        |
| Approved (SM)   | TP      | 04/04/19        |
| Legal Form (CO) | HT      | 04/09/19        |
| Authority (CAO) | WAP     | APR 9, 2019     |

**REGIONAL DISTRICT OF NANAIMO**

Per:   
Chair

Per:   
Corporate Officer

**SEASPAN FERRIES CORPORATION**

Per: \_\_\_\_\_  
Authorized Signatory

Per: \_\_\_\_\_  
Authorized Signatory

## **AMENDMENT OF LEASE AGREEMENT**

File No. LD001146

THIS AMENDMENT is dated for reference the \_\_\_\_\_ of July, 2019.

BETWEEN:

CITY OF NANAIMO  
455 Wallace Street  
Nanaimo, BC V9R 5J6

(the "Landlord")

AND:

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

(the "Tenant")

### **WHEREAS:**

- A. By agreement made and dated for reference October 12, 2005, the Tenant entered into a Lease Agreement with the Landlord providing for the use of a portion of the Lands having a civic address of 575 Fitzwilliam Street, Nanaimo, British Columbia.
- B. A copy of the Lease Agreement is attached to this Agreement and marked as Schedule A.
- C. Upon the expiration of the First Renewal Term on May 31, 2007, the Tenant entered into a month-to-month tenancy.
- D. The Tenant has temporarily relocated the transit services, which were in operation on the Lands, to other City of Nanaimo owned land having a civic address of 1 Port Drive, Nanaimo, British Columbia.
- E. The Landlord wishes, and the Tenant grants, consent to permit the temporary use of the Lands for the purpose of a parking lot for use by RCMP members and staff, until such time as the Tenant resumes use of the Land.
- F. The monthly rental fee for the Lease Agreement shall be waived until such time as the Tenant resumes use of the Lands.
- G. All other terms and conditions remain the same.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the date first above written.

**City of Nanaimo**

by its authorized signatory:

\_\_\_\_\_  
Leonard Krog, Mayor

\_\_\_\_\_  
Sheila Gurrie, Corporate Officer

**Regional District of Nanaimo**

by its authorized signatory:

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Per:

**SCHEDULE A TO THE AMENDMENT OF LICENSE AGREEMENT**



THIS LEASE is dated for reference the 12<sup>th</sup> day of October, 2005

BETWEEN:

**CITY OF NANAIMO**  
455 Wallace Street  
Nanaimo, B.C.  
V9R 5J6

(hereinafter called the "Landlord")

OF THE FIRST PART

AND:

**REGIONAL DISTRICT OF NANAIMO**  
6300 Hammond Bay Road  
Nanaimo, British Columbia  
V9T 6N2

(hereinafter called the "Tenant")

OF THE SECOND PART

THIS INDENTURE WITNESSES that in consideration of the rents, covenants, obligations, conditions and agreements hereinafter respectively reserved and contained, the parties hereto covenant and agree with each other as follows:

**1.0 DEFINITIONS**

1.01 In this Lease, unless there is something in the subject matter or in the context inconsistent therewith:

"Lands" means the cross-hatched area on the attached Schedule "B".

"Lease Year" means a period of twelve (12) consecutive calendar months during the term ending on the day preceding each anniversary date of the commencement of the term.

"Leased Premises" means Unit 130 and the Lands at 575 Fitzwilliam Street, Nanaimo, British Columbia.

"Municipal Tax Cost" means the total, without duplication, of sums paid by the Landlord in respect of Municipal Taxes.

"Municipal Taxes" means the aggregate of all taxes, local improvement or similar rates, duties, assessments and charges, municipal realty taxes, water taxes,

school taxes, or any other taxes, rates, duties, assessments, both general and special, levied or imposed upon or in respect of the Building or any part thereof, including business taxes (if any) charged on the Common Areas or upon the Landlord in respect of the Building or any part thereof, but not including business taxes charged on the Leased Premises.

"Property" means the lands in the City of Nanaimo, in the Province of British Columbia more particularly described in Schedule "A" annexed hereto.

## **2.0 DEMISE AND TERM**

2.01 The Landlord hereby demises and leases the Leased Premises unto the Tenant to have and to hold from and including the 1st day of June, 2005, for and during the Term of One (1) year, to and including the 31st day of May, 2006 (the "Term") unless sooner terminated as herein provided.

2.02 The Landlord and the Tenant each have the option to terminate this Lease Agreement upon six (6) months prior written notice to the other of its intent to do so.

## **3.0 RENTAL**

3.01 Rent is:

(a) Unit 130: Gross Rent at \$3,180.00 per annum or \$265.00 per month plus applicable Goods and Services Tax.

(b) Lands: Gross Rent at \$30,000.00 per annum or \$2,500.00 per month plus applicable Goods and Services Tax.

3.02 In the event that the rent, or any other sum or sums due to the Landlord hereunder becomes overdue and in arrears, the same shall be deemed to be rent reserved hereunder and the Landlord shall be entitled to all the same remedies with respect thereto that the Landlord has with respect to arrears of rent.

## **4.0 TENANCY COMMENCEMENT DATE**

4.01 The Commencement Date is June 1, 2005.

## **5.0 CONDUCT OF BUSINESS**

5.01 The Tenant shall not use or occupy the Leased Premises or any part thereof for any purpose other than a transit driver respite area and parking of transit buses.

5.02 The Tenant will not erect or place or suffer to be erected or placed or maintain any signs of any nature or kind whatsoever on the exterior walls of the Leased Premises or elsewhere in the Building, without first obtaining the Landlord's



written approval and consent in each instance, which approval and consent shall not be unreasonably withheld.

## **6.0 REPAIRS**

- 6.01 The Tenant shall at all times during the Term at its own cost and expense repair, maintain and keep the Leased Premises in good order and repair, reasonable wear and tear, and the Tenant shall perform such maintenance, effect such repairs and replacements at its own cost and expense as and when necessary or reasonably required so to do by the Landlord.
- 6.02 The Landlord and any employee, servant or agent of the Landlord shall be entitled at any reasonable time during business hours and during any emergency from time to time to enter and examine the state of maintenance and repair of the Leased Premises, and the Landlord may give notice to the Tenant requiring that the Tenant perform such maintenance or effect such repairs or replacements as may be found necessary from such examination.
- 6.03 No debris, garbage, trash or refuse shall be placed or left in or upon any part of the Building outside of the Leased Premises, but shall be deposited by the Tenant at times and in a manner specifically designated by the Landlord from time to time.
- 6.04 The servants, agents and representatives of the Landlord shall have the right to enter the Leased Premises at all times during business hours upon prior notice being given to the Tenant to make alterations or repairs as they shall deem necessary for the safety or preservation or proper administration or improvement of the Leased Premises, the Building, or any premises adjoining the Leased Premises and at all times to perform the Landlord's obligations hereunder.
- 6.05 In the event of damage to or destruction of the Leased Premises so that the Leased Premises are wholly or partially unfit for the business of the Tenant the Rent provided to be paid hereunder or a proportionate part thereof shall, according to the nature and extent of the damage sustained, be abated until the Leased Premises shall have been rebuilt or made fit for the business of the Tenant.
- 6.06 Notwithstanding Article 6.05, in the event of destruction of the Building or damage to fifty percent or more of the floor area of the buildings forming part of the Building, whether or not the Leased Premises are damaged, the Lease may be terminated at the option of the Landlord by the Landlord giving to the Tenant within thirty days after the occurrence of such damage to or destruction of the building notice in writing of the termination of the Lease and thereupon rental (abated in accordance with Article 6.05) and all other payments for which the Tenant is liable under the Lease shall be apportioned and paid to the date of termination; provided, however, that such termination shall not affect the obligations of the parties arising or existing prior to the date such notice of termination is given.



## **7.0 ASSIGNMENT, SUB-LETTING**

- 7.01 The Tenant shall not during the Term assign, transfer or sublet the Leased Premises or any part thereof without obtaining the prior written consent of the Landlord, which consent shall not be unreasonably withheld.

## **8.0 INDEMNIFICATION**

- 8.01 The Tenant releases and will indemnify and save harmless the City, its elected and appointed officers, employees, agents and contractors from any and all claims, causes of action, suits, damages, costs and expenses and fees for liability, whatsoever (including legal fees), which the Tenant, its elected or appointed officers, employees, agents and invitees or any of them, or anyone else may suffer, sustain, allege or incur as a result of or arising out of the use of the Leased Premises by the Tenant or by any member of the public using any building, structure or improvement, built or placed by the Tenant on the Leased Premises or the carrying on upon the Leased Premises of any activity in relation to the Tenant's use of the Leased Premises, except to the extent that same is caused or contributed by the negligence or wrongful act or omission of the City, its elected or appointed offices, employees, agents, contractors, licensees or invitees.

## **9.0 TENANT ALTERATIONS**

- 9.01 The Tenant may at any time and from time to time at its expense, paint and decorate the interior of the Leased Premises, install trade fixtures and equipment, and make such changes, alterations, additions and improvements in and to the Leased Premises, all as will in the judgment of the Tenant better adapt the Leased Premises for the purposes for which the same are permitted to be used hereunder; provided, however, that no changes, alterations, additions or improvements to the structure, any perimeter wall, the Building front, the fire protection system, the heating, ventilating, air conditions, plumbing, electrical or mechanical equipment or the floor or the roof shall be made without the prior written consent of the Landlord. All changes, alterations, additions or improvements, whether structural or otherwise, shall comply with all applicable statutes, regulations or bylaws or any municipal, provincial or other governmental authority.
- 9.02 The Tenant agrees that at expiration or earlier termination of this Lease all changes, alterations, additions and improvements made to or installed upon or in the Leased Premises whether made pursuant to this Article 9 or otherwise and which in any manner are attached in, to, on or under the floors, walls or ceilings other than tenant's fixtures shall remain upon and be surrendered to the Landlord with the Leased Premises as a part thereof, without disturbance, molestation or injury and shall be and become the absolute property of the Landlord without any payment or indemnity by the Landlord or any third party to the Tenant, unless the Landlord shall by notice in writing require the Tenant to

remove the same, in which event the Tenant shall restore the Leased Premises to the state in which they were prior to commencing any of the Tenant's work as permitted under Article 9.01 and shall make good any damage or injury caused to the Leased Premises or the Building resulting from such installation or removal.

9.03 The Tenant may, provided it is not in default under the Lease, remove Tenant's fixtures, provided that the Tenant shall make good any damage or injury caused to the Leased Premises or the Building resulting from such removal.

9.04 The Tenant shall not make any repairs, opening or additions to any part of the exterior of the Leased Premises, nor place any attachments, decoration, signs or displays in or upon any Common Area without the written consent of the Landlord, failing which the Tenant will be held responsible for all ensuring costs and damages whether to remove such items or to effect repairs needed as a result of such acts.

#### **10.0 PUBLIC UTILITIES AND TAXES**

10.01 The Tenant shall pay promptly for its telephone, for all business taxes, licence fees, and all other charges, taxes, licence fees and rates levied or assessed on or in respect of or in relation to the business carried on by the Tenant within the Leased Premised, or in respect of any fixtures, machinery, equipment or apparatus installed in the Leased Premises by the Tenant including Municipal Taxes on improvements made by the Tenant to the Leased Premises whether such taxes, licenses, charges or rates area charged to the Landlord or to the Tenant.

10.02 The Tenant shall pay all Municipal Taxes.

#### **11.0 LANDLORD'S RIGHTS AND REMEDIES**

11.01 If and whenever:

- (a) The rent hereby reserved or any part thereof, or other sum payable by the Tenant hereunder is not paid on the day appointed for payment thereof, and remains unpaid fourteen days after written notice demanding payment was given by the Landlord to the Tenant;
- (b) The Tenant is in breach of any of the covenants, agreements, provisos, conditions, rules or regulations on the part of the Tenant to be kept, observed or performed and has not cured such breach fourteen days after written notice thereof was given by the Landlord to the Tenant;
- (c) The Term shall be taken in execution or attachment for any cause whatever; or



- (d) A receiver of the Tenant's leasehold interest hereunder shall be appointed;

then and in every case, it shall be lawful for the Landlord at any time thereafter with or without process of law to enter into and upon the Leased Premises or any part thereof in the name of the whole and the same to have again, repossess and enjoy as of its former estate, notwithstanding anything to the contrary contained in this Lease.

- 11.02 If at any time any of the goods and chattels of the Tenant shall be at any time seized in execution or attachment by any creditor of the Tenant; or if a receiver of the Tenant's leasehold interest hereunder is appointed; or if the Tenant shall make any assignment for the benefit of creditors or any bulk sale or become bankrupt or insolvent debts; or, if the Tenant is a corporation any order shall be made for the winding up of the Tenant; or other termination of the corporate existence of the Tenant then in any such case this Lease, shall, at the option of the Landlord, cease and determine and the Term shall immediately become forfeited and void and the then current month's rent and the next ensuing three (3) months' installments of rent shall immediately become due and be paid and the Landlord may immediately claim the same together with any arrears then unpaid any other amount owing to the Landlord by the Tenant under reserve of and without prejudice to all other rights, remedies and resources of the Landlord and the Landlord may without notice or any form of legal process forthwith re-enter upon and take possession of the Leased Premises and become the owner of and remove the Tenant's effects therefrom, any statute or law to the contrary notwithstanding; the whole without prejudice to and under reserve of all other rights and recourse of the Landlord by claim any and all losses and damages sustained by the Landlord by reason or arising from any default of the Tenant.
- 11.03 If at any time and so often as the same shall happen, the Tenant shall make default in the observance or performance of any of the Tenant's covenants herein contain, then the Landlord may, but shall not be obligated so to do, without waiving or releasing the Tenant from its obligations under the terms of this lease, itself observe and perform the covenant or covenants in respect of which the Tenant has made default, and in that connection may pay such Moines as may be required or as the Landlord may reasonably deem expedient, and the Landlord may thereupon charge all Moines so paid out and expended by it to the Tenant together with interest thereon from the date upon which the Landlord shall have paid out the same at the Rate of Interest on Arrears until payment in full thereof to the Landlord, and the Tenant covenants to repay any such Moines paid out by the Landlord as aforesaid, together with interest thereon at the Rate of Interest on Arrears forthwith on demand as rent, and the Tenant hereby covenants any such monies paid out by the Landlord as aforesaid, together with interest thereon at the Rate of Interest on Arrears forthwith on demand as rent, and the Tenant hereby covenants and agrees with the Landlord that the Landlord shall have the same rights and remedies and may take the same steps for the recovery of monies as paid out by the Landlord, together with interest as



aforesaid as the Landlord could have or might have taken for the recovery of rent in arrears.

- 11.04 The Tenant shall pay to the Landlord interest at the Rate of Interest on Arrears on all payments of rent and other sums required to be paid to the Landlord under the provisions of this Lease from the date such money becomes payable hereunder until the Landlord is fully paid therefor.
- 11.05 No condoning, excusing or overlooking by the Landlord or Tenant of any default, breach or non-observance by the Tenant or the Landlord at any time or times in respect of any covenant, proviso, or condition herein contained shall operate as a waiver of the Landlord's or the Tenant's rights hereunder in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or affect in any way the rights of the Landlord or the Tenant herein respect of any such continuing or subsequent default or breach, and no waiver shall be inferred from or implied by anything done or omitted by the Landlord or the Tenant save only express waiver in writing.
- 11.06 All rights and remedies of the Landlord in this Lease contained, or conferred by statute or common law, shall be cumulative and not alternative.

## **12.0 OVERHOLDING TENANT**

- 12.01 In the event the Tenant remains in possession of the Leased Premises and the Landlord accepts rent after the end of the Term and without the execution and delivery of a new lease, the Tenant shall be deemed to be occupying the Leased Premises as a Tenant from month to month, at a rental and otherwise upon the same terms, conditions and provisos as set forth in this Lease insofar as the same are applicable to a month to month tenancy.

## **13.0 QUIET ENJOYMENT**

- 13.01 If the Tenant pays the rent hereby reserved and performs the covenants herein on its part contained, it shall and may peaceably possess and enjoy the Leased Premises for the Term hereby granted without any interruption or disturbance from the Landlord or any other person or persons lawfully claiming by, from or under the Landlord.

## **14.0 LEGAL RELATIONSHIP**

- 14.01 Nothing contained in the Lease nor in any acts of the parties hereto shall be deemed to create any relationship between the parties hereto other than the relationship of Landlord and Tenant.
- 14.02 Subject to the provisions of the Lease respecting assignment by the Tenant, this Indenture shall enure to the benefit of and be binding upon the Landlord, its

successors and assigns and the heirs, executors, administrators and other personal legal representatives, successors and assigns of the Tenant.

## **15.0 NOTICE**

- 15.01 Any notice, demand request, consent or objections required or contemplated to be given or made by any provision of this Lease shall be given or made in writing and may be delivered personally or sent by registered mail posted in Canada, postage prepaid, addressed to the respective parties at the addresses set out above, or to such other address of which any party hereto may from time to time notify the others in writing.
- 15.02 The time giving or making such notice, demand, request, consent or objections shall be if delivered, when delivered, and if mailed in British Columbia, then on the third business day after the day of mailing thereof (Exclusive of Saturdays, Sundays and statutory holidays and any day on which the mail is not, because of labour dispute or otherwise, picked up, transmitted or dealt with in the locality in which the same is posted, or is not, because of labour dispute or otherwise, dealt with or delivered in the locality to which the same is addressed or is not, because of labour dispute or otherwise, transported between such localities.)
- 15.03 If in this Lease two or more persons are named as Tenant such notice, demand, request, consent or object shall be sufficiently given or made if and when the same shall be given to any one of such persons.
- 15.04 All payments required to be made by this Lease shall be addressed as provided for in this Lease Agreement unless otherwise directed by the Landlord.

## **16.0 GENERAL PROVISIONS**

- 16.01 Time shall be of the essence of this Lease.
- 16.02 The captions appearing in this Lease have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope of the meaning of this Lease or any provisions hereof.

## **17.0 OPTION FOR RENEWAL**

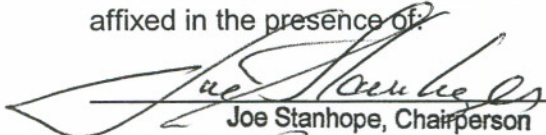
- 17.01 Upon the expiration of the Term granted by the Lease, and provided that the Tenant has performed all of the covenants, provisos, stipulations and terms of the Lease, and is not in default with respect to any of the terms, covenants, provisos and stipulations contained in the Lease, the Tenant shall have the right and option at its election to renew the lease for two additional terms of one (1) year each upon the same terms and conditions as are contained in the Lease, except for this Option for Renewal. The renewal options herein granted must be exercised by the Tenant giving to the Landlord written notice not later than six (6) months prior to the expiration of the present Term for the First Renewal Term




commencing June 1, 2006, and no later than 6 months prior to the expiration of the First Renewal Term for the Second Renewal Term commencing June 1, 2007, as the case may be.

**AS EVIDENCE** of their agreement to be bound by the terms of this Agreement, the parties have executed this Agreement of the day and year first above written.

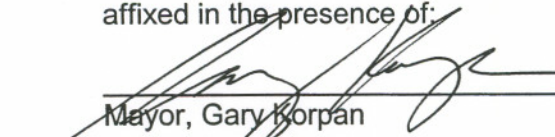
THE COMMON SEAL OF THE REGIONAL )  
DISTRICT OF NANAIMO was hereunto )  
affixed in the presence of: )

 )  
Joe Stanhope, Chairperson )

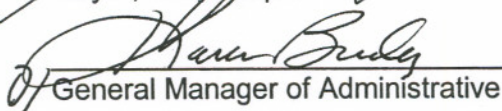
(SEAL)

 )  
Robert Lapham, Deputy Administrator )

THE COMMON SEAL OF THE )  
CITY OF NANAIMO was hereunto )  
affixed in the presence of: )

 )  
Mayor, Gary Norpan )

(SEAL)

 )  
General Manager of Administrative Services )

Attachment: LD001146

**SCHEDULE "A"**

**LEGAL DESCRIPTION**

PID: 023-675-641  
LOT 1 (DD EL20485), SECTION 1  
NANAIMO DISTRICT PLAN 22429

Attachment: LD001146

SCHEDULE "B"  
LANDS



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**TO:** Electoral Area Services Committee      **DATE:** October 8, 2019

**FROM:** Stephen Boogaards  
Planner      **FILE:** PL2019-169

**SUBJECT:** Development Variance Permit Application No. PL2019-169

**3180 Adshead Road – Electoral Area A**

**That Part of Section 1, Range 1, Cedar District, Lying to the East of a Boundary Extending North 23 Minutes 30 Seconds East From a Point on the North Boundary of Section 7G, Oyster District, Distant 25.01 Chns. From the North West Corner of Said Section 7G, Including a Strip of Land in Oyster District Lying Between the South Boundary of Cedar District and North Boundaries of Section 7G and District Lot 21, Oyster District and Between Productions Southerly of the Easterly and Westerly Boundaries of the Hereinbefore Described Parcel, Except Parts in Plans 7035 and 18566**

**Parcel A (DD 10017N) of Section 1, Range 2, Cedar District**

**That Part of Section 1, Range 2, Cedar District, Lying to the West of the Westerly Boundary of Parcel A (DD 10017N) of Said Section and to the North of the Production Westerly of the Southerly Boundary of Said Parcel A**

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## **RECOMMENDATIONS**

1. That the Board approve Development Variance Permit No. PL2019-169 to reduce the required setback from a proposed property line for an existing building that houses livestock from 30.0 metres to 16.5 metres subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Variance Permit No. PL2019-169.

## **SUMMARY**

The applicant has applied for a development variance permit in conjunction with a subdivision application to recognize the location of an existing barn within 30.0 metres of a proposed property line. The subdivision will consolidate three lots into two lots, and adjust the property boundary to create a 2.0 hectare lot and a 18.5 hectare lot. The purpose of the subdivision is for succession of the property within the family, which will create a lot with the existing dwelling and a larger lot for the existing farm. The proposed configuration will situate a barn on the 2.0 hectare lot within the 30.0 metre setback. As the farming business will continue to occur on both proposed lots the barn will be necessary for the farm operation and as the building is on the smaller lot, there will be adequate building sites for residential uses that are not affected by the barn. The proposed dimensions and size are more efficient for agriculture on the 18.5 hectare lot than the existing

configuration. As the applicant has provided a suitable justification and no negative implications are anticipated from the variance, it is recommended that the Board approve the development variance permit pending the outcome of public notification and subject to the terms and conditions outlined in Schedules 1 and 2 of the draft development variance permit included as Attachment 2.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Ray Haslam to vary the setback from a proposed property line for an existing building that houses livestock. The variance request is in relation to a subdivision application to consolidate three lots into two lots and adjustment to the lot boundary. The subject properties and related parcel in the subdivision application total 20.4 hectares in area. The subject properties are zoned Agriculture 1 Zone (AG1), Subdivision District 'D', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The properties and adjacent properties are located within the Agricultural Land Reserve (ALR) and are north of the Cowichan Valley Regional District boundary (see Attachment 1 – Subject Property Map).

The properties contain a dwelling, a mobile home, an accessory building and the barn and is serviced by well and onsite sewage disposal. The properties are also used for cattle farming by the family, and this agricultural operation includes the property across Adshead Road. As part of succession planning for the property, the three existing lots are proposed to be consolidated into a 2.0 hectare lot for the existing dwelling and an 18.4 hectare lot for the family currently operating the cattle farm. The farm business is proposed to continue on both lots following the subdivision.

The proposed subdivision to consolidate three lots into two lots is permitted within the ALR under Section 10 of the Agricultural Land Reserve General Regulation. The boundary adjustment is at the discretion of the Provincial Approving Officer provided that the subdivision will allow for the enhancement of farming on the agricultural land. However, the proposed configuration will situate the existing barn 16.5 metres from the proposed property line. Due to the size of the building, a 30.0 metre setback applies from the property line. The applicant identifies that the building has not been used to house animals, though provides shelter during feeding in the winter months. The building has no walls and currently houses the manger and storage for the bedding material for the animals.

### ***Proposed Development and Variance***

The applicant requests to reduce the minimum setback for a building housing livestock by varying the following regulations from the "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987":

- **3.3.10 a) VI.) – Setbacks – Buildings and Structures** to reduce the minimum setback for an existing building more than 50 m<sup>2</sup> that house any livestock, poultry, game or other furbearing farm animals from 30.0 metres to 16.5 metres.

### ***Land Use Implications***

The applicant proposes a subdivision that will require a variance as an existing barn will not meet setbacks to the proposed new parcel line. The subdivision will consolidate three lots into two lots, and adjust the property boundary to create a 2.0 hectare lot where the existing dwelling is located. This configuration will result in a lot (18.5 hectares) that is much larger than currently exists for farming purposes. However, as an existing building on the 2.0 hectare lot provides shelter for the animals, the 30.0 m setback for buildings that house livestock will apply from the new lot boundary.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” for evaluation of development variance permit applications requires that there is adequate demonstration of an acceptable land use justification prior to the Board’s consideration. The applicant identifies in the proposal that the configuration of the lots will be more efficient for agriculture. The location of property lines will enable the subdivision of a lot containing the dwelling while retaining a large contiguous parcel for farming as compared with the existing lot configuration (see Schedule 2 of Attachment 2 – Site Plan and Variance). The applicant has also identified that given the large size of Lot 2, a residential use would not likely be established in proximity of the barn.

With respect to the implications of the subdivision, the proposed configuration of the lot lines will protect agriculture and reduce development potential in the ALR. Currently, with three lots, the property owner may have three dwelling units as permitted by ALR regulations. With the reconfiguration of the lot lines, the property owner may only have two dwelling units as permitted by ALR regulations. Under the proposed subdivision Lot 1 will contain the conventional dwelling unit and Lot 2 will contain the mobile home. Therefore, the proposed lots have no further residential development potential unless one of the dwelling units are removed.

The requested variance will also benefit the existing farm operation. Currently, the farm business operates across the property boundaries for each subject property and on properties across Adshead Road. The barn is the only structure on the east side of Adshead Road that provides for the shelter and feeding of livestock for the farm business. Given that the barn is part of the continuation of the farm operation occurring on the properties, the new lot configuration will be more efficient for agriculture, and the subdivision will reduce residential development within the ALR the applicant has made reasonable efforts to address Policy B1.5 guidelines. While impacts are not anticipated for adjacent properties, the variance will only apply to the existing building and not for reconstruction of the building (see Schedule 1 of Attachment 2 – Terms and Conditions of Permit).

### ***Intergovernmental Implications***

The Ministry of Transportation and Infrastructure reviewed the subdivision application and issued Preliminary Layout Approval.

### ***Public Consultation Implications***

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018”, property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board’s consideration of the application.

## **ALTERNATIVES**

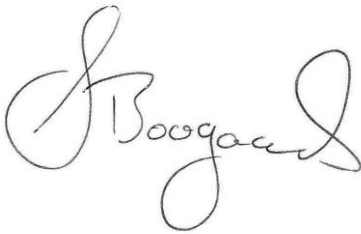
1. To approve Development Variance Permit No. PL2019-169 subject to the conditions outlined in Schedules 1 to 2 of Attachment 2.
2. To deny Development Variance Permit No. PL2019-169.

## **FINANCIAL IMPLICATIONS**

The proposed development has been reviewed and has no implications related to the Board 2019 – 2023 Financial Plan.

## **STRATEGIC PLAN IMPLICATIONS**

The proposed development has been reviewed and the proposal will be consistent with Goal 4 Growth Management of the 2019 – 2022 Board Strategic Plan. As the proposal supports the continuation of an existing farm operation and uses a lot configuration that will enhance agriculture, the proposal is specifically consistent with action 4.1 - to protect agricultural lands and promote agriculture and food production in the region.



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
September 16, 2019

Reviewed by:

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

Attachments

1. Subject Property Map
2. Draft Development Variance Permit



**SUBJECT PROPERTY**  
That Part of Section 1, Range 1, Cedar District Lying to the East of a Boundary Extending North 23 Minutes 30 Seconds East From a Point on the North Boundary of Section 7G, Oyster District, Distant 25.01 Chains From the Northwest Corner of said Section 7G, Including a Strip of Land in Oyster District Lying Between the South Boundary of Cedar District and the North Boundaries of Section 7G and District Lot 21, Oyster District and Between Productions Southerly of the Easterly and Westerly Boundaries of the Hereinbefore Described Parcel, Except Parts in Plans 7035 and 18566. PID:008752389

**SUBJECT PROPERTY**  
Parcel A (DD 10017N) of Section 1, Range 2, Cedar District PID:008752478

**SUBJECT PROPERTY**  
That Part of Section 1, Range 2, Cedar District, Lying to the West of the Westerly Boundary of Parcel A (DD 10017N) of said Section and to the North of the Production Westerly of the Southerly Boundary of said Parcel A. PID:008752621

REGIONAL DISTRICT OF NANAIMO

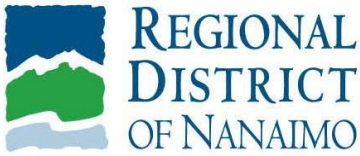
COWICHAN VALLEY REGIONAL DISTRICT

CEDAR LAND DISTRICT

0 100 200 Meters



## Attachment 2 Draft Development Permit

|   |   |
|---|---|
|  | <b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b><br><br><b>6300 Hammond Bay Road, Nanaimo, BC V9T 6N2</b><br><b>250-390-6510 or 1-877-607-4111</b><br><a href="http://www.rdn.bc.ca">www.rdn.bc.ca</a><br><br><b>DEVELOPMENT VARIANCE PERMIT NO. PL2019-169</b> |
|---|---|

**To:** ("Permittee") Ray Berto Haslam

**Mailing Address:** 2356 133A Street, Surrey BC V4A 9S9

1. Except as varied or supplemented by this permit, the development variance permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development variance permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

**Legal Description:** That Part of Section 1, Range 1, Cedar District, Lying to the East of a Boundary Extending North 23 Minutes 30 Seconds East From a Point on the North Boundary of Section 7G, Oyster District, Distant 25.01 Chns. From the North West Corner of Said Section 7G, Including a Strip of Land in Oyster District Lying Between the South Boundary of Cedar District and North Boundaries of Section 7G and District Lot 21, Oyster District and Between Productions Southerly of the Easterly and Westerly Boundaries of the Hereinbefore Described Parcel, Except Parts in Plans 7035 and 18566 ("the Lands")

Parcel A (DD 10017N) of Section 1, Range 2, Cedar District

That Part of Section 1, Range 2, Cedar District, Lying to the West of the Westerly Boundary of Parcel A (DD 10017N) of Said Section and to the North of the Production Westerly of the Southerly Boundary of Said Parcel A

**Civic Address:** 3180 Adshead Road P.I.D.:008-752-389/ 008-752-478/008-752-621

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedule 2, which is attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 and 2, which are attached to and forms part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to that which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XX<sup>th</sup> day of Month, 20XX.

**Schedule 1**  
**Conditions of Permit**

The following sets out the terms and conditions of Development Variance Permit No. PL2019-169:

Bylaw No. 500, 1987 Variance

With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

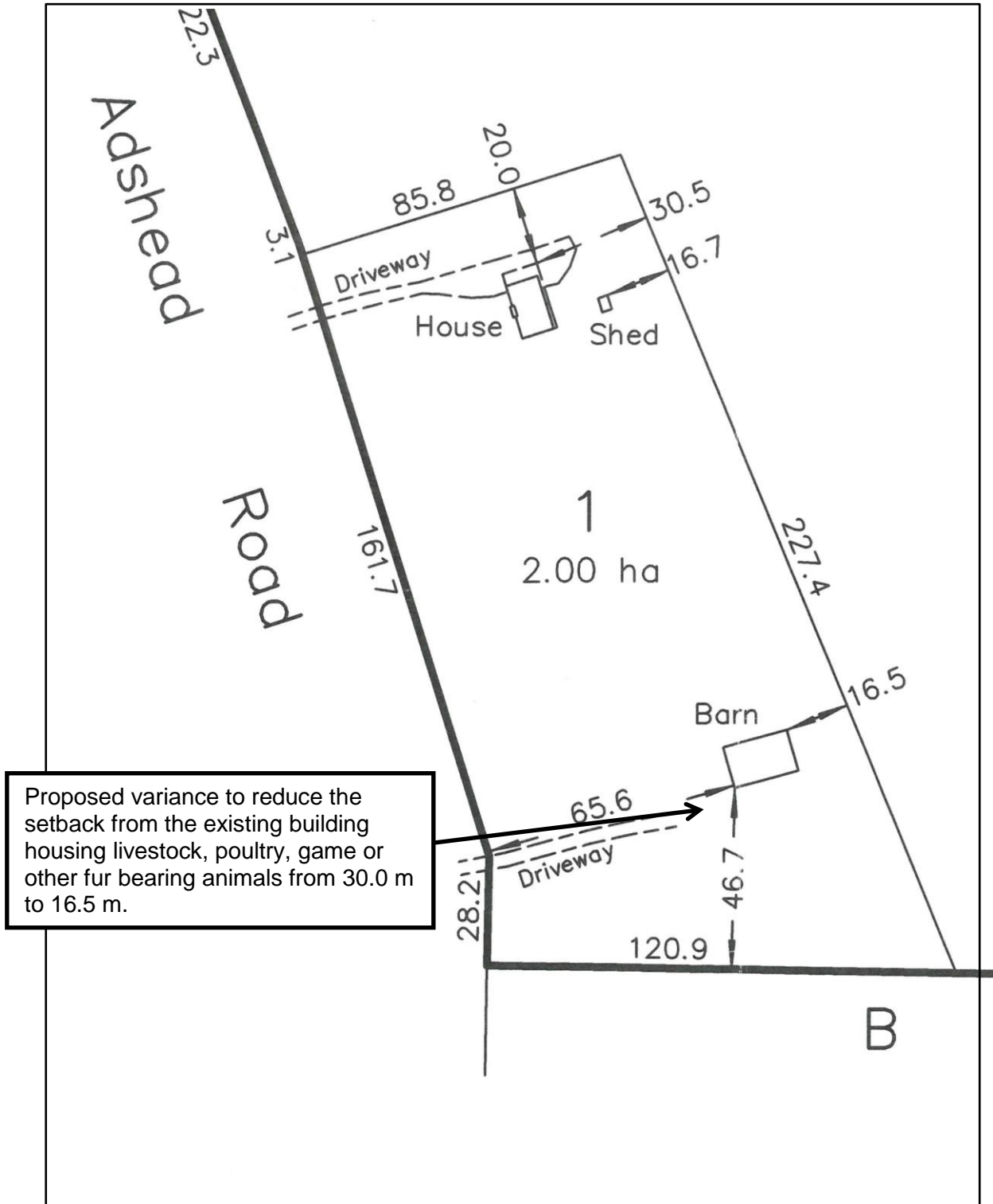
**2.3.10 a) VI.) – Setbacks – Buildings and Structures** to reduce the minimum setback for an existing building more than 50 m<sup>2</sup> that house any livestock, poultry, game or other furbearing farm animals from 30.0 metres to 16.5 metres

Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by Turner Land Surveying dated May 17, 2018 and attached as Schedule 2.



**Schedule 2**  
**Site Plan and Variance (Page 2 of 2)**



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**TO:** Electoral Area Services Committee      **DATE:** October 8, 2019

**FROM:** Greg Keller  
Senior Planner      **FILE:** PL2019-180

**SUBJECT:** **Floodplain Management Site-Specific Bylaw Exemption Application No. PL2019-180**  
**2516 Pylades Drive – Electoral Area A**  
**Lot A, Section 7, Range 6, Cedar District, Plan EPP83626**

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## **RECOMMENDATION**

That the Board approve Floodplain Bylaw Exemption Application No. PL2019-180 to permit the construction of a dwelling unit subject to the conditions outlined in Attachments 2 to 5.

## **SUMMARY**

To consider a site-specific exemption pursuant to “Regional District of Nanaimo Floodplain Management Bylaw No. 1469, 2006 (Bylaw 1469) to permit a dwelling unit to be constructed at an elevation which is less than the Flood Construction Level (FCL) required by Bylaw 1469. The proposal from the applicant is to build at an elevation below the FCL and install the protective works at some time in the future. Bylaw 1469 requires that the protective works be identified and constructed to provide protection to the year 2100. As the protective works have been identified, the site-specific exemption could be approved provided the protective works are in place at the time of construction of the dwelling. If the protective works are not provided, then the requirements for a site-specific exemption have not been met and an exemption cannot be granted.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Seward Developments Ltd. on behalf of Stephen and Anne Cooper to permit the construction of a dwelling unit at an elevation which is less than the FCL required by Bylaw 1469. The subject property is approximately 1,600 m<sup>2</sup> in area and is zoned Residential 2 Zone (RS2), pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located to the southeast of the Strait of Georgia and is adjacent to other residential properties (see Attachment 1 – Subject Property Map). The topography of the subject property slopes down from Pylades Drive towards a bedrock ridge formation located adjacent to the ocean the top of which varies in elevation from 4.2 metres to 4.5 metres geodetic. This bedrock ridge formation then slopes steeply down approximately 2.0 – 3.0 metres to the ocean.

The property currently contains an existing dwelling unit, boat ramp, and paved seating area. The existing dwelling unit is located on the west portion of the property approximately 8.0 metres from Pylades Drive at a ground elevation of approximately 5.2 metres geodetic. The applicants are proposing to decommission and convert the existing dwelling unit to an accessory building to allow for the construction of the proposed dwelling. The proposed dwelling unit is located on the east side of the subject property (nearest the ocean) with elevations which vary from approximately 3.1 metres to 4.4 metres geodetic at natural grade. In addition, the proposed dwelling unit is located approximately 6.5 metres from the top of the bank at its closest point.

Prior to submission of this application, the applicants have received three RDN approvals in relation to the development of the subject property as follows:

1. Board of Variance (BOV) Appeal No. PL2018-113 was approved on August 8, 2018, to reduce the minimum setback from the top of slope of 30% or greater adjacent to the sea from 8.0 metres to 6.5 metres to permit a portion of the deck to be constructed 1.5 metres into the setback.
2. Development Permit (DP) PL2018-053 was issued on September 18, 2018, to permit driveway access and boat ramp improvements. Note, the dwelling unit did not require a DP as it is located more than 15.0 metres from the natural boundary of the sea (outside of the Development Permit Area (DPA)).
3. BOV Appeal No. PL2019-017 was approved on May 8, 2019, to increase the dwelling unit height from 8.0 metres to 8.44 metres to address high groundwater levels which were unexpectedly discovered during excavation.

In addition to the above RDN approvals, Bylaw 1469 was amended on December 4, 2018, in recognition of the adoption of amendments to the Province of BC's Flood Hazard Area Land Use Management Guidelines (Provincial Guidelines) to incorporate sea level rise into planning and future development. Prior to the adoption of the amendments, Bylaw 1469 specified a standard FCL of 1.5 metres above the natural boundary for all coastal properties. Now that Bylaw 1469 incorporates sea level rise considerations, the FCL has increased in response. As a result, the previously designed dwelling unit does not meet the current FCL requirements.

The amendments to Bylaw 1469 were introduced for the Board's consideration after the applicant had obtained BOV Appeal PL2018-113 and DP PL2018-053. BOV Appeal PL2018-113 was approved after the adoption of the amendments to Bylaw 1469 (see Attachment 5 – RDN Approvals Timeline). It should be noted that Bylaw 1469 was amended while the project was late in the planning stages. Unlike subdivision applications which benefit from protection against bylaw amendments for a period of 12 months after a bylaw is adopted provided the subdivision application is received prior to adoption of the bylaw as per section 511 of *The Local Government Act*, building permit applications do not benefit from the same protections. Therefore, regardless of what previous efforts and applications have been made, the current floodplain management bylaw must be applied.

At the time of submitting the building permit application for the proposed dwelling unit in May 2019, it was discovered that the proposed dwelling unit had to be elevated more than the property owners anticipated to meet FCL. The applicants met with staff to discuss the possibility of construction of habitable space below FCL through the site-specific floodplain management

bylaw exemption process. The applicants were provided with copies of the applicable bylaw and policies and it was explained that all applications for site-specific floodplain management bylaw exemptions must be accompanied by an engineer's report certifying that the property is safe for the use intended and must satisfy the requirements outlined in Bylaw 1469. In an email to the applicant, staff advised that given the circumstances related to this property and the change in FCL due to amendments to Bylaw 1469 that if the engineering report reflected the requirements in the bylaw for a site specific floodplain management bylaw exemption for the construction of habitable space below FCL, that staff would recommend support.

In response, the property owners indicate that elevating the proposed dwelling unit to meet the required FCL is not possible given the proposed design and have submitted this floodplain management bylaw exemption application supported by a report by an engineering prepared with a professional with experience in floodplain and coastal management. .

### ***Proposed Development***

The proposal is to construct a dwelling unit with a proposed FCL (top of concrete slab) at an elevation of 3.65 metres geodetic (see Attachment 3 – Site Plan and Attachment 4 – Building Elevations). As the proposed FCL is approximately 1.0 metre less than what has been identified by the applicants' engineer, a site-specific exemption is required. As the proposed dwelling unit is located outside of the Marine Coast DPA, and the applicants have demonstrated an exemption from the Yellowpoint Aquifer Protection DPA, a DP is not required.

### ***Land Use and Development Implications***

Bylaw 1469 provides the ability for an applicant to apply for a site-specific exemption to allow a property to be developed in a way which is inconsistent with the bylaw.

To apply for an exemption, applicants must provide the information required by Bylaw 1469, which includes submission of a report from a Professional Engineer or Geoscientist to certify that the property can be safely used for the intended use. In addition, the report must certify protection from sea level rise to the year 2100 and a section 219 covenant must be registered respecting the use and development of the land including an indemnity in favour of the RDN (see Attachment 2 – Conditions of Approval).

In support of this application, the applicants have submitted a Geotechnical Assessment – Flood Construction Level prepared by Ryzuk Geotechnical Engineering & Materials Testing dated September 5, 2019, (Assessment). The Assessment specifies an FCL of 4.65 metres geodetic is applicable based on the methodology outlined in the Provincial Guidelines for Management of Coastal Flood Hazard Land Use.

The Assessment indicates that it is safe to build at an elevation of 3.5 metres geodetic based on the assumption that sea level rise is foreseeable and the public has sufficient time to protect themselves and their assets before inundation would occur. The Assessment confirms the presence of a bedrock ridge that protects the subject property from coastal erosion and regression as well as inundation up to an elevation of 4.2 metres geodetic. In recognition that the lowest elevation of the ridge is less than the established FCL (4.65 metres geodetic), the Assessment states that it may be necessary, at some time during the anticipated lifespan of the proposed dwelling unit (50 to 75 years), to design and construct a seawall up to an elevation of 4.65 metres geodetic tying into the higher elevation rock to the north and south, or to raise the dwelling unit to meet the 4.65 metre FCL.

To comply with the required 4.65 metre FCL, the top of the concrete slab of the proposed dwelling unit would have to be elevated approximately 1.25 to 1.55 metres above natural grade or alternatively could be constructed at natural grade without being elevated on land located above FCL in the location of the existing dwelling unit (proposed accessory building). The applicants are proposing to build at an elevation of 3.65 metres geodetic which requires the top of the concrete slab to be elevated by approximately 0.25 to 0.55 metres from natural grade. Elevating the proposed dwelling unit to meet FCL is consistent with what would be expected on other coastal properties and is not anticipated to unreasonably hinder development of the property.

In accordance with Section 20(b) of Bylaw 1469, site-specific floodplain bylaw exemptions must certify protection from sea level rise to the year 2100. Bylaw 1469 requires that protective works be identified and constructed to provide protection to the year 2100. Construction of the seawall, concurrently with the proposed dwelling unit, is required to satisfy the requirements of Bylaw 1469. Therefore, support for the proposed site-specific floodplain management bylaw exemption is subject to construction of the seawall concurrently with construction of the proposed dwelling unit. Without the seawall being constructed concurrently, the proposal does not meet the site-specific exemption criteria in Bylaw 1469.

It should be noted that the applicants are opposed to constructing a seawall and to raising the proposed dwelling unit to the recommended 4.65 metre geodetic FCL at this time.

In relation to the seawall, the applicants have not provided a site plan, engineered drawings, or an assessment of potential impacts on adjacent properties at this time. However, based on available elevation data for the site, it is anticipated that the seawall would be less than 1.0 metre in height and would not be considered a structure subject to minimum setback requirements. The seawall could be located outside of the Marine Coast DPA, limiting potential impacts to neighbouring properties and minimizing potential environmental impacts.

“Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” for evaluation of Floodplain Bylaw Exemption Applications (Policy B1.5) requires that the proposed exemption is necessary and that it be supported by an adequate demonstration of an acceptable land use justification prior to the Board's consideration. In this case, the applicant must demonstrate that the following be consistent with the policy:

- there are no other practical building sites located on the subject property;
- the applicant has exhausted all other options including variances; or,
- it is not practical to develop the subject property without an exemption.

In order to address Policy B1.5, the applicant cites unique topography and site constraints. The applicant has not provided adequate justification in support of the exemption as there are other practical building sites located on the subject property and dwelling unit height is not impacted by FCL. Further, based on other examples of residential development on coastal properties, it has been shown that it is possible to develop a coastal property without an exemption.

Despite the application not being consistent with Policy B1.5 as proposed, constructing a seawall would protect against the potential impacts of sea level rise until the year 2100. The recommended works satisfy the intent of the policy by minimizing potential for flood damages



during the anticipated lifespan of the dwelling unit. Based on the above, the applicants have made reasonable efforts to address Policy B1.5.

While the proposed dwelling unit could be constructed in accordance with Bylaw 1469, the applicants have confirmed that the property can be used safely for the use intended provided mitigative actions are taken. A seawall as identified in the geotechnical assessment would provide protection to the proposed dwelling unit until the year 2100. Although the FCL has been identified and the protective works have been identified constructing the house below FCL without the protective works in place does not meet the requirements for a site specific exemption. The application can be approved if the protective measures are taken. The recommendation is for the Board to approve the requested Floodplain Bylaw Exemption subject to construction of the seawall.

## **ALTERNATIVES**

1. To deny Floodplain Management Bylaw Exemption Application No. PL2019-180.
2. To approve Floodplain Management Bylaw Exemption Application No. PL2019-180 in accordance with Bylaw 1469 with protective works that will provide protection from sea level rise to the year 2100.
3. To approve Floodplain Management Bylaw Exemption Application No. PL2019-180 as requested.

## **FINANCIAL IMPLICATIONS**

The proposed development has no implications related to the Board 2019 – 2023 Financial Plan.

## **STRATEGIC PLAN IMPLICATIONS**

Goal 1 “Climate Change” recommends immediate actions towards adaptation and mitigation. The requirement to raise the dwelling unit or construct a sea wall is consistent with this goal as it will help mitigate the impacts of climate change and sea level rise.



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Greg Keller  
gkeller@rdn.bc.ca  
September 24, 2019

Reviewed by:

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

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Site Plan
4. Building Elevations
5. Summary of RDN Approvals Timeline



## **Attachment 2 Conditions of Approval**

### Conditions of Approval

**The Following is to be completed to the satisfaction of the RDN prior to the issuance of a building permit for the proposed dwelling unit.**

1. The Permittee shall, at the applicant's expense, and to the satisfaction of the RDN, register a Section 219 Covenant respecting the use and development of the land on the property title containing the Geotechnical Hazard Assessment prepared by Ryzuk Geotechnical Engineering & Materials Testing, dated September 5, 2019, to include an indemnity in favour of the RDN to indemnify and save harmless the RDN against any loss or damage with respect to the flooding to the property, or flood damage to the land, structures and contents thereof, or any injury (including death) to any person or animal arising from the flooding of the property or flood damage to the land.
2. With respect to the seawall, the Permittee shall, at the Permittee's expense, and to the satisfaction of the RDN, submit a site plan prepared by a BC Land Surveyor, engineered drawings of the required seawall, and an assessment of potential impacts on adjacent properties.

**The Following is to be completed to the satisfaction of the RDN prior to occupancy of the proposed dwelling unit.**

The Permittee shall, at the Permittee's cost and to the satisfaction of the RDN construct a seawall, to the design specifications and location agreed to in number 2 above, prior to the issuance of occupancy, to a minimum elevation of 4.65 metres geodetic.

### General Conditions

1. The Lands are developed in accordance with the Site Plan prepared by Island Timberframe, dated March 22, 2018 and attached as Attachment 3.
2. The Lands shall be developed in general compliance with the plans and elevations prepared by Island Timberframe, dated March 22, 2018 and attached as Attachment 3.

## Attachment 3 (Page 1 of 2)

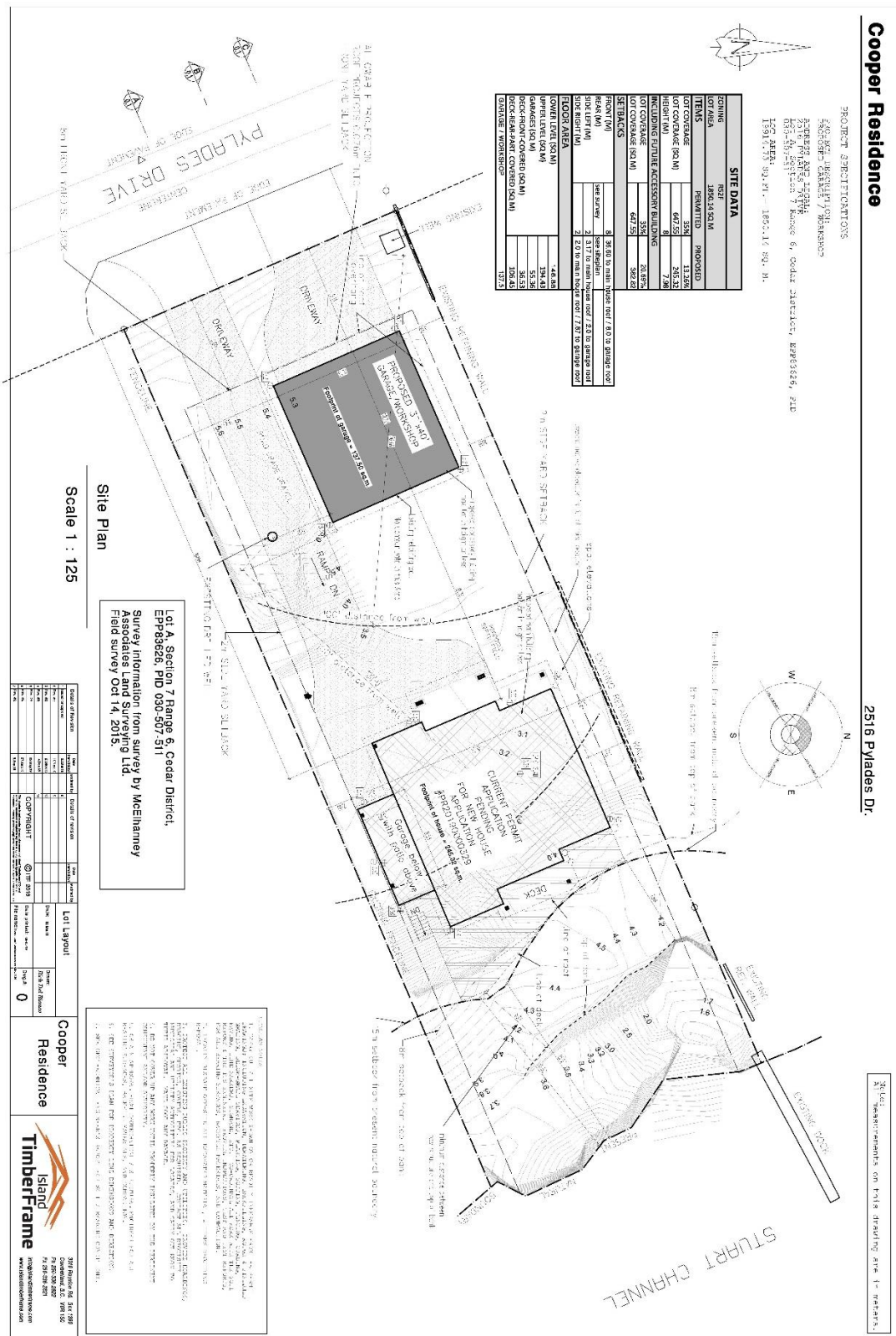
### Site Plan

## Cooper Residence

## PROJECT SPECIFICATIONS

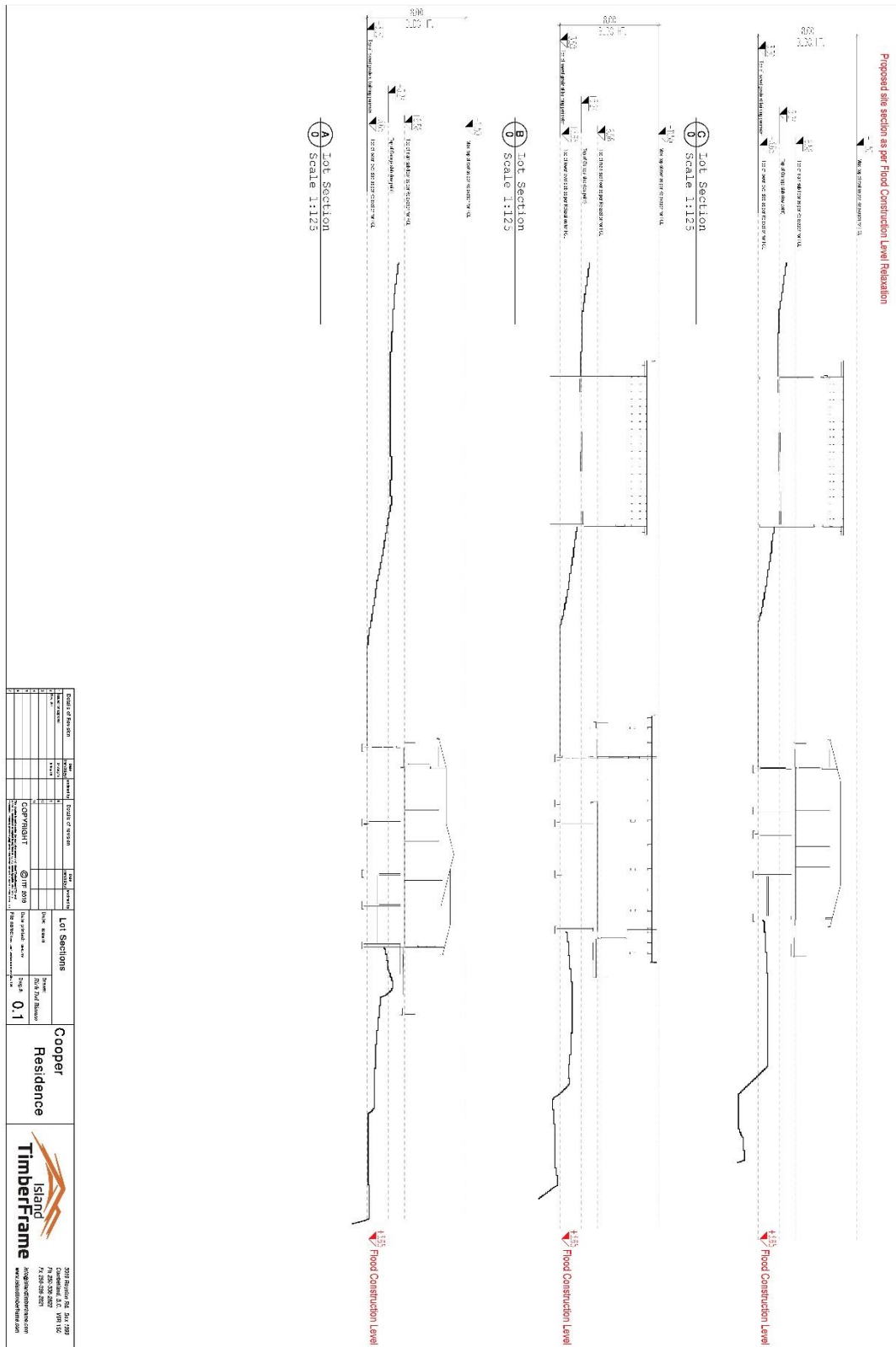
[illegible]

|                                     |  |                |   |
|-------------------------------------|--|----------------|---|
| ACTING                              |  | NSF            |   |
| TOTAL AREA                          |  | 186,153.52 M   |   |
| TOTAL COVERAGE                      |  | PROPOSED       |   |
| LOT COVERAGE (SQ M)                 |  | 67,155         |   |
| HEIGHT (M)                          |  | 336.32         |   |
|                                     |  | 7.88           |   |
| INCLUDING FUTURE ACCESSORY BUILDING |  |                |   |
| LOT COVERAGE                        |  | 3354           | 20.89%  |
| TOTAL COVERAGE (SQ M)               |  | 67,155         | 362.62  |
| SERVICES                            |  |                |   |
| FLOOR PLAN                          |  | 8              | 30.60% to nine floors and 1.0% to garage roof |
| TOTAL FLOOR AREA                    |  | 1,311,518.55 M |   |
| TOTAL GARAGE AREA                   |  | 2              | 0.15% to nine floors and 1.70% to garage roof |
| TOTAL AREA                          |  | 1,313,030.10 M |   |
| FLOOR AREA                          |  |                | ~46.46%                                       |
| LOWER LEVEL (SQ M)                  |  | 394.63         |   |
| UPPER LEVEL (SQ M)                  |  | 355.36         |   |
| GARAGE (SQ M)                       |  | 55.36          |   |
| TOTAL COVERAGE (SQ M)               |  | 805.35         |   |
| TOTAL GARAGE (SQ M)                 |  | 102.72         |   |
| TOTAL FLOOR AREA                    |  | 117.72         |   |





**Attachment 4 (Page 1 of 3)**  
**Building Elevations – Cross Sections**

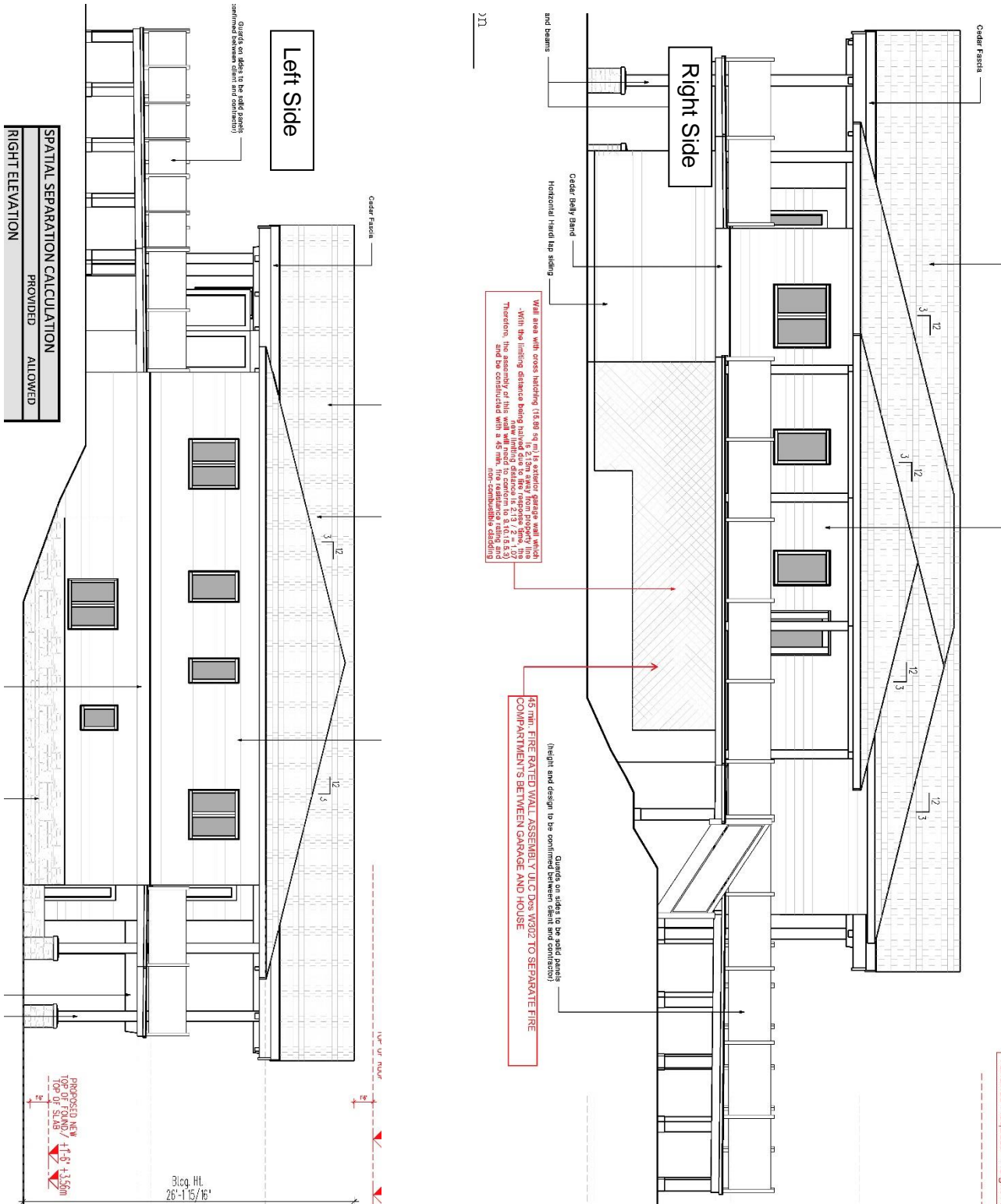








# Attachment 4 (Page 3 of 3) Building Elevations – Enlarged for Convenience



### **Attachment 5 Summary of RDN Approvals Timeline**

| <b>Date</b>               | <b>Item/Description</b>  |
|---------------------------|--|
| <b>April 4, 2018</b>      | Received application for development permit with variance. Originally for boat ramp within development permit area and deck within setback to top of bank.   |
| <b>June 24, 2018</b>      | Site visit was conducted. The bluff appeared well above the natural boundary (more than the bylaw requirement of 1.5 metres which applied at that time). The development permit guidelines also did not address flood or hazard protection at that time. Planning staff did not have authority to require a flood hazard assessment to address sea level rise through the DP process.  |
| <b>June 28, 201</b>       | In response to insufficient information and rationale provided by the applicant in relation to DP PL2018-053 and a board deadline, to save the applicants time, the applicants were given the option to pursue the variance through the Board of Variance (BOV) if they felt there was a hardship as the BOV had a meeting scheduled before the next available Board meeting. The boat ramp was to be dealt with through a delegated development permit application. |
| <b>August 8, 2018</b>     | BOV Appeal PL2018-113 was approved to allow the setback to top of bank for the deck to be reduced.   |
| <b>September 18, 2018</b> | Development Permit PL2018-053 for the boat ramp was approved.  |
| <b>October 16, 2018</b>   | Floodplain bylaw amendments receive first and second reading by the Board.   |
| <b>December 4, 2018</b>   | Floodplain bylaw amendments adopted by the Board.  |
| <b>April 12, 2019</b>     | BOV* application PL2019-017 to permit the dwelling unit height to be increased was submitted.  |
| <b>May 8, 2019</b>        | BOV Appeal PL2019-017 was approved.  |
| <b>May 9, 2019</b>        | Application for building permit received.  |
| <b>May 28, 2019</b>       | RDN Building Inspection requires a survey to determine dwelling unit height in relation to geodetic elevations and indicates a report from a geotechnical engineer may be required in accordance with Bylaw 1469 pending the results of the survey.  |
| <b>June 17, 2019</b>      | RDN Building Inspection requires the applicant to provide a report from a professional engineer in accordance with Bylaw 1469.   |
| <b>July 15, 2019</b>      | Applicants provide draft Geotechnical Assessment prepared by Lewkowich Engineering Associates Ltd. which specifies a minimum FCL of 4.95 metres geodetic. Applicants determine that they do not wish to construct to the recommended FCL.  |
| <b>August 13, 2019</b>    | Met with applicants to discuss requirements for Floodplain Bylaw Exemption.  |
| <b>September 5, 2019</b>  | Application for site-specific floodplain management bylaw site-specific exemption received.  |

\*It should be noted that the BOV is an independent body and process that does not provide the opportunity for staff to conduct an in-depth review of the appeal or require development approval information.

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**TO:** Committee of the Whole                      **MEETING:** October 8, 2019  
**FROM:** Jamai Schile  
             Senior Planner                              **FILE:** 6780.30  
**SUBJECT:** Regional Growth Strategy Review - Options for Proceeding

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**Please note: The recommendation was varied by the Committee as follows:**

**That the Board proceed with Option 2 - full Regional Growth Strategy (RGS) review including a review of the Growth Containment Boundaries specifically in relation to the village nodes, and that a report be prepared to the Board on a Consultation Plan for the review.**

## **RECOMMENDATIONS**

That the Board proceed with Option 2 – full Regional Growth Strategy (RGS) review and that a report be prepared to the Board on a Consultation Plan for the review

## **SUMMARY**

Since the Board directed focused RGS review was initiated in 2018, additional regional priorities have been identified in the Board Strategic Plan, including undertaking a full RGS review. Three options are presented for the future RGS review. Option 2 provides an enhanced scope that incorporates the policies relating to climate change and transportation, while striking a balance between the timing of the review and cost. For this reason, Option 2 is the recommended approach for proceeding with a full review of the RGS.

## **BACKGROUND**

An 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”. An RGS links land use and infrastructure planning.

First adopted by the Regional District of Nanaimo (RDN) in 1997, the RGS has undergone two full reviews. The most recent review undertaken from 2008 to 2011 and utilized the 2006 State of the Sustainability Report and the 2007 Recommendations for a Sustainable Future to better address the vision for a sustainable region. This review resulted in the adoption of the Regional Growth Strategy Bylaw No. 1615, 2011<sup>1</sup>, which is grounded in a broad range of sustainability principles, goals and policies to support long-term community planning.

### ***RGS Five Year Review***

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<sup>1</sup> Regional Growth Strategy Bylaw No. 1615, 2011 [www.rdn.bc.ca/regional-growth-strategy-bylaw](http://www.rdn.bc.ca/regional-growth-strategy-bylaw)

The *Local Government Act* sets requirements for regional districts with adopted regional growth strategies to consider a review at least once every five years. This requirement was most recently met on February 27, 2018 when the Board reviewed the findings of a preliminary review or “scoping” exercise and passed the following motions to proceed:

1. *That the Board proceed with Option 3 – Focused Regional Growth Strategy Review*
2. *That the Board direct the preparation of a Consultation Plan for a focused Regional Growth Strategy Review.*

On July 10, 2018 the Board approved RGS Consultation Plan by passing the following motion:

- *That the Board adopt the Consultation Plan for the Focused Regional Growth Strategy Review.*

Subsequently, a RGS webpage was launched to publicly share general information, pertinent documents, and updates on the RGS review [www.getinvolved.rdn.ca/RGSreview](http://www.getinvolved.rdn.ca/RGSreview)

### ***Regional Housing Capacity Study***

Based on the findings of the 2017 RGS Annual Report<sup>2</sup>, the Board supported the recommendation to include RGS Goal 6 - Facilitate the Provision of Affordable Housing and related policies into the focused RGS review program by passing the following motion:

- *That the Regional Growth Strategy policies relating to affordable housing be included in the approved Focused Regional Growth Strategy Review.*

In December 2018, the RDN initiated a sub-project of the focused RGS review known as the Regional Housing Capacity and Gap Analysis. The study is currently underway and when complete the findings will be used to evaluate and update policy options to promote housing affordability.

### ***RDN Board Strategic Plan***

On May 28, 2019, the Board adopted the 2019 - 2022 RDN Board Strategic Plan. One of the key strategic areas and related actions relevant to the RGS is:

- Growth Management, with the goal to provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.
  - Action 4.3 Conduct a full review of the Regional Growth Strategy

This new direction provides an opportunity to consider the scope of the current RGS review program against the key strategic areas set out in the Board's Strategic Plan to ensure continued coordination between these two key documents.

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<sup>2</sup> RGS Annual Reports 1998 to 2018 are located on the RDN webpage: [www.rdn.bc.ca/rgs-progress-reports](http://www.rdn.bc.ca/rgs-progress-reports)

Three options are provided for proceeding with an RGS review (see Attachment 1 – Summary of Options for Reviewing the RGS). Each option considers the scope of policy areas to be reviewed as well as associated resources needed to carry out the work. Time and cost estimates are based on past and current experience, but do not include future emerging issues, such as a request from a member municipality or private entity to amend the RGS bylaw in addition to the review process. Depending on the nature of the request, it may be of benefit to incorporate it into the RGS review process or consider it separately. Either approach has implications for the scope, resources and timelines needed to maintain the current level of service required to implement the RGS and to undertake a review of the RGS bylaw. If such matters arise, the Board will be provided with an update and recommendations for proceeding.

### ***Option 1 – Focused RGS Review (current)***

The purpose of the focused RGS review includes the following areas:

Meet *Local Government Act* requirements: The *Act* requires a periodic review of the RGS, with a review to be considered at least once every five years. For the purpose of the review, a regional district must adopt a Consultation Plan that provides opportunities for early and on-going consultation throughout the review process.

#### Review of policies and processes by subject areas:

- Select Land Use and Servicing Policy Review - The preliminary review identified an opportunity to update select land use and servicing policies that currently limit the potential of intended planning approaches to support more sustainable rural development patterns, specifically Rural Village Centres and Alternative Forms of Rural Development.
- Housing Policy Review
- Implementation Process Policy Review – to consider if the Criteria for Minor Amendments and amendment process requires further revision.

Continued collaboration: The development and implementation of a RGS requires collaboration with all levels of government and especially the regional, local and provincial authorities. The RGS review is designed to continue the collaborative efforts through working directly with municipal staff as noted in the Consultation Plan.

Improved implementation: Through the implementation of the RGS bylaw, several of the measures (indicators/targets) used to monitor the RGS have been challenging to implement and need to be reviewed to determine if there are more suitable alternatives. In addition, the majority of the RGS implementation items have been completed or are considered on-going activities indicating that the implementation plan should be updated.

Required information updates: Since the RGs was last adopted in 2011, new information has become available, such as census data and changes to references to legislation and other sources that are scheduled to be updated.

Approach to engagement: The current RGS review Consultation Plan is focused on affected local governments, key stakeholder and approving bodies while maintaining ongoing opportunities for all residents to learn about the review process and to provide input through the RDN Get Involved webpage, by contacting staff and the public hearing process.

Timeline and cost: The current focused RGS review program budget is up to \$75,000 with combined staff time of 1.0 full time equivalency (FTE) of which 0.5 FTE is an additional resource with an estimated cost of \$50,114. Overall, the program is progressing within the updated timeline and is scheduled to be completed by the end of 2020.

### ***Option 2 – Full RGS Review***

The second option incorporates Option 1 and considers the key strategic areas in the 2019 – 2022 Board Strategic Plan to provide an enhanced program with additional subject areas and a formal approach to continue collaboration between jurisdictions. Option 2 includes an expanded series of policy reviews by subject area, consistent with the RGS Goals, to identify any gaps and opportunities for improvement. The policy reviews are designed to be supported by a combination of technical assessment, policy analysis and engagement activities to generate innovative ideas to further policy development as follows:

#### Review of policies and processes by subject areas:

- Climate Change Policy Review –The review would consider how the impacts of a changing climate<sup>3</sup> relates to the RGS and how to promote pathways to becoming net zero by 2032. Sub-topic for policy development could include promoting more sustainable and innovative approaches to: infrastructure design (water and sewer), corporate procurement and service efficiency.
- Transportation Policy Review – includes integrating the RDN Transit Future Plan and any applicable developments arising from the proposed Vancouver Island Transportation Plan.
- Select Land Use and Servicing Policy Review (as per Option 1)
- Housing Policy Review (as per Option 1)
- Implementation Process Policy Review – to consider if the Criteria for Minor Amendments and amendment process requires further revision (as per Option 1)

Continued collaboration: Same as Option 1

Improved implementation: Same as Option 1

Approach to engagement: Same as Option 1

Estimated timeline and cost: The review program could be completed by the end of 2021 or early 2022 at an estimated cost of \$100,000 to \$150,000 for consulting that can be funded from existing funds reserved for the RGS review. The combined staff time is 1.3 FTE of which 0.5 FTE is an additional resource with an estimated cost of \$50,114. The enhanced program will require support from external consultants to achieve the timeline and scope, which is reflected in the budget increase.

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<sup>3</sup> Intergovernmental Panel on Climate Change (IPCC), 2018: Summary for Policymakers. In Global Warming of 1.5°C. Special Report [www.ipcc.ch/site/assets/uploads/sites/2/2019/05/SR15\\_SPM\\_version\\_report\\_LR.pdf](http://www.ipcc.ch/site/assets/uploads/sites/2/2019/05/SR15_SPM_version_report_LR.pdf)

Option 2 presents a balanced approach to enhancing the review program by including regionally significant matters within available resources. For this reason, it is the recommended approach for undertaking a full RGS review.

### ***Option 3 – Extensive RGS Review***

The third option is aligned with the review undertaken by the RDN between 2008 and 2011 that resulted in the adoption of the current RGS bylaw. A review of this nature is the equivalent of initiating the development of a new RGS bylaw and would involve all of the components identified in Option 2, plus additional areas resulting in an extended timeline (to 2023) and associated costs. This extended scope would enable a systematic review to identify any gaps and new opportunities or emerging regional issues as follows:

#### Review of policies and processes (all sections):

- Vision and sustainability principles;
- 11 subject areas (social, environmental and economic) represented by the 11 RGS Goals;
- RGS monitoring program reporting process and 22 Indicators and targets;
- Implementation plan
- Land use maps
- Consider gaps/opportunities to include other regional matters (e.g., health & well-being, equity)

Continued collaboration: As per Option 1 and 2.

Approach to engagement: Broader in scope to seek initial public input and at key stages of policy development as well as on-going engagement with key stakeholders. This expanded scope is reflected in the cost.

Estimated timeline and cost: An extensive review has an estimated timeline of 3 years (2023), which extends beyond the current Strategic Plan. One or more external consultants would be hired to review the policies and processes with an estimated cost of \$250,000 to \$300,000 which exceeds existing budget funds. The combined staff time is 1.3 FTE of which 0.5 FTE is an additional resource with an estimated cost of \$50,114.

In implementing the direction in the RGS and assessing performance through the RGS monitoring program, it is clear that the long-term vision for sustainably managing growth in the region has been advanced. Though there are opportunities for improving identified policy areas, there is a lack of evidence to support the need to undertake an extensive review. For this reason, Option 3 is not recommended at this time.

## **ALTERNATIVES**

1. Receive the report for information and proceed with Option 1, the current focused RGS review.
2. Proceed with Option 2, full RGS review and prepare an updated Consultation Plan.

3. Proceed with Option 3, extensive RGS review and prepare a Request for Proposals and updated Consultation Plan.
4. Provide alternate direction.

### **FINANCIAL IMPLICATIONS**

Funding for the RGS implementation and review is presented in two categories of consulting for studies, technical review and/or assisting with project management depending upon the option chosen; and, staff resources required. These are summarized in Attachment 1.

For staff resources, a 0.5 FTE planner is required for all three options for the duration of the review (2 years). The 0.5 FTE planner is required collectively manage corporate strategic plan priorities for housing (Actions 3.1, 3.2 & 3.3), climate change (Actions 1.2 & 1.3), social wellbeing 8.2). The estimated cost for 0.5 FTE planner is \$50,114 annually.

### **STRATEGIC PLAN IMPLICATIONS**

Proceeding with the RGS review will bring the RDN in compliance with the provincial legislation to consider an RGS review every five years and to update required information. Further to this, proceeding with an update to the RGS aligns with the 2019 - 2022 RDN Board Strategic Plan goal on growth management and corresponding action item to undertake a full review of the RGS.

Growth Management - Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.



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Jamai Schile  
[jschile@rdn.bc.ca](mailto:jschile@rdn.bc.ca)  
September 24, 2019

Reviewed by:

- K. Fowler, Manager, Long Range Planning, Energy & Sustainability
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachment:

- Summary of Options for Proceeding with RGS Review



## Attachment 1: Summary of Options for Proceeding with RGS Review

|                              | Option 1<br>Focused  | Option 2<br>Full<br>(Recommended)  | Option 3<br>Extensive  |
|------------------------------|--|--|--|
| Meet LGA requirements        | Yes  | Yes  | Yes  |
| Review of policies & process | Select subject areas: <ul style="list-style-type: none"> <li>• Select land use &amp; servicing</li> <li>• Housing</li> <li>• Criteria for minor amendment</li> <li>• RGS indicators and targets</li> </ul> | Enhanced subject areas: <ul style="list-style-type: none"> <li>• Climate change</li> <li>• Transportation</li> <li>• Select land use &amp; servicing</li> <li>• Housing</li> <li>• Criteria for minor amendment</li> <li>• RGS indicators and targets</li> </ul> | <u>All</u> RGS sections & consider gaps/opportunities to include other regional matters e.g., health & well being, equity, etc.  |
| Continued collaboration      | In partnership with member municipalities  | In partnership with member municipalities  | In partnership with member municipalities  |
| Improved implementation      | RGS Indicators & targets & update Implementation Plan  | RGS Indicators & targets & update Implementation Plan  | RGS Indicators & targets<br>Possible monitoring program & update Implementation Plan   |
| Required information updates | Yes  | Yes  | Yes  |
| Approach to engagement       | Focused, while creating opportunities for residents  | Focused, while creating opportunities for residents  | Broad, with multiple engagement activities   |
| Staff resources              | <u>Existing:</u><br>0.1 Manager, Planning<br>0.4 Senior Planner<br>0.5 Planner   | <u>Requested:</u><br>0.3 Manager, Planning<br>0.5 Senior Planner<br>0.5 Planner<br>and technical support from external consultant(s)   | <u>Requested:</u><br>0.3 Manager, Planning<br>0.5 Senior Planner<br>0.5 Planner<br>and project and technical support from external consultant(s)   |
| Timeline                     | 2018 to 2020   | 2019 to 2021 or early 2022   | 2019 to 2023   |
| Costs (\$CDN)                | Consultant Budget \$75,000<br>Actual (to date) \$62,000<br>Source: RGS reserve fund<br><br>0.5 Planner \$50,114<br>Source: Service Level Change for 2020-21 budget   | Consultant Budget Estimate \$100,000 to \$150,000<br>Source: RGS reserve fund<br><br>0.5 Planner \$50,114<br>Source: Service Level Change for 2020-21 budget   | Consultant Budget Estimate \$250,000 to \$300,000<br>Source: RGS reserve fund & Service Level Change for 2020-21 budget<br><br>0.5 Planner \$50,114<br>Source: Service Level Change for 2020-21 budget |

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**TO:** Committee of the Whole                      **MEETING:** October 8, 2019

**FROM:** Geoff Garbutt  
General Manager of Strategic and  
Community Development                      **FILE:** 6430-01

**SUBJECT:** 2019 - 2020 Operational Plan Update

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### **RECOMMENDATION**

That the Board endorse the Regional District of Nanaimo 2019 - 2020 Operational Plan Update.

### **SUMMARY**

The 2019-2022 Board Strategic Plan was developed to be a living document that is to be reviewed and updated on an annual basis. As part of the review process, an updated 2019 Operational Plan has been completed see Attachment 1. In addition to summarizing accomplishments from 2018, the 2019-2020 Operational Plan captures high priority actions for the current year and aligns them to a primary strategic goal or priority identified by the Board's Strategic Plan. The 2019-2020 Operational Plan outlines operational 'Task(s)' in order to complete the 'Action(s)' (Initiatives) associated with accomplishing the Board's eight Key Strategic Areas. The 2019-2020 Operational Plan also outlines implementation items and activities to complete, providing a tool for the RDN Board and staff to measure progress on advancing the Board's Strategic Plan.

### **BACKGROUND**

At the RDN, Operational Planning is the process of linking the Board's 2019-2020 strategic focus areas and priorities of the organization with service delivery goals and objectives. Service delivery goals and objectives in this Operational 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 plan items, and internal process reviews. The operational plan outlines milestones and key tasks required to achieve organizational success, and how RDN staff aim to implement the Board's strategic vision.

This update reveals the considerable extent of work undertaken by the RDN during the September 2018 to July 2019 period. This includes projects that begin and end in 2019, multi-year projects that began prior to 2019, or, that began in 2019 and will continue in future years; as well as notifying the Board of future projects.

To illustrate how the action items listed in the 2019 - 2020 Operational Plan supports the new 2019-2022 Board Strategic Plan, with each action item being attributed to a primary Key Strategic Area:

1. Climate Change
2. Environmental Stewardship
3. Housing
4. Growth Management
5. Transportation and Transit
6. Economic Coordination
7. People and Partnerships
8. Social Well-Being

Within each focus area, several Strategic Priorities are listed. Each has been assigned a primary strategic priority – the one that most clearly advance as a result of the action. The end result of this analysis is a comprehensive overview of priority organizational activities undertaken in or planned to be completed in 2019 that advance the Board Strategic Plan.

It is important to note that many of the high priority action captured in the 2019-2020 Operational Plan may take several years to several years to complete. To address this, the Plan indicates the year key tasks are to be completed when projects extend beyond 2019. Since the first annual Operational Plan was completed in 2017, it has become evident that this document has been a very effective tool and key deliverable in the process to both communicate to the Board on the organizational activities, track progress and improve the implementation of the Board Strategic Plan over time. The attached 2019-2020 Operational Plan represents the continuation of that effort.

## **ALTERNATIVES**

1. That the Board endorse the Regional District of Nanaimo 2019 Operational Plan Update.
2. That the Board provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

Action items captured as 2018 and 2019 initiatives are accounted for in the current Financial Plan.

Action items captured with the term ‘Planned’, ‘Future’ or projected timeline start dates for 2020 or later will be requested for inclusion in the 2020-2024 Financial Plans.

There are no unaccounted-for financial implications associated with receiving the Operational Plan Update.

## **STRATEGIC PLAN IMPLICATIONS**

The Board Strategic Plan is the highest-level plan for the RDN, 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 is closely integrated with the annual RDN Budget and Board Strategic Plan. Together these important plans and documents will guide the work of RDN staff and ensure work aligns with the Board’s Strategic direction. Further, the Operational Plan is intended to serve as a tool to measure organizational progress and report on its strategic priorities.

A handwritten signature in black ink, appearing to read 'G. Garbutt', is written over a horizontal line.

G. Garbutt

[ggarbutt@rdn.bc.ca](mailto:ggarbutt@rdn.bc.ca)

September 30, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachment:

- Regional District of Nanaimo 2019-2020 Operational Plan

# 2019-2020 Operational Plan



October 2019

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# 2019-2020 OPERATIONAL PLAN

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## 2019-2022 Strategic Plan Direction

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

*“The Regional District of Nanaimo honours and protects its natural assets, respects its diverse communities, and promotes and enhances the wellbeing of all its residents.”*

## The Purpose of Operational Planning

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Operational Planning is the process of linking the strategic focus areas and priorities of the organization with service delivery goals and objectives. The service delivery goals and objectives in this plan originate from the RDN Board’s resolutions; policies and adopted plans; legislative and regulatory requirements; staff generated work plan items; and internal process reviews. The Operational Plan outlines milestones and key activities required for organizational success, illustrating how the RDN staff will implement the Board’s strategic vision.

## Plan Process

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### 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, the Plan sets out a reporting cycle to provide timely information on the status of Operational Plan items for the Board in its ongoing review of its 2019-2022 Strategic Plan and to assist the development of future Financial Plans.

The ‘Action’ items identified include Board resolutions since the inaugural meeting held November 2018 and provide status updates on key initiatives in the previous Operational Plan (September 2018).

Please note that items identified through the Board directions in 2018 and 2019 have been added to the respective RDN department work plans. As a result, the origin of the action may include both the Board Motion and the departmental Business Work Plan.

This Operational Plan does not capture the vast amount of day-to-day operational work that contributes to the RDN’s success. Nor does it preclude all the risks and challenges to the RDN’s many projects or initiatives. It does however, recognize the importance of ongoing dialogue with the Board about adjustments to the Strategic 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 provides focus to ensure efficient processes and project delivery. The Operational Plan is integrated with the RDN Strategic Plan and the Financial Plan and is reported upon annually.

### October 2019 Progress Update

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An update is provided on the work undertaken by the RDN during the September 2018 to June 2019 period. The current update includes projects that begin and ended in 2019; multi-year projects that began prior to 2019, or that began in 2019 and will continue in future years, as well as setting out future projects, as identified through the 2019-2022 Strategic Plan.

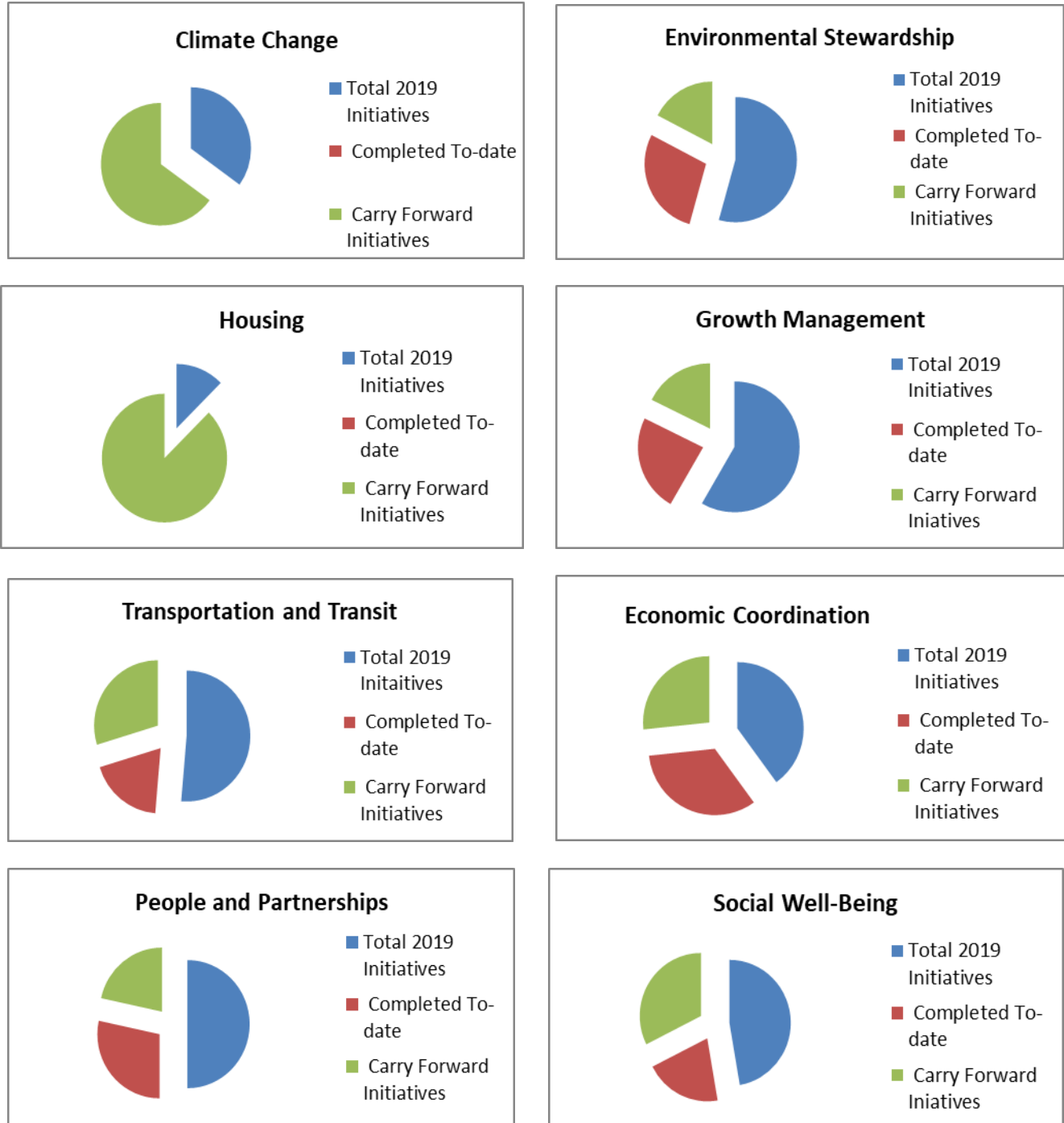
Each action in the Plan includes a description of the task's status. A task is marked as either 'Ongoing', 'In Progress', 'Complete', or 'Future'. Ongoing items are actions that require staff or professional resources, but do not have a distinct deliverable, for example: assisting staff with media relations. If the action is to continue beyond 2019, the expected timeline is shown; if the project is anticipated to begin subsequent to 2019 the term 'Future' is shown and will be updated in future Operational Plan updates.

In 2019, a total of 371 actions are acknowledged as ongoing, in progress, future or complete:

- In progress Actions to be completed 2019: 187 (50 %)
- Complete 2018 & 2019: 84 (23 %)
- Planned and Future Actions: 101 (27 %)

TABLE 1: REPRESENTATION OF OVERALL ORGANIZATION STRATEGIC PRIORITY PROGRESS

### REPRESENTATION OF OVERALL ORGANIZATION STRATEGIC PRIORITY PROGRESS



## Plan Overview

### UNDERSTANDING THE PLAN

On May 28, 2019 the RDN's Board approved and adopted the 2019-2022 Strategic Plan. In unification, the Operational Plan Update has been developed to follow the eight Key Strategic Areas: Climate Change, Environmental Stewardship, Housing, Growth Management, Transportation and Transit, Economic Coordination, People and Partnerships, and Social Well-Being. Each Operational Plan action item is categorized under a specific focus area and has been assigned to a primary Strategic Priority. Each action item has a unique signifier that is comprised of the RDN department responsible for the action, and its corresponding Key Strategic Area. The origin of each action is also noted, so any action item can be easily tracked.

IMAGE 1: UNDERSTANDING THE SECTION CONTENTS PAGE

Below, Image 1 gives an overview summary to each Key Strategic Area, providing a quick reference on the initiatives RDN staff are working towards and an estimated timeline.

**Key Strategic Area**

**Climate Change**

**Identified Goal in Strategic Plan**

**Hyperlinked to bring reader directly to "Action Tab"**

**Indication on Initiatives current status**

**Section Contents**

BE LEADERS IN CLIMATE CHANGE ADAPTATION AND MITIGATION, AND BECOME NET ZERO BY 2032

1.1 Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate action towards adaptation and mitigation

| Action #   | Action Description  | Status                              |      |
|--|---|-------------------------------------|------|
| <a href="#">SCD-CC-1.1-01</a>  | New Technical Advisory Committee – Terms of Reference and Scope of Work   | Ongoing                             | 2020 |
| 1.2 Review and update Corporate Emissions Plan and Greenhouse Gas (GHG) Reduction Strategy |   |                                     |      |
| Action #   | Action Description  | Status                              |      |
| <a href="#">SCD-CC-1.2-02</a>  | Develop a Climate Change Strategy   | In Progress                         | 2020 |
| TES Future   | Update existing Green Fleet Policy  | Planned                             | 2020 |
| SCD Future   | Update the Corporate Climate Action Plan  | Planned                             | 2020 |
| SCD Future   | Develop renewable energy on RDN Facilities  | Planned                             | 2020 |
| SCD Future   | Update Corporate and Community Action Plans – Resilience, Renewable Energy, Fleet Management, Facilities and Purchasing | Planned                             | 2020 |
| <a href="#">SCD-CC-1.2-03</a>  | Include an Agricultural Climate Change Adaptation into Climate Change Strategy  | Included in Climate Change Strategy | 2020 |

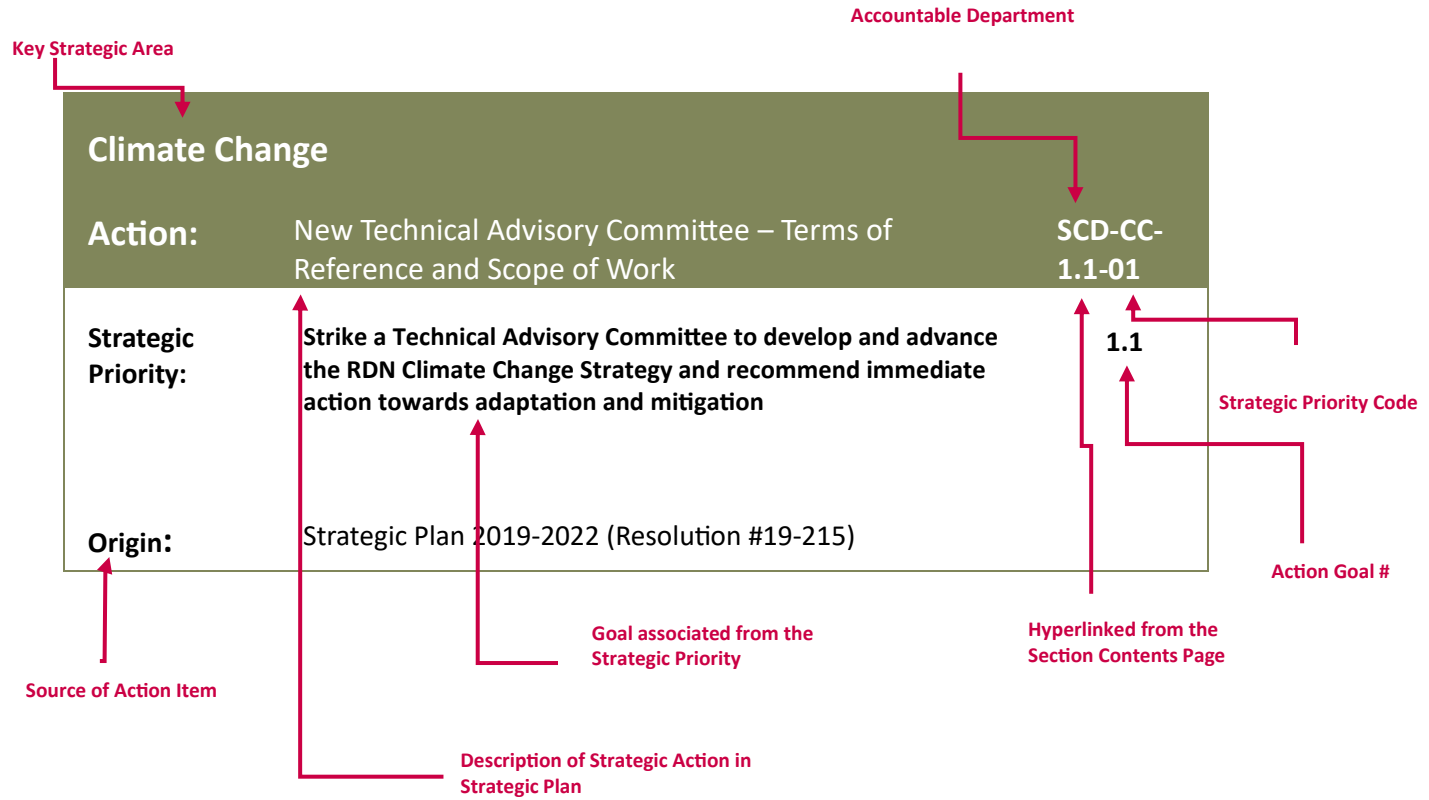
**Hyperlinked items are approved actions that staff are currently working on, or have recently completed**

**Items only indicating with "Future" do not have "Action Tabs" assigned as they are identified for Planned or Future Initiatives**

**Estimated timeline on project completion for "In Progress", or estimated start date when "Planned"/"Future"**

IMAGE 2: UNDERSTANDING THE 'ACTION' TAB

Below, Image 2 provides an introduction to each Action Tab, providing information on the designated initiative associated with achieving the Key Strategic Area's Goals.



## STRATEGIC FOCUS AREAS AND PRIORITIES

## Climate Change

*BE LEADERS IN CLIMATE CHANGE ADAPTATION AND MITIGATION, AND BECOME NET ZERO BY 2032***1.1 Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate action towards adaptation and mitigation**

- New Technical Advisory Committee – Terms of Reference and Scope of Work to be presented to the Executive Committee

**1.2 Review and update Corporate Emissions Plan and Greenhouse Gas (GHG) Reduction Strategy**

- Develop a Climate Change Strategy
- Update existing Green Fleet Policy
- Update the Corporate Climate Action Plan
- Develop renewable energy on RDN Facilities
- Update corporate action plans: Resilience, Renewable Energy, Fleet Management, Facilities and Purchasing

**1.3 Develop a Regional Strategy for Electric Vehicle Charging**

- Electric Vehicle Charging Network service establishment bylaw
- Community Amenity Contribution - District energy for an electric vehicle charging

**1.4 Complete a Net Zero Strategy for building efficiency and localized energy generation**

- Green Stewardship and examine building rebates and efficiencies
- Develop Net Zero Strategy for buildings
- Review delivery of rebates program
- Examine integrated resource recovery
- Implement solar and recovery energy at RDN facilities
- Review building rebates to address technology, energy generation, and site development
- Examine district energy systems

*Related Initiatives*

- Climate Adaptation and Floodplain Mapping

## Environmental Stewardship

*PROTECT AND ENHANCE THE NATURAL ENVIRONMENT, INCLUDING LAND, WATER AND AIR, FOR FUTURE GENERATIONS.***2.1 Protect and acquire lands for environment preservation and parkland**

- Update Official Community Plan (OCP) for Nanaimo Airport
- Update OCP for Electoral Area (EA) F
- Develop Parks and Trails Strategic Plan (2019-2020)
- Refine and prioritize parkland acquisition (2019-2020)

**2.2 Update the Drinking Water and Watershed Protection Program Action Plan**

- Update the Drinking Water and Water Protection (DWWP) Action Plan in 2019
- Joint groundwater study with Snaw-Naw-As First Nation
- Partner with provincial resources to support Water Risk Assessment
- Increase technical and analytical support from RDN IT/GIS to DWWP

**2.3 Achieve the 90% waste diversion target as per the Solid Waste Management Plan**

- Province approval of RDN Solid Waste Management Plan

*\*Continued on next page*

**2.4 Continue to improve the quality of treated wastewater in the region**

- Completion of Greater Nanaimo, and expansion of French Creek Pollution Control Centre to secondary treatment and odour control
- Repair and upgrade Chase River Pump Station
- Municipal partnership to inflow and infiltration reduction

**Related Initiatives**

- Bylaw 500 Commercial and Industrial Zones Review

**Housing****PROMOTE AFFORDABLE HOUSING FOR RESIDENTS****3.1 Advocate for additional funding support for housing from senior governments**

- Advocate for additional funding support for housing from senior governments

**3.2 Develop a regional Housing Strategy, including support/tools for affordable housing**

- Review secondary suite requirements: building standards and parcel size
- Housing Needs Assessment and Regional Housing Service review, service establishment recommendations 2019-2020
- Professional expertise in Social Planning to implement Housing Strategy

**3.3 Advocate for alternative regulations in the BC Building Code to support innovation**

- Advocate for alternative regulations in the BC Building Code to support innovation

**Related Initiatives**

- Participation in Provincial and Regional Development Approval Review Project - develop local response to recommendations
- Report on Development Cost Charges (DCC) and Development Amenities Policy

**Growth Management****PROVIDE EFFECTIVE REGIONAL LAND USE PLANNING AND RESPONSIBLE ASSET MANAGEMENT FOR BOTH PHYSICAL INFRASTRUCTURE AND NATURAL ASSETS****4.1 Protect agricultural lands and promote agriculture and food production in the region**

- RDN Agricultural Advisory Committee (AAC)
- Northern Community Economic Development grant application
- Review household poultry regulations
- Board policies on Agricultural Land Commission (ALC) applications and processing
- Review AAC Terms of Reference
- Support and review Cannabis Production and Retail Applications
- Review RDN Agriculture Area Plan – Organization and promotion of agriculture as economic sector
- Research, expansion of production, value added and marketing

**4.2 Fully Develop Asset Management Plan**

- Asset Replacement Cost Study
- Asset Condition Assessment Study
- Continue in-house training in Asset Management
- Implement Asset Management Plan – software, procedures, internal tracking and financial planning

**4.3 Conduct a full review of the Regional Growth Strategy to protect and enhance rural and urban communities**

- Targeted Regional Growth Strategy (RGS) review 2019
- Consider a full RGS review in 2021

**Related Initiatives**

- Subdivision approval authority
- EA F OCP review
- Subdivision Servicing Bylaw and Approving Officer review
- Infrastructure Servicing analysis for priority Village Centers

**Transportation and Transit****PROVIDE OPPORTUNITIES FOR RESIDENTS TO MOVE EFFECTIVELY THROUGH AND AROUND THE REGION**

- 5.1 Enhance dialogue with the Ministry of Transportation and Infrastructure (MOTI) for on and off-road pedestrian and active transportation improvements**
- Active Transportation planning exercise with the MOTI
  - Active Transportation Infrastructure Memorandum of Understanding with MOTI
- 5.2 Develop a Regional Transportation Plan, considering all modes of travel**
- Work with City of Nanaimo, BC Transit and MOTI to develop a Regional Transportation Plan
  - Report on Transit Service Plan for 27,500 service hours over next three years
- 5.3 Work with BC Transit to expand transit service (e.g. transit hours) to connect important community hubs**
- Transit system review including fare analysis and fleet alignment
- 5.4 Develop an active transportation network linking the Regional Districts in central Vancouver Island (e.g. RDN, Comox Valley Regional District, Cowichan Valley Regional District, Alberni-Clayoquot Regional District)**
- Report to consider the creation of a Transportation Service
  - Nanaimo Airport OCP and Zoning Project – accommodate transport/inter-regional transit
  - Advocate for a Provincial Island Transportation Plan

**Related Initiatives**

- Regional and Community Parks and Trails strategy
- French Creek Harbour and Estuary redevelopment
- Development Amenity Policy
- Subdivision Approving Authority

**Economic Coordination****SET THE TABLE TO ENABLE DIVERSE ECONOMIC DEVELOPMENT OPPORTUNITIES ACROSS THE REGION**

- 6.1 Develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners and electoral areas**
- Northern Community Economic Development Service
  - EA B Local Economic Development Service
  - Economic Development Service Review – Report and options
  - Role of RDN in Regional Economic Development – Coordination with local government, industry and partners
- 6.2 Review the resources required in order to coordinate business development and retention throughout the region**
- Business Licence service review
  - Cannabis License process implementation
  - Telecommunication service expansion in unserved areas utilizing grants

**Related Initiatives**

- InFilm Grant-in-Aid Funding
- Social Procurement Policy
- Review RDN Agriculture Area Plan – Organization and promotion of agriculture as economic sector: research, expansion of production, value added and marketing

## People and Partnerships

### IMPROVE THE GOVERNANCE AND AWARENESS OF RDN ACTIVITIES FOR CITIZENS THROUGHOUT THE REGION

- 7.1 Explore webcasting and/or live-streaming of RDN Committee and Board meetings**
  - Webcasting – Livestream Board, EA Services Committee, Committee of the Whole and Oceanside Services Committee meetings
- 7.2 Review the resources required in order to maximize current and future grant and other funding opportunities**
  - Utilize staff resources and consultant on grant coordination
  - Report on Grant Applications
- 7.3 Develop a Communications Strategy to improve and enhance community engagement and public outreach**
  - RDN Engagement Strategy internal resources
  - Graphic standards and RDN branding
  - Social Media user guide and training
  - RDN Engagement Strategy staff and Board training
- 7.4 Continue to build and enhance relationships with First Nations based on the specific needs of each community leader**
  - Truth and Reconciliation Commission (TRC) Calls to Action: Staff and Board training
  - Qualicum First Nations Protocol Agreement
  - UBCM Community to Community (C2C) grant funding for Qualicum First Nation Engagement, Snuneymuxw Protocol Agreement
  - TRC Calls to Action: Implement formalized ongoing Staff Training Strategy
  - Qualicum First Nation Protocol Agreement
  - UBCM C2C Funding for Snuneymuxw First Nation Engagement
  - Continue to develop service agreements and explore opportunities for shared services with First Nation communities
    - Continue to develop service agreements and explore opportunities for shared services with provincial and federal government agencies, and community stakeholder groups
  - Continue Indigenous and community training strategy
  - First Nations Referrals Management Program and Liaison
- 7.5 Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance Strategic Plan goals and initiatives**
  - Continue to develop service agreements and explore opportunities for shared services with member municipalities
  - Explore partnerships for service delivery: Non-Governmental Organizations, Island Health, Provincial Agencies and First Nations

#### Related Initiatives

- Annual RDN Operation Plan and Forecast
- Consider northern service delivery model and customer service strategy

## Social Well-Being

### MAKE THE REGION A SAFE AND VIBRANT PLACE FOR ALL, WITH A FOCUS ON CHILDREN AND FAMILIES IN PLANNING AND PROGRAMS

- 8.1 Update the Parks and Trails Master Plan, including funding options for parkland acquisition and development**
  - Develop Parks and Trails Strategic Plan
  - Parkland DCC Review 2019-2020
- 8.2 Prepare a Social Needs Assessment study, which identifies the broad range of social service providers at the local level, and develop a strategy to identify the RDN's role where appropriate**
  - Oceanside Community Health Network
  - Childcare Needs Assessment
  - Review the future of Oceanside Community Health Network

*\*8.2 Continued on next page*



- Support Childcare Needs Assessment led by the City of Nanaimo and review results
- Revisit Transit Service Feasibility Study for unserved EA Village Centre and rural areas from an economic and social welfare lens
- Consider in-house Social Planning expertise to address emerging service needs

#### *Related Initiatives*

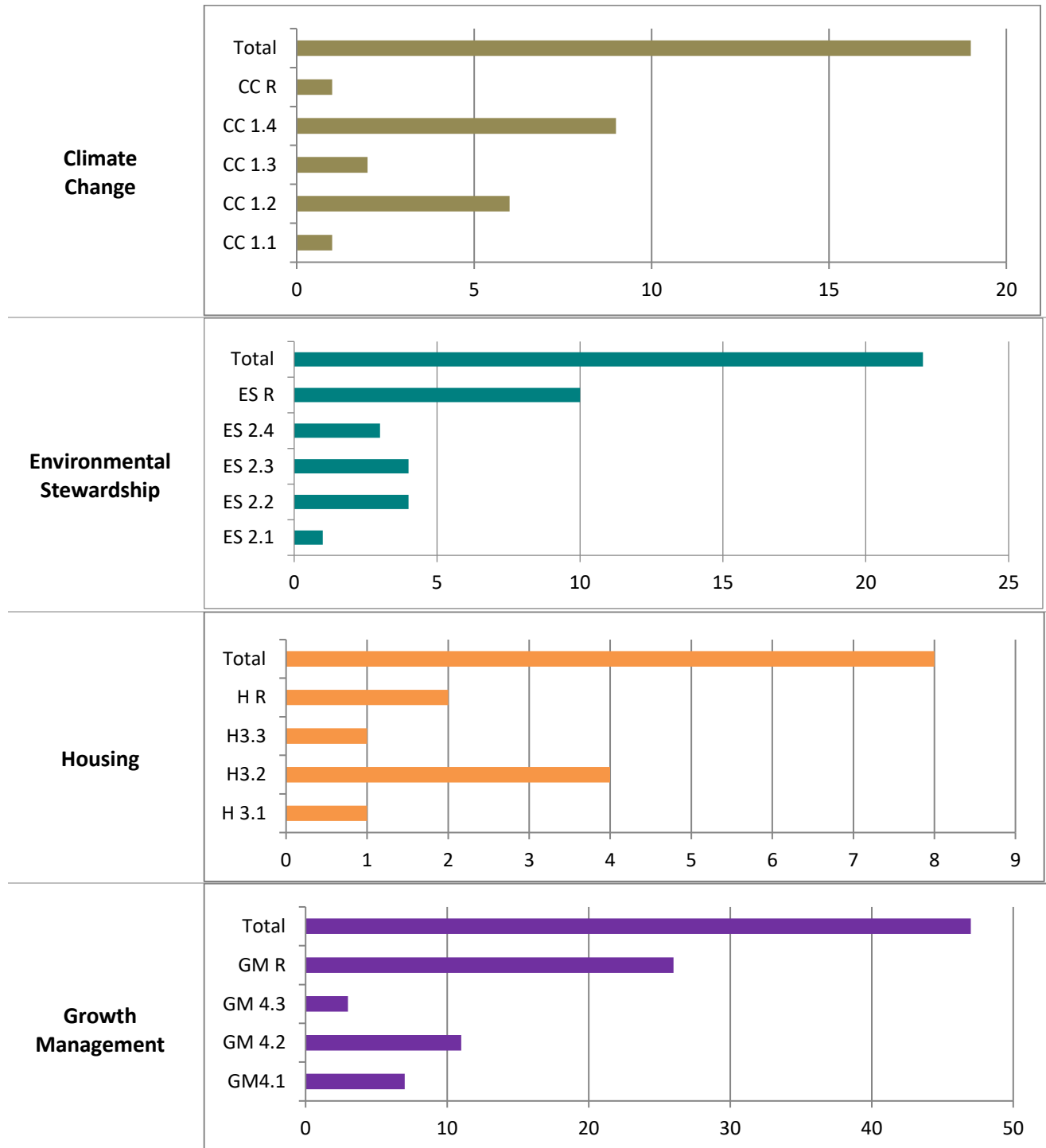
- EA F OCP review
- Complete and implement fire governance review
- Review expansion of Ravensong Aquatic Centre
- Explore partnerships for service delivery - Island Health, provincial agencies, First Nations

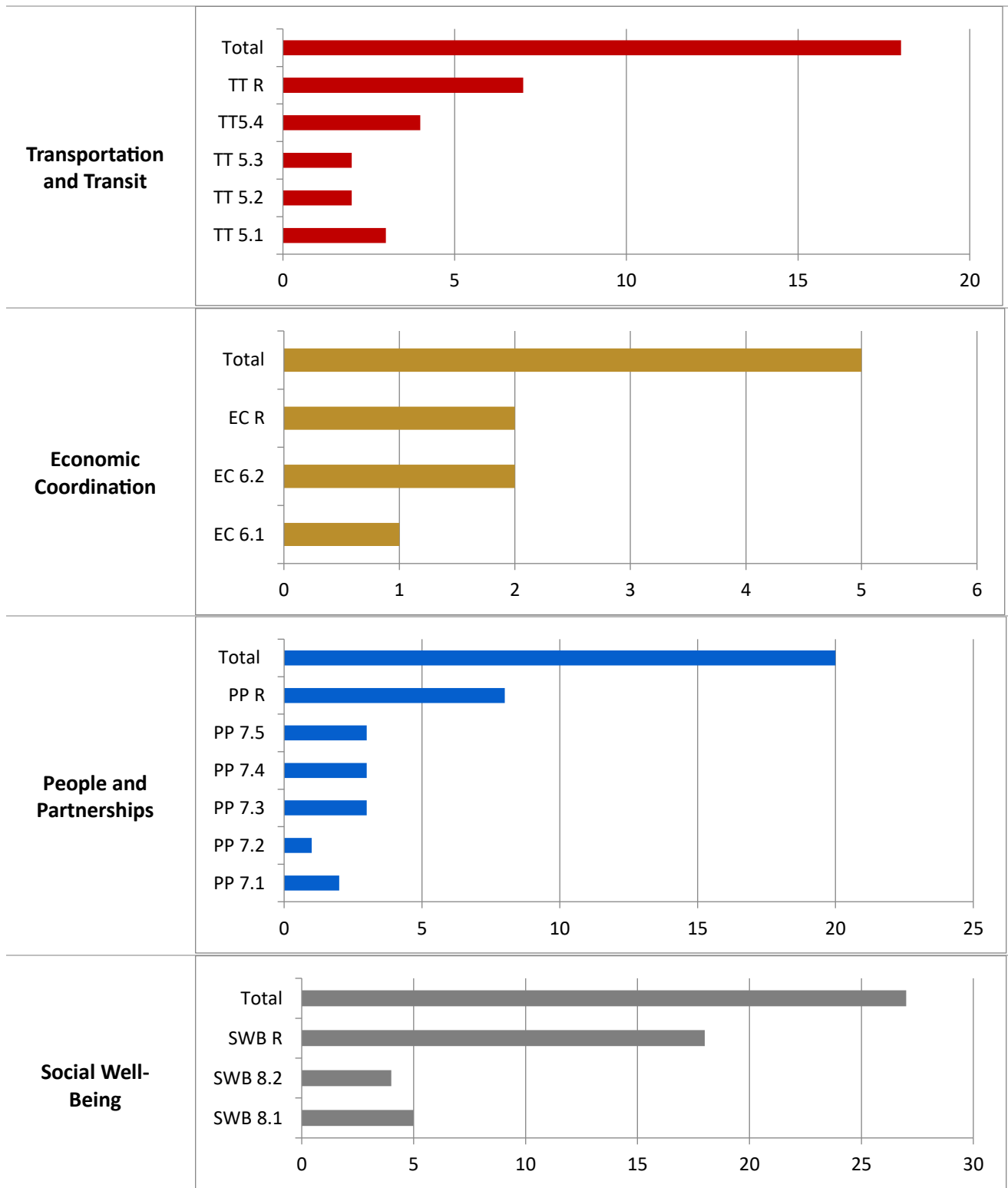
## ACTION ITEMS BY STRATEGIC PRIORITY

Table 2 below provides an overview of the number of actions that are 'In Progress' and 'Planned' for 2019-2022 associated with each Board Key Strategic Area.

TABLE 2: TOTAL ACTION ITEMS BY STRATEGIC PRIORITY

Number of Initiatives by Strategic Priority Goal





## 2019 ACTION ITEMS

### Climate Change

#### Section Contents

*BE LEADERS IN CLIMATE CHANGE ADAPTATION AND MITIGATION, AND BECOME NET ZERO BY 2032*

*1.1 Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate action towards adaptation and mitigation*

| Action #                      | Action Description  | Status  |      |
|-------------------------------|---|---------|------|
| <a href="#">SCD-CC-1.1-01</a> | New Technical Advisory Committee – Terms of Reference and Scope of Work | Ongoing | 2020 |

*1.2 Review and update Corporate Emissions Plan and Greenhouse Gas (GHG) Reduction Strategy*

| Action #                      | Action Description  | Status                              |      |
|-------------------------------|---|-------------------------------------|------|
| <a href="#">SCD-CC-1.2-02</a> | Develop a Climate Change Strategy   | In Progress                         | 2020 |
| TES Future                    | Update existing Green Fleet Policy  | Planned                             | 2020 |
| SCD Future                    | Update the Corporate Climate Action Plan  | Planned                             | 2020 |
| SCD Future                    | Develop renewable energy on RDN Facilities  | Planned                             | 2020 |
| SCD Future                    | Update Corporate Action Plans – Resilience, Renewable Energy, Fleet Management, Facilities and Purchasing | Planned                             | 2020 |
| <a href="#">SCD-CC-1.2-03</a> | Include an Agricultural Climate Change Adaptation into Climate Change Strategy                            | Included in Climate Change Strategy | 2020 |

*1.3 Develop a Regional Strategy for Electric Vehicle Charging*

| Action #                      | Action Description   | Status  |      |
|-------------------------------|--|---------|------|
| <a href="#">SCD-CC-1.3-04</a> | Develop a Regional Electric Vehicle Charging Strategy                              | Ongoing | 2020 |
| SCD Future                    | Community Amenity Contribution - District energy for and electric vehicle charging | Planned | 2021 |

*1.4 Complete a Net Zero Strategy for building efficiency and localized energy generation*

| Action #                      | Action Description   | Status      |      |
|-------------------------------|--|-------------|------|
| SCD Future                    | Green Stewardship and examine building rebates and efficiencies                        | Planned     | 2020 |
| SCD Future                    | Develop Net Zero Strategy for buildings  | Planned     | 2022 |
| <a href="#">SCD-CC-1.4-05</a> | Public seminars on green buildings, renewable energy systems, and emissions reductions | In Progress | 2022 |
| SCD Future                    | Review delivery of rebates program   | Planned     | 2020 |
| SCD Future                    | Examine Integrated Resource Recovery   | Future      | 2022 |
| SCD Future                    | Implement solar and recovery energy at RDN facilities                                  | Planned     | 2021 |
| SCD Future                    | Review Building Rebates to address technology, energy generation, and site development | Planned     | 2022 |
| SCD Future                    | Examine District Energy Systems  | Future      | 2021 |
| <a href="#">SCD-CC-1.4-06</a> | Continue Development of Green Building Guidebook series.                               | In Progress | 2020 |

*Related Initiatives*

| Action #                    | Action Description                      | Status           |
|-----------------------------|---|------------------|
| <a href="#">SCD-CC-1-07</a> | Undertake Floodplain Mapping Assessment | In Progress 2022 |

**2019 Actions and Accomplishments**

|              |   |      |
|--------------|---|------|
| SCD Achieved | Green Communities Committee: Level 4 Achievement of Carbon Neutrality | 2019 |
|--------------|---|------|

| Climate Change  |  |                      |
|---|--|----------------------|
| <b>Action:</b>  | New Technical Advisory Committee – Terms of Reference and Scope of Work  | <b>SCD-CC-1.1-01</b> |
| <b>Strategic Priority:</b>                              | <b>Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate action towards adaptation and mitigation</b>   | <b>1.1</b>           |
| <b>Origin:</b>  | Strategic Plan 2019-2022 (Resolution #19-215)  |                      |
| <b>Tasks:</b>   | <b>Status:</b>   |                      |
| 1. Present Terms of Reference to Executive Committee    | Report completed July 2019 – Referred Back to Staff  |                      |
| 2. Report to Board through the minutes of the Committee | 2020 Ongoing   |                      |
| 3. Develop Climate Change Strategy                      | Future   |                      |
| <b>Accountable Department</b>                           | <b>Long Range Planning<br/>Strategic and Community Development</b>   |                      |
| <b>Resources Needed:</b>                                | <p>Given the Climate Action Technical Advisory Committee's need to rely on the retention of expert advice, there is a request in the 2020 RGS operational budget of approximately \$80,000 for this Committee.</p> <p>Estimating \$20, 800 in compensation for Committee members. With the creation of a new committee, it will require ongoing staff support beyond existing budgetary planning and would be equivalent to a half of an employee (\$50, 000).</p> <p>Additional consulting costs may need to be considered in coming years.</p> |                      |

| Climate Change   |  |               |
|--|--|---------------|
| Action:  | Develop a Climate Change Strategy  | SCD-CC-1.2-02 |
| Strategic Priority:  | Review and update corporate emissions plan and Greenhouse Gas (GHG) reduction strategy | 1.2           |
| Origin:  | Strategic Plan 2019-2022 (Resolution #19-215)  |               |
| Tasks:   | Status:  |               |
| 1. Update projections Community Energy & Emissions (CEE) Plan & Green House Gas (GHG) Strategy | Planned 2020   |               |
| 2. Update plan & strategy  | Planned 2020   |               |
| 3. Complete revision to Sustainable Site Planning Checklist                                    | Ongoing 2019   |               |
| Accountable Department   | Strategic Initiatives<br>Long Range Planning<br>Strategic and Community Development    |               |
| Resources Needed:  |  |               |
| \$60,000 from Climate Action Review Incentive Program Fund for tasks 1 & 2                     |  |               |

| Climate Change  |  |               |
|---|--|---------------|
| Action:   | Include an Agricultural Climate Change Adaptation into Climate Change Strategy       | SCD-CC-1.2-03 |
| Strategic Priority:   | Protect Agricultural Lands and Promote Agriculture and Food Production in the Region | 1.2           |
| Origin:   | Strategic Plan 2019-2022 (Resolution #19-215)  |               |
| Tasks:  | Status:  |               |
| 1. Participate in Provincial sessions with the Ministry of Agriculture (current status of land use and production in RDN) | In Progress 2019   |               |
| 2. Provide update to Board  | Planned 2020   |               |
| 3. Include in Climate Adaptation policy   | Planned 2020   |               |
| Accountable Department  | Long Range Planning, Strategic and Community Development                             |               |
| Resources Needed:   |  |               |
| Participation currently included in staff work plans<br>Timeline - pending completion of Provincial sessions              |  |               |



| Climate Change   |  |               |
|--|--|---------------|
| <b>Action:</b>   | Develop a Regional Electric Vehicle Charging Strategy  | SCD-CC-1.3-04 |
| <b>Strategic Priority:</b>   | Develop a Regional Strategy for Electric Vehicle (EV) Charging   | 1.3           |
| <b>Origin:</b>   | Strategic Plan 2019-2022 (Resolution #19-215)<br>Resolution # 19-283, 19-284, 19-285, 19-286   |               |
| <b>Tasks:</b>  | <b>Status:</b>   |               |
| 1. Report to Board re: CleanBC Community Fund Grant Application and installation of 10 EV charging stations. | Complete – July 23, 2019   |               |
| 2. Installation of ten EV charging stations  | Pending Clean BC Grant Approval  |               |
| 3. RDN staff request authority for 10 dual EV charging stations through NRCAN Grant Funding                  | In Progress  |               |
| 4. Develop Regional EV Charging Service Strategy   | 2020 *Pending CleanBC Grant funding  |               |
| <b>Accountable Department</b>  | <b>Planning Strategic Initiatives</b><br><b>Long Range Planning</b><br><b>Strategic and Community Development</b>  |               |
| <b>Resources Needed:</b>   | <p>\$222,222 allocated in the 2020 budget from the Corporate Climate Action Reserve Fund for the installation of ten public electric vehicle charging stations<br/> SUBJECT to receiving: CleanBC Communities Fund Grant Application for Electric Vehicle Charging Stations for \$162,222 (grant to reimburse the Corporate Climate Action Reserve Fund.</p> <p>The 2020 budget contain \$25,000 for annual operating, maintenance and replacement costs for the EV charging station service.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> <li>- Approve proposed ten EV charging stations</li> <li>- Allocating funding as above</li> <li>- Board direct staff to prepare bylaw creating new service area for ongoing operations</li> </ul> |               |

| Climate Change  |  |               |
|---|--|---------------|
| Action:   | Public seminars on green buildings, renewable energy systems, and emissions reductions                                 | SCD-CC-1.4-05 |
| Strategic Priority:   | Complete a Net Zero Strategy for building efficiency and localized energy generation                                   | 1.4           |
| Origin:   | 2019 Strategic Plan Alignment Review (Resolution #19-258)<br>Resolution # 14-494, 15-298<br>Green Building Action Plan |               |
| Tasks:  | Status:  |               |
| 1. Host events for different stakeholder groups   | In Progress  |               |
| Accountable Department  | Energy & Sustainability<br>Long Range Planning<br>Strategic and Community Development                                  |               |
| Resources Needed:   |  |               |
| Organizing annual events included in Long-Range Planning operating financial plans, requesting up to \$16,000 for workshop, tours, education and publications |  |               |

| Climate Change   |  |               |
|--|--|---------------|
| Action:  | Continue Development of Green Building Guidebook series.   | SCD-CC-1.4-06 |
| Strategic Priority:  | Complete a Net Zero Strategy for building efficiency and localized energy generation                                 | 1.4           |
| Origin:  | Resolution #14-494, 15-298<br>Green Building Outreach Strategy and Implementation Plan<br>Green Building Action Plan |               |
| Tasks:   | Status:  |               |
| 1. Review draft and finalize final publication for public distribution in 2020 | In Progress  |               |
| Accountable Department   | Long Range Planning and Energy & Sustainability<br>Strategic and Community Development                               |               |
| Resources Needed:  |  |               |
| Included in the current 2019 operating budget                                  |  |               |

| Climate Change   |  |             |
|--|--|-------------|
| Action:  | Undertake Floodplain Mapping Assessment  | SCD-CC-1-07 |
| Strategic Priority:  | Related Initiative   | 1           |
| Origin:  | Resolution #18-105   |             |
| Tasks:   | Status:  |             |
| 1. Issue RFP for project consultant  | Complete   |             |
| 2. Phase 2 coastal mapping   | In Progress  |             |
| 3. Bylaw update  | Planned 2020   |             |
| 4. River maps & risk assessment  | Planned 2020/2021  |             |
| 2. Flood Strategy  | Future 2022  |             |
| 3. Update the Sea Level Rise Bylaw   | In Progress - 2020   |             |
| Accountable Department   | Long Range Planning and Energy & Sustainability<br>Current Planning<br>Strategic and Community Development |             |
| Resources Needed:  |  |             |
| <p>Developing coastal floodplain mapping be awarded to Ebbwater Consulting and Cascadia Coast Research Ltd. in the amount of \$202,000 in 2018.</p> <p>\$30,000 for bylaw update, \$100,000 for river maps and assessment, and \$75,000 for flood strategy</p> <p>Currently is included in Current Planning departmental work plans and staffing requirements</p> <p>This project is additionally aligned with the priorities of the 2019-2022 Strategic Plan’s related initiatives under Climate Change and will help address the sea level rise policy/bylaw</p> |  |             |

## Environmental Stewardship

### Section Contents

PROTECT AND ENHANCE THE NATURAL ENVIRONMENT, INCLUDING LAND, WATER, AND AIR QUALITY FOR FUTURE GENERATIONS

#### 2.1 Protect and acquire lands for environment preservation and parkland

| Action #  | Action Description                                     | Status  |            |
|-----------|--|---------|------------|
| RP Future | Refine and prioritize parkland acquisition (2019-2020) | Planned | March 2020 |

#### 2.2 Update the Drinking Water and Watershed Protection Program Action Plan

| Action #                      | Action Description  | Status      |           |
|-------------------------------|---|-------------|-----------|
| <a href="#">RCU-ES-2.2-01</a> | Update the Drinking Water Watershed Protection (DWWP) Action Plan in 2019 | In Progress | Sept 2019 |
| RCU Future                    | Joint Groundwater study with Snaw-Naw-As First Nation                     | Planned     | 2020      |
| <a href="#">RCU-ES-2.2-02</a> | Partner with Provincial resources for Water Risk Assessment               | In Progress | 2021      |
| RCU Future                    | Increase technical & analytical support from RDN IT/GIS to DWWP           | Planned     | 2020      |

#### 2.3 Achieve the 90% waste diversion target as per the Solid Waste Management Plan

| Action #                      | Action Description   | Status      |      |
|-------------------------------|--|-------------|------|
| RCU Future                    | Province approval of RDN Solid Waste Management Plan   | Planned     | 2020 |
| <a href="#">RCU-ES-2.3-03</a> | Staff review and monitor local, provincial and federal action plans to increase waste diversion                      | In Progress | 2022 |
| <a href="#">RCU-ES-2.3-04</a> | Implement a Household Hazardous Waste Program  | Planned     | TBD  |
| <a href="#">RCU-ES-2.3-05</a> | The Regional District of Nanaimo Board review the Terms of Reference of the Solid Waste Management Select Committee. | In Progress | 2020 |

#### 2.4 Continue to improve the quality of treated wastewater in the region

| Action #                      | Action Description   | Status      |      |
|-------------------------------|--|-------------|------|
| <a href="#">RCU-ES-2.4-06</a> | Completion of Greater Nanaimo, and expansion of French Creek Pollution Control Centre to secondary treatment and odour control | In Progress | 2022 |
| <a href="#">RCU-ES-2.4-07</a> | Repair and upgrade Chase River Pump station  | In Progress | 2021 |
| RCU Future                    | Municipal Partnership for inflow and infiltration reduction  | Planned     | 2021 |

#### Related Initiatives

| Action #                    | Action Description   | Status      |      |
|-----------------------------|--|-------------|------|
| <a href="#">RCU-ES-2-08</a> | Target delivery of education and awareness initiatives based on data in order to achieve water consumption reduction goal of less than 525 liters per connection per day | In Progress | 2022 |
| <a href="#">RCU-ES-2-09</a> | Ensure that waste management and recycling facilities licenced under Bylaw No. 1386 are operating in compliance with approved site operating plans                       | In Progress | 2022 |
| <a href="#">RCU-ES-2-10</a> | Continue to implement a capital works strategy and adjust operational procedures to mitigate on site odors   | In Progress | 2021 |
| <a href="#">RCU-ES-2-11</a> | Advance Solid Waste's education, diversion and promotion   | Ongoing     | 2022 |
| <a href="#">RCU-ES-2-12</a> | Refine a regional strategy to manage inflow and infiltration received at RDN treatment facilities  | In Progress | 2020 |
| <a href="#">RCU-ES-2-13</a> | Administer source control strategies aimed at reducing contaminants that industries and businesses discharge into the sanitary sewer system                              | In Progress | 2020 |

|   |  |                                |   |
|---|--|--------------------------------|---|
| <a href="#">RCU-ES-2-14</a>             | Complete a Biosolids Site Lifetime Assessment for the TimberWest forest fertilization lands (2019: Develop a long-term strategy for Biosolids management in the region)  | In Progress                    | 2020  |
| RCU Future                              | Operate cogeneration facility to utilize 75% of the biogas produced from the site by 2019.   | On Hold                        | On hold until secondary treatment project is under construction |
| <a href="#">SCD-ES-2-15</a>             | Assist VIU with neighborhood air quality monitoring  | In Progress                    | 2019  |
| <a href="#">SCD-ES-2-16</a>             | Review Green Building Incentive Program for Electoral Areas and Lantzville   | Ongoing                        | Department Plans  |
| <b>2019 Actions and Accomplishments</b> |  |                                |   |
| RCU Achieved                            | Excellence in Biosolids Management Award – Program from the Northwest Biosolids Association  |                                | 2019  |
| <a href="#">PR-ES-2-17</a>              | Complete Energy Upgrades and Air Handler Replacements at Ravensong Aquatic Centre  | Complete                       | ☑   |
| <a href="#">RCU-ES-2-18</a>             | Presentations to: the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville councils regarding Surface Water Trend Analysis Report  | Complete                       | ☑   |
| <a href="#">RP-ES-2-19</a>              | Remove the cabin at Coat's Marsh   | Complete                       | ☑   |
| <a href="#">RCU-ES-2-20</a>             | Implement data management framework for DWWP program datasets to improve efficiency and organization, increase capacity for data integration and visualization, data analysis and data sharing                             | Complete                       | ☑   |
| <a href="#">RCU-ES-2-21</a>             | Reduce precipitation infiltration by extending the cover system and installing water control features to minimize the risk of offsite groundwater impacts and reduce the amount of leachate requiring treatment            | Complete<br>Ongoing Monitoring | ☑   |
| RCU Completed                           | Complete groundwater assessment requirements policy review and updates that were initiated with Planning in 2017   | Complete<br>Ongoing Tasks      | ☑   |
| RCU Completed                           | Continue to participate in dialogue on a framework for collaborative watershed decision making to support area-based water planning  | Ongoing                        | Department Plans  |
| <a href="#">RCU-ES-2-22</a>             | Work with Recycle BC, the collection contractor, municipal partners and residents to lower contamination in recycling and organic waste streams  | Complete<br>Ongoing Tasks      | ☑   |
| <a href="#">RCU-ES-2-23</a>             | Work with other agencies to reduce illegal dumping and community parties to carry out clean up   | Complete<br>Ongoing Tasks      | ☑   |
| RCU Completed                           | Investigate potential acquisition of the EPCOR Water System  | Complete                       | ☑   |
| RCU completed                           | Implement the Liquid Waste Management Plan as required under Wastewater regulatory authorization   | Ongoing                        | Actions In: Biosolids, Source Control, I&I                      |
| <b>2018 Actions and Accomplishments</b> |  |                                |   |
| <a href="#">PR-ES-2.1-24</a>            | Work with Land Trusts to secure identified regionally significant parkland   | Ongoing                        | Department Plans  |
| <a href="#">RCU-ES-2-25</a>             | Complete comprehensive trend analysis on surface water quality data from the Community Watershed Monitoring network, to inform land-use planning, targeted outreach, further monitoring and watershed protection decisions | Complete                       | ☑   |

| Environmental Stewardship  |   |               |
|--|---|---------------|
| Action:  | Update the Drinking Water and Water Protection (DWWP) Action Plan in 2019   | RCU-ES-2.2-01 |
| Strategic Priority:  | Update the Drinking Water and Watershed Protection Program Action Plan  | 2.2           |
| Origin:  | Strategic Plan 2019-2022 (Resolution #19-215)<br>Liquid Waste Management Plan<br>Drinking Water and Watershed Protection Plan |               |
|  |   |               |
| Tasks:   | Status:   |               |
| 1. Project strategy development  | Complete  |               |
| 2. Issue Project Charter for update  | Complete  |               |
| 3. Execute consultation and collaboration elements of project charter.   | Complete  |               |
| 4. Update Board on progress in September 2019  | In Progress   |               |
| 5. Final plan submission to Board for approval in November 2019  | Not started   |               |
| 6. When updating the DWWP Action Plan, include the commitments in the RDN Liquid Waste Management Plan for regional rainwater management   | In Progress 2022  |               |
| Accountable Department   | Water Services<br>Regional and Community Utilities  |               |
|  |   |               |
| Resources Needed:  |   |               |
| This project has been accounted for in the current financial year and estimated to be completed in current calendar year and estimated to be completed in current calendar year. |   |               |

| Environmental Stewardship   |   |                      |
|---|---|----------------------|
| <b>Action:</b>  | Partner with provincial resources to support Water Risk Assessment  | <b>RCU-ES-2.2-02</b> |
| <b>Strategic Priority:</b>  | <b>Update the Drinking Water and Watershed Protection Program Action Plan</b>   | <b>2.2</b>           |
| <b>Origin:</b>  | Strategic Plan 2019-2022 (Resolution #19-215)<br>Resolution # 18-324  |                      |
| <b>Tasks:</b>   | <b>Status:</b>  |                      |
| 1. Participate in development of a new water system risk assessment program led by the Ministry of Health (MoH) as one of the “local governments” trials. | In Progress   |                      |
| <b>Accountable Department</b>   | <b>Drinking Water and Watershed Protection<br/>Water Services<br/>Regional and Community Utilities</b>  |                      |
| <b>Resources Needed:</b>  | <p>Currently involves Water and Wastewater Services staff as the new program is hoping to cover the entire water system from watershed to wastewater discharge. This is proving to be challenging in the RDN due to the scale of the system, varying degrees of jurisdiction, and the many stakeholders involved, i.e. RDN Water Systems, Municipal Water Systems, Private Managed Forest Landowners, Improvement Districts, Ministry of Transportation and Infrastructure (MOTI), etc. An initial pilot workshop held with the RDN in 2018. We continue to provide feedback and suggestions; the MoH has the lead at this point.</p> |                      |



| Environmental Stewardship   |   |               |
|---|---|---------------|
| Action:   | Staff review and monitor local, provincial and federal action plans to increase waste diversion | RCU-ES-2.3-03 |
| Strategic Priority:   | Achieve the 90% waste diversion target as per the Solid Waste Management Plan                   | 2.3           |
| Origin:   | 2018 Solid Waste Management Plan<br>Resolution # 18-254   |               |
| Tasks:  | Status:   |               |
| 1.  | Work with Ministry of Environment on Ministerial approval of Solid Waste Management Plan        | In Progress   |
| 2.  | Provide feedback to Extended Producer Responsibility Stewards during Consultation Periods       | On going      |
| 3.  | Facilitate Solid Waste Management Plan Monitoring Committee                                     | On going      |
| Accountable Department  | Solid Waste<br>Regional and Community Utilities   |               |
| Resources Needed  |   |               |
| In 2020 Financial Plans, Solid Waste is requesting 1 Full Time Employee to increase waste diversion, as indicated in the Solid Waste Management Plan. |   |               |

| Environmental Stewardship   |   |               |
|---|---|---------------|
| Action:   | Implement a Household Hazardous Waste Program                                 | RCU-ES-2.3-04 |
| Strategic Priority:   | Achieve the 90% waste diversion target as per the Solid Waste Management Plan | 2.3           |
| Origin:   | 2018 Solid Waste Management Plan<br>Resolution # 18-254                       |               |
| Tasks:  | Status:   |               |
| 1. Post an RFP for contracting collection and safe disposal of non-stewarded residential Household Hazardous Waste. | Planned   |               |
| 2. Awarding of contract for collection and safe disposal of non-stewarded residential Household Hazardous Waste.    | Planned   |               |
| 3. Implementation of Household Hazardous Waste program  | Future  |               |
| Accountable Department  | Solid waste<br>Regional and Community Utilities                               |               |
| Resources Needed:   |   |               |
| \$90,000 per year included in the 2019 current Solid Waste financial plan   |   |               |

| Environmental Stewardship   |  |               |
|---|--|---------------|
| Action:   | The Regional District of Nanaimo Board review the Terms of Reference of the Solid Waste Management Select Committee. | RCU-ES-2.3-05 |
| Strategic Priority:   | Achieve the 90% waste diversion target as per the Solid Waste Management Plan  | 2.3           |
| Origin:   | Resolution #19-311   |               |
| Tasks:  | Status:  |               |
| 1. Review of current Terms of Reference   | Complete   |               |
| 2. Present to Executive Committee   | Fall 2019  |               |
| 3. Present recommendations of Solid Waste Management Select Committee Terms of Reference to the Board | 2020   |               |
| 4. Implementation of Terms of Reference   | 2020   |               |
| Accountable Department  | Solid Waste<br>Regional and Community Utilities  |               |
| Resources Needed:   |  |               |
| There are no additional resources required, financial requests are considered in 2020 Budget          |  |               |

| Environmental Stewardship  |   |                      |
|--|---|----------------------|
| <b>Action:</b>   | Completion of Greater Nanaimo, and Expansion of French Creek Pollution Control Centre, including secondary treatment and odour control upgrades   | <b>RCU-ES-2.4-06</b> |
| <b>Strategic Priority:</b>   | <b>Continue to improve the quality of treated wastewater in the Region</b>  | <b>2.4</b>           |
| <b>Origin:</b>   | Capital Plan 2019   |                      |
| <b>Tasks:</b>  | <b>Status:</b>  |                      |
| 1. RFQ for scope and tender detailed design  | Complete  |                      |
| 2. Award engineering Services contract for the detailed design, tendering and construction services for the French Creek Pollution Control Centre Stage 4 Expansion Project and Odour Control Upgrades | Complete  |                      |
| 3. Detailed design completion  | In Progress   |                      |
| 4. Construction  | Planned: 2020-2022  |                      |
| <b>Accountable Department</b>  | <b>Wastewater Services<br/>Regional and Community Utilities</b>   |                      |
| <b>Resources Needed:</b>   | <p>Resources were included in the 2019 financial plan under Cost Item WW-0010.</p> <p>It is anticipated that the RDN will require a full-time project coordinator on site throughout the duration of this project. The designing consultant will also assist with construction management and quality control throughout construction.</p> <p>Expand capacity and provide secondary treatment at GNPCC - \$40M, 2018 and \$22M, 2019 to meet regulatory requirements and provide capacity to the service area to 2039</p> <p>Resolution # 18-327 (Award Contracting services for Stage 4 Expansion Project and Odour Control Upgrades to AECOM)</p> <p>Resolution # 18-281 that the Board endorse the following projects for submission under the Green Infrastructure – Environmental Quality Program.</p> |                      |

| Environmental Stewardship  |   |               |
|--|---|---------------|
| <b>Action:</b>   | Repair and Upgrade Chase River Pump station   | RCU-ES-2.4-07 |
| <b>Strategic Priority:</b>   | Continue to improve the quality of treated wastewater in the Region   | 2.4           |
| <b>Origin:</b>   | Capital Plan 2019<br>Regulatory Requirement   |               |
| <b>Tasks:</b>  | <b>Status:</b>  |               |
| 1. Scope and tender detailed design  | Complete  |               |
| 2. Award engineering Services contract for the detailed design of the Chase River Force Main No. 1 Replacement and Pump Station Upgrades Project | Complete  |               |
| 3. Detailed design completion  | Complete  |               |
| 4. Construction  | Planned: 2020-2021  |               |
| <b>Accountable Department</b>  | <b>Wastewater Services<br/>Regional and Community Utilities</b>   |               |
| <b>Resources Needed:</b>   | <p>Resources were included in the 2019 financial plan under Cost Item WW-0024.</p> <p>No additional internal staff resources will be required. A consultant will be retained for construction management and quality control purposes throughout construction.</p> <p>Resolution # 18-253 (Chase River Force Main No. 1 Replacement and Pump Station Upgrades Project be awarded to CH2M Hill Canada Limited)</p> |               |

| Environmental Stewardship  |  |                    |
|--|--|--------------------|
| <b>Action:</b>   | Target delivery of education and awareness initiatives based on data in order to achieve water consumption reduction goal of less than 525 liters per connection per day.  | <b>RCU-ES-2-08</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>  | <b>2</b>           |
| <b>Origin:</b>   | Drinking Water Watershed Protection Plan<br>Resolution # 18-129, 17-495, 17-345<br>Drinking Water and Watershed Protection Service Amendment<br>Bylaw No. 1556.03, 2018  |                    |
| <b>Tasks:</b>  | <b>Status:</b>   |                    |
| 1. Evaluate Irrigation Check-up Program Results 2011-2017 to understand impact and   | Complete   |                    |
| 2. Review Water Conservation Plan (2013) progress on meeting targets and current trajectory.   | Complete   |                    |
| 3. Bring Water Conservation Plan understanding into education and awareness programs delivered by Team WaterSmart including irrigation check-ups for high water users. | Ongoing  |                    |
| 4. Update and reissue water conservation plan for RDN Water Service Areas.   | In progress  |                    |
| <b>Accountable Department</b>  | <b>Water and Utility Services</b><br><b>Regional and Community Utilities</b>   |                    |
| <b>Resources Needed:</b>   | Resources needed are current accounted for in current financial plan.<br><br>Contracting services for the French Creek Pollution Control Centre Stage 4 Expansion Project and Odour Control Upgrades have been awarded to AECOM for \$2,506,980 (excluding GST). |                    |

## Environmental Stewardship

**Action:** Ensure that waste management and recycling facilities licensed under Bylaw No. 1386 are operating in compliance with approved site operating plans. **RCU- ES-2-09**

**Strategic Priority:** **Related Initiative** **2**

**Origin:** Resolution # 18-254

**Tasks:** **Status:**

1. Ensure reporting is compliant with license In Progress

2. Inspection of facilities In Progress

3. Review of new applications and amendments In Progress

**Accountable Department** **Solid Waste Services**  
**Regional and Community Utilities**

**Resources Needed:**

In 2020 Financial Plan, Solid Waste is requesting 1 Full Time Employee to increase waste diversion, as per the solid Waste Management Plan

Solid Waste Management Plan sent to Minister of Environment and Climate Change Strategy for Approval

| Environmental Stewardship   |   |             |
|---|---|-------------|
| Action:   | Continue to implement a capital works strategy and adjust operational procedures to mitigate on site odours (French Creek Pollution Control Center) | RCU-ES-2-10 |
| Strategic Priority:   | Related Initiative  | 2           |
| Origin:   | Wastewater – Northern Communities: Capital Plan Service Level Financial Plan 2019   |             |
| Tasks:  | Status:   |             |
| 1. Include odour control as a major element of the detail design scope  | Complete  |             |
| 2. Identify budget costs for capital improvement prior to expansion construction. Complete treatment plant detailed design to 90% | In Progress   |             |
| Accountable Department  | Wastewater Services<br>Regional and Community Development   |             |
| Resources Needed:   |   |             |
| No additional resources are required, tasks will be completed as part of existing capital and operational plans                   |   |             |



| Growth Management  |  |             |
|--|--|-------------|
| Action:  | Advance Solid Waste’s education, diversion and promotion | RCU-ES-2-11 |
| Strategic Priority:  | Related Initiative                                       | 2           |
| Origin:  | 2018 Solid Waste Management Plan                         |             |
| Tasks:   | Status:  |             |
| 1. Engage regional stakeholders on Solid Waste Management                                      | Ongoing  |             |
| 2. Create internal School Education position   | Future   |             |
| Accountable Department:  | Solid Waste Services<br>Regional and Community Utilities |             |
| Resources Needed:  |  |             |
| \$35,000 for School Education (2019 & 2020)<br>\$30,000 for Zero Waste Promotion (2019 & 2020) |  |             |

| Environmental Stewardship  |   |             |
|--|---|-------------|
| Action:  | Refine a regional strategy to manage inflow and infiltration received at RDN treatment facilities | RCU-ES-2-12 |
| Strategic Priority:  | Related Initiative  | 2           |
| Origin:  | Resolution # 13-530, 19-149   |             |
| Tasks:   | Status:   |             |
| 1. Complete Inflow and Infiltration study for the Townsite Stormwater Master Plan                                    | Complete  |             |
| 2. Work with municipal partners to develop a Regional Strategy for Inflow and Infiltration based on completed study. | Ongoing   |             |
| Accountable Department   | Water and Wastewater Services<br>Regional and Community Utilities                                 |             |
| Resources Needed:  |   |             |
| Completing with existing staff time, existing budget and partnerships with the member municipalities                 |   |             |

## Environmental Stewardship

|                |   |                    |
|----------------|---|--------------------|
| <b>Action:</b> | Administer source control strategies aimed at reducing contaminants that industries and businesses discharge into the sanitary sewer system | <b>RCU-ES-2-13</b> |
|----------------|---|--------------------|

|                            |                           |          |
|----------------------------|---------------------------|----------|
| <b>Strategic Priority:</b> | <b>Related Initiative</b> | <b>2</b> |
| <b>Origin:</b>             | Resolution # 13-530       |          |

|              |               |
|--------------|---------------|
| <b>Tasks</b> | <b>Status</b> |
|--------------|---------------|

|  |             |
|--|-------------|
| 1. Work with partner municipalities to investigate strategies to address illegal discharges. | In Progress |
|--|-------------|

|  |             |
|--|-------------|
| 2. Monitor wastewater influent and biosolids quality to assess potential contaminant sources | In Progress |
|--|-------------|

|                               |   |
|-------------------------------|---|
| <b>Accountable Department</b> | <b>Water and Wastewater Services<br/>Regional and Community Utilities</b> |
|-------------------------------|---|

### Resources Needed:

Completing with existing staff time, existing budget and partnerships with the member municipalities

As per the Solid Waste Management Plan

| Environmental Stewardship   |  |                    |
|---|--|--------------------|
| <b>Action:</b>  | Develop a long-term strategy for Biosolids management in the region  | <b>RCU-ES-2-14</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>2</b>           |
| <b>Origin:</b>  | Resolution # 13-530, 17-284<br>Liquid Waste Management Plan<br>Timberwest License Agreement  |                    |
| <b>Tasks:</b>   | <b>Status:</b>   |                    |
| 1. Complete a Biosolids Site Lifetime Assessment                                  | Complete   |                    |
| 2. Explore the potential to use Biosolids during closure of the Regional Landfill | In Progress  |                    |
| 3. Explore additional ways to beneficially manage RDN Biosolids                   | Scheduled for 2020 Work Plan   |                    |
| <b>Accountable Department</b>   | <b>Water and Wastewater Services<br/>Regional and Community Utilities</b>  |                    |
| <b>Resources Needed:</b>  | <p>Water and Wastewater Services will retain contract services in the 2020 budget be in order to advance the long-term strategy for Biosolids management in the region</p> <p>“Regional District of Nanaimo (RDN) enter into a four-year agreement with TimberWest Forest Company (TimberWest) to enable biosolids forest fertilization activities.”</p> |                    |

| Environmental Stewardship   |   |             |
|---|---|-------------|
| Action:   | Assist VIU with neighborhood air quality monitoring                                   | SCD-ES-2-15 |
| Strategic Priority:   | Related Initiative  | 2           |
| Origin:   | Resolution # 17-571   |             |
| Tasks:  | Status:   |             |
| 1. Work with VIU to determine areas to monitor for air quality  | Complete  |             |
| 2. Review air quality test results  | In Progress - December2019  |             |
| 3. Use results to inform programming including outreach and incentives.   | Planned Pending Board Approval  |             |
| Accountable Department  | Energy & Sustainability<br>Long Range Planning<br>Strategic and Community Development |             |
| Resources Needed:   |   |             |
| Through this partnership, the RDN’s contribution of \$5, 000 has been provided from the Carbon Tax reserve in 2018, with results and reporting to be shared by December 2019. |   |             |

| Environmental Stewardship   |  |                    |
|---|--|--------------------|
| <b>Action:</b>  | Review Green Building Incentive Program for Electoral Areas and Lantzville                         | <b>SCD-ES-2-16</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>2</b>           |
| <b>Origin:</b>  | Resolution # 18-394, 18-395  |                    |
| <b>Tasks:</b>   | <b>Status:</b>   |                    |
| 1. Manage rebate program  | Ongoing  |                    |
| 2. Review Rebate Program delivery options   | Planned 2020   |                    |
| <b>Accountable Department</b>   | <b>Energy &amp; Sustainability<br/>Long Range Planning<br/>Strategic and Community Development</b> |                    |
| <b>Resources Needed:</b>  |  |                    |
| This is an ongoing initiative that is included in the regular work plans of Long-Range Planning department – There is up to \$50,00 available for rebates in the 2019 financial year. |  |                    |

| Environmental Stewardship   |  |                   |
|---|--|-------------------|
| <b>Action:</b>  | Complete Energy Upgrades and Air Handler Replacements at Ravensong Aquatic Centre  | <b>PR-ES-2-17</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>2</b>          |
| <b>Origin:</b>  | Resolution # 19-118  |                   |
| <b>Tasks:</b>   | <b>Status:</b>   |                   |
| 1. Scope of work determined, and mechanical engineering consulting services secured                                     | Complete   |                   |
| 2. The Board to approve the Award of contract for the Ravensong Aquatic Centre Mechanical Equipment Replacement Project | Complete   |                   |
| 3. Complete Energy Upgrades and Air Handler Replacements  | Complete June 2019   |                   |
| <b>Accountable Department</b>   | <b>Recreation Services<br/>Recreation and Parks Services</b>   |                   |
| <b>Resources Needed:</b>  | <p>This was accounted for in the 2020 financial plan.<br/>         Estimating approximately 40 hours of Staff time during the Construction phase, to liaise with engineers and construction contractors.</p> |                   |

| Environmental Stewardship                 |   |                    |
|---|---|--------------------|
| <b>Action:</b>                            | Presentations to: the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville councils to provide the results of the report. | <b>RCU-ES-2-18</b> |
| <b>Strategic Priority:</b>                | <b>Related Initiative</b>   | <b>2</b>           |
| <b>Origin:</b>                            | Watershed Monitoring Network Data (2011-2017)<br>Resolution #18-491   |                    |
| <b>Tasks:</b>                             | <b>Status:</b>  |                    |
| 1. Presentations to Councils listed above | Complete 2019   |                    |
| <b>Accountable Department</b>             | <b>Drinking Water and Watershed Protection<br/>Water Services<br/>Regional and Community Utilities</b>  |                    |
| <b>Resources Needed:</b>                  |   |                    |
| This is now complete                      |   |                    |



| Environmental Stewardship      |   |            |
|--------------------------------|---|------------|
| Action:                        | Remove the cabin at Coat’s Marsh                | RP-ES-2-19 |
| Strategic Priority:            | Related Initiative                              | 2          |
| Origin:                        | Resolution # 16-649                             |            |
| Tasks:                         | Status:   |            |
| 1. Complete hazmat study       | Complete  |            |
| 2. Remove Cabin at Coats Marsh | Complete  |            |
| Accountable Department         | Parks Services<br>Recreation and Parks Services |            |
| Resources Needed:              |   |            |
| This project is complete       |   |            |

| Environmental Stewardship   |  |             |
|---|--|-------------|
| Action:   | Implement data management framework for DWWP program datasets to improve efficiency and organization, increase capacity for data integration and visualization, data analysis and data sharing | RCU-ES-2-20 |
| Strategic Priority:   | Related Initiative   | 2           |
| Origin:   | Drinking Water Watershed Protection Plan Resolution # 15-660, 18-129   |             |
| Tasks:  | Status:  |             |
| 1. Explored software solutions for groundwater quality data mgmt. & selected Water Tax  | Complete   |             |
| 2. Custom framework design underway; data entry in new system to commence in May  | Complete   |             |
| 3. Work with Province on data management via their new Water Data Portal (Aquarius) –under agreement that is currently being finalized. | Complete   |             |
| Accountable Department  | Water and Utility Services<br>Regional and Community Utilities   |             |
| Resources Needed:   |  |             |
| Complete  |  |             |

## Environmental Stewardship

**Action:** Reduce precipitation infiltration by extending the cover system and installing water control features to minimize the risk of offsite groundwater impacts and reduce the amount of leachate requiring treatment **RCU-ES-2-21**

**Strategic Priority:** **Related Initiative** **2**

**Origin:** Solid Waste Services 2018/2019 Business Plans

**Tasks:**

**Status:**

- |                           |  |
|---------------------------|--|
| 1. Implement project plan | Complete   |
| 2. Regular monitoring     | Ongoing Task – Included in department core roles |

**Accountable Department**

**Solid Waste Services**  
**Regional and Community Utilities**

**Resources Needed:**

Priority project carried out by existing environmental landfill staff.

## Environmental Stewardship

**Action:** Work with Recycle BC, the collection contractor, municipal partners and residents to lower contamination in recycling and organic waste streams **RCU-ES-2-22**

**Strategic Priority:** **Related Initiative** **2**

**Origin:** Resolution # 18-409  
Recycle BC Service Agreement: November 30, 2018 – December 31, 2023

**Tasks:** **Status:**

- |  |             |
|--|-------------|
| 1. Curbside outreach                                       | Complete    |
| 2. Solid Waste Newsletter (residential curbside)           | In Progress |
| 3. Solid Waste Newsletter (Solid Waste Management Program) | In Progress |

**Accountable Department** **Solid Waste Services**  
**Regional and Community Utilities**

**Resources Needed:**

Project carried out with existing staff resources

| Environmental Stewardship   |  |                    |
|---|--|--------------------|
| <b>Action:</b>  | Work with other agencies to reduce illegal dumping and community parties to carry out clean up | <b>RCU-ES-2-23</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>2</b>           |
| <b>Origin:</b>  | 2018 Solid Waste Management Plan Resolution # 18-254   |                    |
| <b>Tasks:</b>   | <b>Status:</b>   |                    |
| 1. Maintain dialogue with community partners (AVICC, Member municipalities, VIU, Ministry of Environment’s “RAPP” Line) | Ongoing  |                    |
| <b>Accountable Department</b>   | <b>Solid Waste Services<br/>Regional and Community Utilities</b>                               |                    |
| <b>Resources Needed:</b>  |  |                    |
| \$15,000 for clean-up and included in the 2019 Solid Waste Budget   |  |                    |

| Environmental Stewardship  |  |                     |
|--|--|---------------------|
| <b>Action:</b>   | Work with Land Trusts to secure identified regionally significant parkland | <b>RP-ES-2.1-24</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>  | <b>2.1</b>          |
| <b>Origin:</b>   | Strategic Plan 2019 – 2022 (Resolution # 19-215)                           |                     |
| <b>Tasks:</b>  | <b>Status:</b>   |                     |
| 1. Negotiate land acquisitions for regionally significant parklands in partnership with Land Trusts as opportunities arise | Ongoing  |                     |
| <b>Accountable Department</b>  | <b>Parks Services<br/>Recreation and Parks Services</b>                    |                     |
| <b>Resources Needed:</b>   |  |                     |
| Funding through partnerships and the Regional Parks Capital Budget   |  |                     |

## Environmental Stewardship

|                                     |   |                    |
|-------------------------------------|---|--------------------|
| <b>Action:</b>                      | Complete comprehensive trend analysis on surface water quality data from the Community Watershed Monitoring network, to inform land-use planning, targeted outreach, further monitoring and watershed protection decisions.   | <b>RCU-ES-2-25</b> |
| <b>Strategic Priority:</b>          | <b>Related Initiative</b>   | <b>2</b>           |
| <b>Origin:</b>                      | Watershed Monitoring Network Data (2011-2017)<br>Resolution # 18-491  |                    |
| <b>Tasks:</b>                       | <b>Status:</b>  |                    |
| 1. Develop project scope            | Complete  |                    |
| 2. Issue RFP and engage consultants | Complete  |                    |
| 3. Data compilation and analysis    | Complete  |                    |
| 4. Final Report                     | Complete - November 2018  |                    |
| <b>Accountable Department</b>       | <b>Water and Utility Services</b><br><b>Regional and Community Utilities</b>  |                    |
| <b>Resources Needed:</b>            | <p>Project complete from the Community Watershed Monitoring Network (CWMN), and initiative led by RDN's DWWP and the Ministry of Environment</p> <p>Report was provided to board, seeking board to endorse presentations to the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville to provide the results of the report – Resolution # 18-491</p> |                    |

## Housing

### Section Contents

#### PROMOTE AFFORDABLE HOUSING FOR RESIDENTS

##### 3.1 Advocate for additional funding support for housing from senior governments

| Action #   | Action Description   | Status                              |      |
|------------|--|-------------------------------------|------|
| SCD Future | Advocate - Advocate for additional funding support for housing from senior governments | Ongoing<br>Department<br>Work Plans | 2022 |

##### 3.2 Develop a regional Housing Strategy, including support/tools for affordable housing

| Action #                            | Action Description   | Status                              |      |
|-------------------------------------|--|-------------------------------------|------|
| <a href="#"><u>SCD-H-3.1-01</u></a> | Housing Needs Assessment and Regional Housing Service review and recommendations   | Ongoing<br>Department<br>Work Plans | 2022 |
| SCD Future                          | Review secondary suite requirements – Building standards and parcel size<br>See: <a href="#"><u>SCD-GM-4-18</u></a> for more information | Included in<br>Bylaw 500            | 2020 |
| SCD Future                          | Housing Needs Assessment and Regional Housing Service review, service establishment recommendations 2019-2020                            | Planned                             | 2022 |
| SCD Future                          | Professional expertise in Social Planning to implement housing strategy  | Future                              | 2022 |

##### 3.3 Advocate for alternative regulations in the BC Building Code to support innovation

| Action #   | Action Description  | Status                              |      |
|------------|---|-------------------------------------|------|
| SCD Future | Advocate – Advocate for alternative regulations in the BC Building Code to support innovation | Ongoing<br>Department<br>Work Plans | 2022 |

#### Related Initiatives

| Action #   | Action Description   | Status  |      |
|------------|--|---------|------|
| SCD Future | Participation in Provincial and Regional Development Approval Review Project – Develop local response to recommendations | Planned | 2020 |
| SCD Future | Report on Development Cost Charges (DCC) and Development Amenities Policy  | Future  | 2021 |



| Housing  |   |                     |
|--|---|---------------------|
| <b>Action:</b>   | Housing Needs Assessment and Regional Housing Service review and recommendations – Building standards and parcel size (Secondary Suites)  | <b>SCD-H-3.2-01</b> |
| <b>Strategic Priority:</b>   | <b>Develop a Regional Housing Strategy, including support/tools for affordable housing</b>  | <b>3.2</b>          |
| <b>Origin:</b>   | Strategic Plan 2019-2022 (Resolution # 19-215)  |                     |
| <b>Tasks:</b>  | <b>Status:</b>  |                     |
| 1. Continue providing affordable housing   | Ongoing   |                     |
| 2. Resources updates on web  | Underway  |                     |
| 3. Complete Housing Capacity Study   | 2020  |                     |
| 4. Regional Housing Strategy <ul style="list-style-type: none"> <li>○ Create taskforce of key stakeholders</li> <li>○ Apply for grant funding for community engagement and preparation of draft regional housing strategy</li> <li>○ Community engagement and final draft of Strategy</li> <li>○ Amend Regional Growth Strategy</li> <li>○ Implement Regional Housing Strategy, including financial supports and partnerships from provincial and federal governments</li> </ul> | 2020  |                     |
| <b>Accountable Department</b>  | <b>Long Range Planning<br/>Strategic and Community Development</b>  |                     |
| <b>Resources Needed:</b>   | <p>\$5,000 for taskforce, \$80,000 for strategy, \$10,000 for community engagement</p> <p>Resolution # 18-392 “The Board provide direction to advance a regional approach to affordable housing that considers partnership development and the creation of a regional affordable housing service and reserve fund.”</p> |                     |

## Growth Management

### Section Contents

PROVIDE EFFECTIVE REGIONAL LAND USE PLANNING AND RESPONSIBLE ASSET MANAGEMENT FOR BOTH PHYSICAL INFRASTRUCTURE AND NATURAL ASSETS

#### 4.1 Protect agricultural land use planning and responsible asset management for both physical infrastructure and natural assets

| Action #                      | Action Description  | Status  |      |
|-------------------------------|---|---------|------|
| <a href="#">SCD-GM-4.1-01</a> | RDN Agricultural Advisory Committee (AAC)   | Ongoing | 2022 |
| <a href="#">SCD-GM-4.1-02</a> | Review household poultry regulations  | Ongoing | 2022 |
| <a href="#">SCD-GM-4.1-03</a> | Board policies on Agricultural Land Commission (ALC) applications and processing  | Planned | 2020 |
| <a href="#">SCD-GM-4.1-04</a> | Review Agriculture Advisory Committee Terms of Reference  | Planned | 2020 |
| <a href="#">SCD-GM-4.1-05</a> | Implement Agriculture Area Plan   | Future  | 2021 |
| <a href="#">SCD-GM-4.1-06</a> | Review RDN Agriculture Area Plan – Organization and promotion of agriculture as economic sector: research, expansion of production, value added and marketing | Future  | 2021 |
| <a href="#">SCD-GM-4.1-07</a> | Support and review Cannabis Production and Retail Applications  | Planned | 2021 |

#### 4.2 Fully Develop Asset Management Plan

| Action #                      | Action Description   | Status                                 |                        |
|-------------------------------|--|--|------------------------|
| <a href="#">SCD-GM-4.2-08</a> | Asset Management Replacement Cost Study Project 2019   | Ongoing                                | December 2019          |
| SCD Future                    | Asset Condition Assessment Study   | Planned                                | 2020                   |
| SCD Future                    | Continue in-house Training in Asset Management   | Future                                 | 2021                   |
| SCD Future                    | Implement Asset Management Plan – Software, procedures, Internal Tracking and Financial Planning   | Future                                 | 2021                   |
| <a href="#">RCU-GM-4.2-09</a> | Replace Fairwinds #1 Groundwater Well In-Situ  | In Progress                            | 2020                   |
| <a href="#">RCU-GM-4.2-10</a> | Construct Water/Utilities Operations Facility on RDN-owned land in Nanoose Bay   | In Progress                            | 2021                   |
| <a href="#">RCU-GM-4.2-11</a> | Complete Condition Assessments/Capital Plans for all Water Service Areas to provide better definition and clarity for future asset replacements and upgrades | Now Included in Asset Management Study | See Goal SCD-GM-4.2-08 |
| <a href="#">RCU-GM-4.2-12</a> | Continue developing Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement                             | In Progress                            | 2020                   |
| <a href="#">RCU-GM-4.2-13</a> | Nanoose Water Service Area capital upgrades, 2014 Referendum.  | In Progress                            | 2021                   |

|                               |   |                |      |
|-------------------------------|---|----------------|------|
| <a href="#">RCU-GM-4.2-14</a> | Develop water supply strategy for the French Creek WSA in order to provide improved water quality to 239 households | In Progress    | 2020 |
| <a href="#">RCU-GM-4.3-15</a> | Design and construction of a new pump house and transmission main for the Whiskey Creek WSA                         | Pending Access | TBD  |

#### 4.3 Conduct a full review of the Regional Growth Strategy to protect and enhance rural and urban communities

| Action #                      | Action Description   | Status      |      |
|-------------------------------|--|-------------|------|
| <a href="#">SCD-GM-4.3-16</a> | Initiate work on background for consideration of Regional Growth Strategy (RGS) review | In Progress | 2019 |
| SCD Future                    | Consider a full RGS review in 2020   | Planned     | 2021 |
| SCD Future                    | Subdivision approval authority   | Future      | 2021 |
| <i>Related Initiatives</i>    |  |             |      |

| Action #                    | Action Description   | Status                                  |          |
|-----------------------------|--|---|----------|
| <a href="#">SCD-GM-4-17</a> | Develop Community Amenity Policy   |   |          |
| <a href="#">SCD-GM-4-18</a> | Initiate a targeted review of Bylaw 500 in 2019  | In Progress                             | 2020     |
| <a href="#">RCU-GM-4-19</a> | Support Area F OCP Update with analysis of water quality status and risk and water availability  | In Progress                             | 2021     |
| <a href="#">TES-GM-2-20</a> | Replacement of the Dashwood Fire Hall  | Planned                                 | 2020     |
| <a href="#">SCD-GM-2-21</a> | Initiate OCP and Zoning amendments for the Nanaimo Airport   | In Progress                             | 2021     |
| RCU Future                  | Develop modern SCADA system for Water Service Areas  | Planned                                 | 2020     |
| <a href="#">SCD-GM-4-22</a> | Initiate review of the Electoral Area F OCP  | In Progress                             | 2021     |
| <a href="#">RCU-GM-4-23</a> | Refine chemically enhanced primary treatment procedures during periods of high Biochemical Oxygen Demand and Total Suspended Solids and maintenance periods. | In Progress                             | 2020     |
| <a href="#">SCD-GM-4-24</a> | Subdivision Servicing Bylaw and Approving Officer Service review   | In Progress                             | 2020     |
| <a href="#">RCU-GM-4-25</a> | Review Design & Operations Plan (D&O) and ensure compliance with the Ministry of Environments regulatory obligations   | In Progress                             | 2020     |
| <a href="#">RCU-GM-4-26</a> | Implementation of the new automated collection service in Fall 2020  | In Progress                             | 2020     |
| <a href="#">RP-GM-4-27</a>  | Complete design for Cell 1 closure and flare station upgrade   | In Progress                             | 2021     |
| <a href="#">CS-GM-4-28</a>  | Begin the process of replacing the Onpoint Web Map product with a more data rich, flexible and intuitive interface   | Internal: Complete<br>External: Ongoing | Dec 2019 |
| <a href="#">TEP-GM-4-29</a> | RDN and Fire Departments to work on an annual recruitment/retention campaign to create greater exposure from joint advertising and testing opportunities     | Future                                  | 2020     |

|                             |   |             |                               |
|-----------------------------|---|-------------|-------------------------------|
| RCU Future                  | Report on completion of Water System Risk Management Plan (Ministry of Health is lead on initiative)        | On Hold     | Waiting on Ministry of Health |
| <a href="#">RCU-GM-4-30</a> | Design and install back-up power for the Nanoose Water Treatment Plan                                       | In Progress | 2020                          |
| <a href="#">RCU-GM-4-31</a> | Expand Bay Avenue pump station - \$180k in 2018 for Design  | In Progress | 2021                          |
| <a href="#">CS-GM-4-32</a>  | Develop a GIS Strategic plan based on recommendations of the GIS Service Review                             | Ongoing     | 2020                          |
| <a href="#">CS-GM-4-33</a>  | Implement Caseware Financial Statement reporting tool.  | In Progress | 2020                          |
| <a href="#">RCU-GM-4-34</a> | Work on sewer servicing strategy for Cedar Village with Development Services                                | In Progress | 2020                          |
| <a href="#">SCD-GM-4-35</a> | Complete sign bylaw review to support community kiosks, and community identification and wayfinding signage | In Progress | 2020                          |
| RCU Future                  | Continue planned capital upgrades in RDN water systems in order to maintain services at current levels.     | Planned     | 2021                          |
| RCU Future                  | Design and construction of new Nanoose Pump station to meet current and build-out water demand requirements | Planned     | 2020                          |
| <a href="#">CS-GM-4-36</a>  | Implement an RDN applicant tracking system  | Ongoing     | December 2019                 |
| <a href="#">CS-GM-4-37</a>  | Revise purchasing policies including social/sustainable procurement and develop templates.                  | In Progress | 2020                          |

### **2019 Actions and Accomplishments**

|                                   |  |                         |                                     |
|-----------------------------------|--|-------------------------|-------------------------------------|
| <a href="#">All-SCD-GM-4.2-38</a> | Work with departmental staff and RDN Asset Management working group to implement Asset Management Program  | Complete                | <input checked="" type="checkbox"/> |
| <a href="#">RCU-GM-4-39</a>       | That staff be directed to bring back a report to the January 8, 2019 Committee of the Whole meeting, regarding the options and implications of undertaking further investigations of land disposal for the Bowser Village Centre Wastewater Project.             | Complete                | <input checked="" type="checkbox"/> |
| <a href="#">SCD-GM-4-40</a>       | Process development applications within target processing timelines.   | Ongoing                 | Department Work Plans               |
| <a href="#">SCD-GM-4-41</a>       | Monitor applications to assess opportunities for improved timelines.   | Ongoing                 | Department Work Plans               |
| <a href="#">SCD-GM-4-42</a>       | Streamline application requirements for Development Permits and Temporary Use Permits  | Ongoing                 | Department Work Plans               |
| CU Complete                       | Work with residents to investigate water, sewer, and street lighting service area expansions that compliment OCP and RGS objectives  | Inclusion in EA OCP/RGS | Goal 4                              |
| RCU Complete                      | Continue work to develop a ground water source for Whiskey Creek Water Service Area to meet Island Health requirements to provide safe drinking water to 126 households; and to reduce call-outs as well as water hauling and overtime costs for Utilities staff | Complete                | <input checked="" type="checkbox"/> |

|   |   |   |                               |
|---|---|---|-------------------------------|
| RCU Complete                            | Quantify maintenance and repair costs to determine the annual cost of maintaining “problem” assets versus replacement   | Now Included in Asset Management Study    | See Goal SCD-GM-4.2-XX        |
| RCU Complete                            | Report on recommended service options for Curbside Collection (automated vs manual)   | Complete                                  | ☑                             |
| RCU Complete                            | Completion of a SCADA Master Plan for all Water Service Areas. Implementation of this plan, in stages over the next few years, will result in increased Operations efficiency                             | Complete                                  | ☑                             |
| <a href="#">SCD-GM-4-43</a>             | Shorten permit turnaround time by promoting use of public portal for applications and inspection requests through website, news releases and RDN publications.  | Ongoing                                   | 2020                          |
| <a href="#">CS- GM-4-44</a>             | Earn Certificate of Recognition (COR) to achieve reduced WorkSafeBC Premiums through compliance with WorkSafeBC Regulations   | <i>Not efficient use of RDN Resources</i> | <i>Removed From Work plan</i> |
| <a href="#">CS-GM-4-45</a>              | Financial Plan review and awareness – continuous review and improvement of public information & jurisdiction impacts  | Complete                                  | ☑                             |
| <a href="#">CS-GM-4-46</a>              | Ongoing work with Vadim support group for improvements related to purchasing, timesheet and customers’ on-line access   | Complete                                  | ☑                             |
| <a href="#">CS-GM-4-47</a>              | Assist all departments in complying with WorkSafeBC Regulations and facilitating proactive return to work initiatives in order to better manage the claims and reduce associated claims costs             | Complete (Ongoing)                        | ☑                             |
| <a href="#">SCD-GM-4-48</a>             | Enhance internal permit processing efficiencies through use of Electronic Plan Review software.   | Complete                                  | ☑                             |
| <a href="#">CS- GM-4-49</a>             | Complete Hazardous Materials Management Plan for all RDN sites  | Complete (Ongoing)                        | ☑                             |
| TES Complete                            | Explore options for the redevelopment of the Dashwood Fire Hall   | Complete                                  | ☑                             |
| <b>2018 Actions and Accomplishments</b> |   |   |                               |
| <a href="#">SCD- GM-4-50</a>            | Publish online updates to Building Code, owner builder information and changes to RDN processes for use by the public   | Ongoing                                   | ☑                             |
| TEP Complete                            | Establish Regional Fire Services – Apparatus Maintenance Working Group to assess options for regional maintenance and testing of fire apparatus and equipment for potential efficiencies and cost savings | Complete                                  | ☑                             |
| <a href="#">CS-GM-4-51</a>              | Conduct local government elections and referendums to be included on the ballot(s).   | Complete                                  | ☑                             |
| <a href="#">SCD-GM-4-52</a>             | Research and support for grant funding opportunities and administration of Community Works Fund   | Complete (Ongoing)                        | ☑                             |
| <a href="#">TEP-GM-4-53</a>             | Monitor Playbook requirements at Practices and documentation process  | Ongoing                                   | Department Plans              |
| <a href="#">SCD- GM-4.3-54</a>          | Report on targets and indicators for RGS goals (RGS Policy 5.2.4) – collect new data and update web site  | Complete Annual Review                    | ☑                             |
| <a href="#">CS-GM-4-55</a>              | Replace Head Office Data Centre Server Cluster and disaster recovery / data replication servers at Oceanside Place  | Complete                                  | ☑                             |

|                             |  |          |                                     |
|-----------------------------|--|----------|-------------------------------------|
| CS Complete                 | Property Insurance brokerage contract required for April 1, 2018   | Complete | <input checked="" type="checkbox"/> |
| <a href="#">CS-GM-4-56</a>  | Develop a plan for implementing an Electronic Documents Records Management System  | Ongoing  | Department Plans                    |
| CS Complete                 | Develop an Open Data Portal for GIS related information for Public consumption   | Complete | <input checked="" type="checkbox"/> |
| TES Complete                | Implement the identified Emergency Planning Services priority projects in 2017   | Complete | <input checked="" type="checkbox"/> |
| CS Complete                 | Review the existing Board Procedure Bylaw and develop options for amendments to the Bylaw  | Complete | <input checked="" type="checkbox"/> |
| RP Complete                 | Complete Recreation Services Master Plan for the Oceanside Area  | Complete | <input checked="" type="checkbox"/> |
| SCD Complete                | Review RDN Agriculture as economic sector: research, expansion of production, value added and marketing  | Complete | <input checked="" type="checkbox"/> |
| <a href="#">RCU-GM-5-57</a> | Completion of a Supervisory Control and Data Acquisition (SCADA) Master Plan for all Water Service Areas. Implementation of this plan, in stages over the next few years, will result in increased Operations efficiency | Complete | <input checked="" type="checkbox"/> |
| SCD                         | Research, expansion of production, value added marketing   | Complete | <input checked="" type="checkbox"/> |

## Growth Management

|  |   |                      |
|--|---|----------------------|
| <b>Action:</b>   | RDN Agricultural Advisory Committee (AAC)   | <b>SCD-GM-4.1-01</b> |
| <b>Strategic Priority:</b>   | <b>Protect agricultural lands and promote agriculture and food production in the region</b> | <b>4.1</b>           |
| <b>Origin:</b>   | Strategic Plan 2019-2022 (Resolution # 19-215)<br>Resolution # 13-053                       |                      |
| <b>Tasks:</b>  | <b>Status:</b>  |                      |
| 1. Use committee to provide advice on farming related items                          | Ongoing   |                      |
| <b>Accountable Department:</b>   | <b>Current Planning<br/>Strategic and Community Development</b>                             |                      |
| <b>Resources Needed:</b>   |   |                      |
| Current committee and staffing resources are accounted for in current financial plan |   |                      |

| Growth Management  |  |               |
|--|--|---------------|
| Action:  | Review Household Poultry Regulations   | SCD-GM-4.1-02 |
| Strategic Priority:  | Protect agricultural lands and promote agriculture and food production in the region | 4.1           |
| Origin:  | Strategic Plan 2019-2022 (Resolution # 19-215)<br>Resolution # 16-381 & 18-311       |               |
| Tasks:   | Status:  |               |
| 1. Review existing regulations   | Underway, part of Bylaw 500 review   |               |
| Accountable Department:  | Current Planning<br>Strategic and Community Development                              |               |
| Resources Needed:  |  |               |
| Currently this project is accounted for in Current Planning work plans – moving forward this initiative will be part of the Bylaw 500 review |  |               |



| Growth Management  |  |               |
|--|--|---------------|
| Action:  | Board Policies on Agricultural Land Commission (ALC) applications and processing     | SCD-GM-4.1-03 |
| Strategic Priority:  | Protect agricultural lands and promote agriculture and food production in the region | 4.1           |
| Origin:  | Resolution # 15-769  |               |
| Tasks:   | Status:  |               |
| 1. Review existing policy  | Initiate in 2020   |               |
| Accountable Department:  | Current Planning Strategic and Community Development                                 |               |
| Resources Needed:  |  |               |
| Resources are accounted for in Current Planning work plans, utilizing current staffing resources |  |               |

| Growth Management              |  |               |
|--------------------------------|--|---------------|
| <b>Action:</b>                 | Review Agricultural Advisory Committee (AAC) Terms of Reference                                  | SCD-GM-4.1-04 |
| <b>Strategic Priority:</b>     | <b>Protect agricultural lands and promote agriculture and food production in the region</b>      | <b>4.1</b>    |
| <b>Origin:</b>                 | Resolution # 19-341, 17-224  |               |
| <b>Tasks:</b>                  | <b>Status:</b>   |               |
| 1. Review Terms of Reference   | Start in 2020  |               |
| <b>Accountable Department:</b> | <b>Current Planning</b>  |               |
| <b>Resources Needed:</b>       | Resources are accounted for in Current Planning work plans, utilizing current staffing resources |               |

| Growth Management                                     |   |               |
|---|---|---------------|
| Action:   | Implement Agriculture Area Plan   | SCD-GM-4.1-05 |
| Strategic Priority:                                   | Protect Agricultural Lands, and promote agriculture and food production in the region | 4.1           |
| Origin:   | Resolution # 15-457, 16-364   |               |
| Tasks:  | Status:   |               |
| 1. Review Agriculture Area Plan                       | Future: 2021  |               |
| 2. Update priorities and implement                    | Future: 2021  |               |
| Accountable Department:                               | Long Range Planning<br>Strategic and Community Development                            |               |
| Resources Needed:                                     |   |               |
| Project to be defined in 2020 Operational Plan report |   |               |

| <b>Growth Management</b>                 |  |                      |
|--|--|----------------------|
| <b>Action:</b>                           | Review RDN Agriculture Area Plan – Organization and promotion of agriculture as economic sector: research, expansion of production, value added and marketing  | <b>SCD-GM-4.1-06</b> |
| <b>Strategic Priority:</b>               | <b>Protect agricultural lands and promote agriculture and food production in the region</b>  | <b>4.1</b>           |
| <b>Origin:</b>                           | Resolution # 15-457, 16-364  |                      |
| <b>Tasks:</b>                            | <b>Status:</b>   |                      |
| 1. Initiate Agriculture Area Plan Review | 2021   |                      |
| <b>Accountable Department:</b>           | <b>Current Planning<br/>Long Range Planning<br/>Strategic and Community Development</b>  |                      |
| <b>Resources Needed:</b>                 | <p>This project requires both RDN staff and external consultant expertise</p> <p>This project is slated to begin in 2021 and will require both additional staffing resources and the expertise of a consultant</p> |                      |

| <b>Growth Management</b>       |   |                      |
|--------------------------------|---|----------------------|
| <b>Action:</b>                 | Support and review Cannabis Production and Retail Applications  | <b>SCD-GM-4.1-07</b> |
| <b>Strategic Priority:</b>     | <b>Protect agricultural lands and promote agriculture and food production in the region</b>   | <b>4.1</b>           |
| <b>Origin:</b>                 | Resolution # 19-253, 19-252, 19-075   |                      |
| <b>Tasks:</b>                  | <b>Status:</b>  |                      |
| 1. Provide options for review  | In progress 2019  |                      |
| <b>Accountable Department:</b> | <b>Current Planning Strategic and Community Development</b>   |                      |
| <b>Resources Needed:</b>       | <p>Resources are accounted for in Current Planning work plans, utilizing current staffing resources</p> <p>Issue of regulation of cannabis production in the RDN has been referred to the Agricultural Advisory Committee</p> |                      |

| Growth Management   |  |               |
|---|--|---------------|
| Action:   | Asset Management Replacement Cost Project 2019   | SCD-GM-4.2-08 |
| Strategic Priority:   | Fully develop our Asset Management Plan  | 4.2           |
| Origin:   | Strategic Plan 2019-2022 (Resolution # 19-215)<br>Resolution #15-382, 15-419, 15-816, 15-817, 15-819, 16-275, 16-403, 17-031, 18-195,<br><br>Asset Management Policy A2-21 |               |
| Tasks:  | Status:  |               |
| 1. Draft Terms of Reference and RFSQ.   | Complete   |               |
| 2. Secure consultant.   | Planned – September 2019   |               |
| 3. Develop regional current asset replacement cost database.  | Not Started  |               |
| 4. Establish guidelines and procedures for integrating current replacement cost data into budgets and long-term financial plan                | Not Started  |               |
| 5. Results of Asset Condition Study   | December 2019  |               |
| 6. Results of Asset Replacement Study   | Future 2020  |               |
| 7. Implement Asset Management Plan – Software, Procedures, Internal Tracking and Financial Planning   | Future 2021  |               |
| 8. Continue in-house Training in Asset Management   | Future 2022  |               |
| Accountable Department:   | Strategic Initiatives<br>Strategic and Community Development   |               |
| Resources Needed:   |  |               |
| Consultant services have been accounted for in the 2019 Financial Plan<br>UBCM Agreement: Asset management replacement study – September 2019 |  |               |

| Growth Management  |  |               |
|--|--|---------------|
| Action:  | Replace Fairwinds #1 Groundwater Well In-Situ      | RCU-GM-4.2-09 |
| Strategic Priority:  | Fully develop our Asset Management Plan            | 4.2           |
| Origin:  | Regulatory Requirement<br>Financial Plan 2019      |               |
| Tasks:   | Status:  |               |
| 1. Engage hydrogeologist to assist with development of new well on existing site | January 2020                                       |               |
| 2. Drill, develop, license, and commission new well.                             | April 2020   |               |
| Accountable Department:  | Water Services<br>Regional and Community Utilities |               |
| Resources Needed:  |  |               |
| Funded from reserves in 2020 Capital Plan at \$180,000                           |  |               |
| Contract required with hydrogeologist and well drilling contractor               |  |               |

| Growth Management   |  |               |
|---|--|---------------|
| Action:   | Construct Water/Utilities Operations Facility on RDN-owned land in Nanoose Bay | RCU-GM-4.2-10 |
| Strategic Priority:   | Fully develop our Asset Management Plan  | 4.2           |
| Origin:   | Regulatory Requirement<br>Financial Plan 2019                                  |               |
| Tasks:  | Status:  |               |
| 1. Select consultant and develop building plan and budget.  | Start late 2019, complete early 2020   |               |
| 2. Arrange debt financing and repayment via parcel tax appropriation (no increase).                                       | 2020   |               |
| 3. Construct new facility   | Start in 2020, complete in 2021  |               |
| Accountable Department:   | Water Services<br>Regional and Community Utilities                             |               |
| Resources Needed:   |  |               |
| Conceptual cost estimate of \$800,000. Will result in significant cost savings to taxpayers over current long-term lease. |  |               |



| Growth Management  |  |               |
|--|--|---------------|
| Action:  | Complete Condition Assessments/Capital Plans for all Water Service Areas to provide better definition and clarity for future asset replacements and upgrades | RCU-GM-4.2-11 |
| Strategic Priority:  | Fully develop our Asset Management Plan  | 4.2           |
| Origin:  | Regulatory Requirement<br>Department Performance Indicator   |               |
| Tasks:   | Status:  |               |
| 1. Post RFP and Award Contract   | Complete   |               |
| 2. Consultant to complete Condition Assessment/ Capital Plan Report                                  | In Progress  |               |
| 3. Integrate Report Recommendations into 2020 Budget and 5-year Financial Plan                       | Not Started  |               |
| Accountable Department:  | Water and Utility Services<br>Regional and Community Utilities   |               |
| Resources Needed:  |  |               |
| Consultant report due Sept 6, 2019. Pertinent info will be included in 2020 capital plan submission. |  |               |

| Growth Management  |   |                      |
|--|---|----------------------|
| <b>Action:</b>   | Continue developing Preventative Maintenance Plan to monitor equipment failure and repair costs and prioritize asset replacement  | <b>RCU-GM-4.2-12</b> |
| <b>Strategic Priority:</b>   | <b>Fully develop our Asset Management Plan</b>  | <b>4.2</b>           |
| <b>Origin:</b>   | Financial Plan 2019<br>Preventative Maintenance (Regulatory Requirement)<br>Resolution #15-382, 15-419, 15-816, 15-817, 15-819, 16-275, 16-403, 17-031, 18-195<br>Asset Management Policy A2-21 |                      |
| <b>Tasks:</b>  | <b>Status:</b>  |                      |
| 1. Apply for permits to carryout work on interceptor along foreshore                                 | Complete  |                      |
| 2. Repair ageing manhole on Parksville and Qualicum Interceptor                                      | In Progress   |                      |
| 3. Engineering analysis of Departure Bay Forcemain and reviewed final report                         | Complete  |                      |
| 4. Review forcemain anomalies, conduct field inspections, develop emergency response plan            | In Progress   |                      |
| 5. Identify budget requirements for carrying out final report recommendations                        | In Progress   |                      |
| 6. Preventative Maintenance activities continue to be entered for new assets & reviewed for existing | Ongoing   |                      |
| <b>Accountable Department:</b>   | <b>Wastewater Services<br/>Regional and Community Utilities</b>   |                      |
| <b>Resources Needed:</b>   | No additional resources are required, tasks will be completed as part of existing capital and operational plans   |                      |

| Growth Management  |  |               |
|--|--|---------------|
| Action:  | Nanoose Water Service Area capital upgrades, 2014 Referendum.  | RCU-GM-4.2-13 |
| Strategic Priority:  | Fully develop our Asset Management Plan                        | 4.2           |
| Origin:  | Resolution # 14-563 & 19-305                                   |               |
| Tasks:   | Status:  |               |
| 1. Complete Anchor Way Main Construction   | Complete   |               |
| 2. Prepare RFP and Award Design for French Creek Well #2 Upgrades  | Complete   |               |
| 3. Award Construction Contract and Complete French Creek #2 Well Upgrade   | Complete   |               |
| 4. Replace West Bay #3 Well with a new well in the same location.  | Complete   |               |
| 5. Replace water main on Outrigger Drive, Nanoose  | In planning phase – to be done in coordination with developer  |               |
| 6. Replace water main on Dolphin Drive, Nanoose  | In planning phase – to be done in coordination with developer  |               |
| 7. Nanoose DCC Update  | 2019/2020  |               |
| 8. West Bay Pumphouse Upgrade  | 2019/2020  |               |
| 9. Replace Dorcas Point watermain  | 2020/2021  |               |
| Accountable Department:  | Water and Utility Services<br>Regional and Community Utilities |               |
| Resources Needed:  |  |               |
| Task 5 and 6 - Work to be done in concert with Fairwinds Landing development. Cost sharing agreement has been prepared and is with developer for review. |  |               |

| Growth Management  |   |               |
|--|---|---------------|
| Action:  | Develop water supply strategy for the French Creek WSA in order to meet new regulations on manganese concentration. | RCU-GM-4.2-14 |
| Strategic Priority:  | Fully develop our Asset Management Plan   | 4.2           |
| Origin:  | Regulatory Requirements   |               |
| Tasks:   | Status:   |               |
| 1. Continue dialogue with EPCOR Water Utilities  | Not started   |               |
| 2. Discuss potential Changes to Drinking Water Standards with Island Health  | In Progress   |               |
| 3. Seek grant funding for necessary upgrades to FCWSA infrastructure   | Complete (grant not received)   |               |
| 4. Negotiate with EPCOR and Town of Qualicum Beach to reach a cost-effective long-term water supply strategy that could benefit all three parties. | Not started   |               |
| Accountable Department   | Water and Utility Services<br>Regional and Community Utilities  |               |
| Resources Needed:  |   |               |
| Requiring Staff time for 2020  |   |               |

| Growth Management                          |  |   |
|--|--|---|
| Action:                                    | Design and construction of a new pump house and transmission main for the Whiskey Creek Water Service Area | RCU-GM-4.2-15   |
| Strategic Priority:                        | Fully develop our Asset Management Plan  | 4.2   |
| Origin:                                    | Regulatory Requirement<br>Resolution # 15-664  |   |
| Tasks                                      |  | Status  |
| 1. Initiate Design and Procurement Process |  | Not Started – Pending Accessing Water Supply.           |
| Accountable Department:                    |  | Water and Utilities<br>Regional and Community Utilities |
| Resources Needed:                          |  |   |
| TBD - Pending Accessing Water Supply.      |  |   |

| <b>Growth Management</b>  |   |                      |
|---|---|----------------------|
| <b>Action:</b>  | Initiate work on background information for consideration of Regional Growth Strategy (RGS) Review  | <b>SCD-GM-4.3-16</b> |
| <b>Strategic Priority:</b>  | <b>Conduct a full review of the Regional Growth Strategy to protect and enhance rural and urban communities</b>                               | <b>4.3</b>           |
| <b>Origin:</b>  | Resolution # 18-320   |                      |
| <b>Tasks:</b>   | <b>Status:</b>  |                      |
| 1. Report to the Board with preliminary assessment seeking approval to continue. Include a review of policies relating to affordable housing. | Complete  |                      |
| 2. Develop RGS Review Consultation Plan   | In Progress   |                      |
| <b>Accountable Department:</b>  | <b>Long Range Planning<br/>Strategic and Community Development</b>  |                      |
| <b>Resources Needed:</b>  | 0.5 of a Full Time Employee is required, and estimating \$100, 000 - \$150, 000 is requested from the Regional Growth Strategy Review Reserve |                      |

| Growth Management  |   |             |
|--|---|-------------|
| Action:  | Develop Community Amenity Policy                          | SCD-GM-4-17 |
| Strategic Priority:  | Related Initiative  | 4           |
| Origin:  | 2019 Strategic Plan Alignment Review (Resolution #19-258) |             |
| Tasks:   | Status:   |             |
| 1. Review policies from other Local Governments  | Projected start Spring 2020                               |             |
| 2. Review of existing Official Community Plan (OCP) amenity policies   | Planned 2020  |             |
| 3. Review Best Practice documents and documents from province  | Planned 2020  |             |
| 4. Draft Board Policy  | Future  |             |
| Accountable Department   | Current Planning Strategic and Community Development      |             |
| Resources Needed:  |   |             |
| To be included in department work plans and to be conducted with current staffing requirements. Additional operating budget request for 2020 financial plan of \$10, 000 for professional services |   |             |

| Growth Management   |   |             |
|---|---|-------------|
| Action:   | Initiate a targeted review of Bylaw 500 in 2019         | SCD-GM-4-18 |
| Strategic Priority:   | Related Initiative                                      | 4           |
| Origin:   | Resolution # 16-641, 16-642, 16-762 & 18-058            |             |
| Tasks:  | Status:   |             |
| 1. Report to the EASC on full scope of targeted amendments of an amendment bylaw  | In Progress: complete by December 2019                  |             |
| 2. Board adoption of Recommended Amendments   | 2020  |             |
| Accountable Department:   | Current Planning<br>Strategic and Community Development |             |
| Resources Needed:   |   |             |
| Reviews of Bylaw 500 initiative are accounted for in Current Planning work plans. Funds have been allocated for legal review. |   |             |



| Growth Management   |   |             |
|---|---|-------------|
| Action:   | Support Area F OCP Update with analysis of water quality status and risk and water availability                                   | RCU-GM-4-19 |
| Strategic Priority:   | Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets | 4           |
| Origin:   | Resolution # 17-507, 17-606   |             |
| Tasks:  | Status:   |             |
| 1. Engage consulting hydrogeologist                                 | Complete  |             |
| 2. Compile data and oversee analysis                                | In progress   |             |
| 3. Receive final document and integrate with Planning process       | In progress   |             |
| Accountable Department:   | Water Services<br>Regional and Community Utilities  |             |
| Resources Needed:   |   |             |
| Budget is assigned in DWWP operating funds under professional fees. |   |             |

| Growth Management  |   |             |
|--|---|-------------|
| Action:  | Replacement of the Dashwood Fire Hall                       | TES-GM-4-20 |
| Strategic Priority:  | Related Initiative  | 4           |
| Origin:  | Resolution # 16-144, 19-143, 19-144-, 19-145, 19-1456       |             |
| Tasks:   | Status:   |             |
| 1. Seek elector approval for the borrowing for the replacement of the fire hall    | In Progress   |             |
| 2. Submit a Request for Proposals for the design and construction of the fire hall | In Progress   |             |
| 3. Arrange for temporary facilities  | In progress   |             |
| 4. Oversee construction of new fire hall   | Projected to start in 2020                                  |             |
| Accountable Department:  | Emergency Services<br>Transportation and Emergency Services |             |
| Resources Needed:  |   |             |
| As per 5 year financial plan   |   |             |

| Growth Management   |  |                    |
|---|--|--------------------|
| <b>Action:</b>  | Initiate Official Community Plan (OCP) and Zoning amendments for the Nanaimo Airport               | <b>SCD-GM-4-21</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>4</b>           |
| <b>Origin:</b>  | Resolution # 17-507, 17-606  |                    |
| <b>Tasks:</b>   | <b>Status:</b>   |                    |
| 1. Draft OCP Policies and Zoning Amendment Bylaw  | Complete   |                    |
| 2. Proceed with public engagement   | 2019   |                    |
| <b>Accountable Department:</b>  | <b>Long Range Planning and Energy &amp; Sustainability<br/>Strategic and Community Development</b> |                    |
| <b>Resources Needed:</b>  |  |                    |
| 0.2 of a Full Time Employee for Long-Range Planning is required, and will be conducted with existing Long-Range Base budget |  |                    |

| Growth Management  |  |             |
|--|--|-------------|
| Action:  | Initiate review of the Electoral Area F OCP  | SCD-GM-4-22 |
| Strategic Priority:  | Related Initiative   | 4           |
| Origin:  | Resolution # 17-507, 17-606  |             |
| Tasks:   | Status:  |             |
| 1. Review Initiated  | Complete   |             |
| 2. Develop Terms of Reference and Consultation Plan  | 2019   |             |
| 3. Undertake review with consultation  | 2019   |             |
| 4. Draft new bylaw   | 2020   |             |
| 5. Bylaw adoption process  | 2021   |             |
| Accountable Department:  | Long Range Planning and Energy & Sustainability<br>Strategic and Community Development |             |
| Resources Needed:  |  |             |
| \$53,000 for bylaw review, \$36,000 for community engagement and bylaw drafting, and \$1500 for bylaw adoption |  |             |

| Growth Management   |   |                    |
|---|---|--------------------|
| <b>Action:</b>  | Refine chemically enhanced primary treatment procedures during periods of high Biochemical Oxygen Demand and Total Suspended Solids and maintenance periods. (Greater Nanaimo Pollution Control Centre) | <b>RCU-GM-4-23</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>   | <b>4</b>           |
| <b>Origin:</b>  | Liquid Waste Management Plan  |                    |
| <b>Tasks</b>  | <b>Status</b>   |                    |
| 1. Tender and award Liquid Aluminum Sulphate contract   | Complete  |                    |
| 2. Monthly project meeting examine effluent quality and chemical consumption                  | Ongoing   |                    |
| 3. Commission secondary treatment to eliminate need for chemically enhanced primary treatment | 2020  |                    |
| <b>Accountable Department:</b>  | <b>Water and Wastewater Services<br/>Regional and Community Development</b>   |                    |
| <b>Resources Needed:</b>  | Not additional resources need part of existing operating, management and capital plan   |                    |

| Growth Management  |  |                    |
|--|--|--------------------|
| <b>Action:</b>   | Complete subdivision servicing bylaw review.   | <b>SCD-GM-4-24</b> |
| <b>Strategic Priority:</b>                                       | <b>Related Initiative</b>  | <b>4</b>           |
| <b>Origin:</b>   | 2019 Strategic Plan Alignment Review (Resolution #19-258)<br>Resolution # 16-174, 17-606   |                    |
| <b>Tasks:</b>  | <b>Status:</b>   |                    |
| 1. Procure Professional Services                                 | Complete   |                    |
| 2. Development of a draft standalone subdivision servicing bylaw | In Progress  |                    |
| 3. Introduce subdivision servicing bylaw to EASC                 | In Progress  |                    |
| 4. Stakeholder consultation                                      | In Progress  |                    |
| 5. Adoption of Subdivision Servicing Bylaw                       | 2020   |                    |
| <b>Accountable Department:</b>                                   | <b>Current Planning<br/>Strategic and Community Development</b>  |                    |
| <b>Resources Needed:</b>   | <p>Current financial requirements to engage a consultant in order to achieve desired outcome are accounted for in 2019 Financial Plan.</p> <p>This Subdivision Bylaw review is part of the Bylaw 500 Review (Resolution # 16-641, 16-642, 16-762 &amp; 18-058)</p> |                    |

| Growth Management                                       |  |                    |
|---|--|--------------------|
| <b>Action:</b>  | Review Design & Operations Plan and ensure compliance with the Ministry of Environments regulatory obligations | <b>RCU-GM-4-25</b> |
| <b>Strategic Priority:</b>                              | <b>Related Initiative</b>  | <b>4</b>           |
| <b>Origin:</b>  | Ministry of Environment Regulatory Requirement   |                    |
| <b>Tasks:</b>   | <b>Status:</b>   |                    |
| 1. Submit 2019 Annual Report to Ministry of Environment | In Progress  |                    |
| 2. Update Hydrogeological Assessment                    | In Progress (Draft)  |                    |
| 3. Update Design & Operation Plan                       | Scheduled for 2020   |                    |
| <b>Accountable Department:</b>                          | <b>Solid Waste Services<br/>Regional and Community Development</b>   |                    |
| <b>Resources Needed:</b>                                | \$75,000/year Contract with Wood Environmental (2017-2020)<br>\$70,000 Design & Operation Update (2020)        |                    |

| Growth Management   |  |                    |
|---|--|--------------------|
| <b>Action:</b>  | Implementation of the new automated collection service in Fall 2020  | <b>RCU-GM-4-26</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>4</b>           |
| <b>Origin:</b>  | Resolution # 18-335, 18-440  |                    |
| <b>Tasks:</b>   | <b>Status:</b>   |                    |
| 1. RFP issuance, evaluation and recommendation to the Board                                   | Complete   |                    |
| 2. RFP award and negotiations   | Complete   |                    |
| 3. Public education   | In Progress  |                    |
| 4. Contract management to ensure deadlines are met in order to meet service commencement date | In Progress  |                    |
| <b>Accountable Department:</b>  | <b>Solid Waste Services<br/>Regional and Community Services</b>  |                    |
| <b>Resources Needed:</b>  | 50% of Solid Waste Special Projects Coordinator<br>3X Special Projects Assistants – cart rollout assistance Jul to Sep 2020<br>3X Special Projects Assistants – hotline rollout assistance Sep to Dec 2020<br>3X Special Projects Assistants – collection day assistance Oct to Dec 2020 |                    |



| Growth Management              |   |                   |
|--------------------------------|---|-------------------|
| <b>Action:</b>                 | Complete design for Cell 1 closure and flare station upgrade  | <b>RP-GM-4-27</b> |
| <b>Strategic Priority:</b>     | <b>Related Initiative</b>   | <b>4</b>          |
| <b>Origin:</b>                 | MOE Regulatory Requirement - Landfill Design & Operations Plan  |                   |
| <b>Tasks:</b>                  | <b>Status:</b>  |                   |
| 1. Design Cell 1 Closure       | In Progress (50% Complete)  |                   |
| 2. Flare Station Upgrade       | In Progress   |                   |
| <b>Accountable Department:</b> | <b>Solid Waste Services<br/>Regional and Community Utilities</b>  |                   |
| <b>Resources Needed:</b>       | <p>\$1.9M Closure Cell 1 (2019/2020/2021 SW Capital Plan)</p> <p>\$298,000 Flare Station and Installation (2019/2020 SW Capital Plan)</p> |                   |

| Growth Management  |  |            |
|--|--|------------|
| Action:  | Begin the process of replacing the Onpoint Web Map product with a more data rich, flexible and intuitive interface | CS-GM-4-28 |
| Strategic Priority:  | Related Initiative   | 4          |
| Origin:  | Department Performance Indicator   |            |
| Tasks  | Status   |            |
| 1. Detailed Requirements document.   | Complete   |            |
| 2. Issue Web Map RFP   | Complete   |            |
| 3. Planned external deployment   | In Progress / December 2019  |            |
| Accountable Department:  | Information Technology and GIS Services<br>Corporate Services  |            |
| Resources Needed:  |  |            |
| 25% of an FTE required until completion – Project is accounted for in current financial year |  |            |

| Growth Management   |  |             |
|---|--|-------------|
| Action:   | RDN and Fire Departments to work on an annual recruitment/retention campaign to create greater exposure from joint advertising and testing opportunities | TEP-GM-4-29 |
| Strategic Priority:   | Related Initiative   | 4           |
| Origin:   | Department Performance Indicator   |             |
| Tasks:  | Status:  |             |
| 1. Standardize RDN Fire Department member compensation      | On hold until governance review complete. Deferred to 2020   |             |
| Accountable Department:                                     | Fire Services<br>Transit and Emergency Services  |             |
| Resources Needed:   |  |             |
| This project is on hold until governance review is complete |  |             |

| Growth Management   |  |             |
|---|--|-------------|
| Action:   | Design and install back-up power for the Nanoose Water Treatment Plan                | RCU-GM-4-30 |
| Strategic Priority:                                       | Related Initiative   | 4           |
| Origin:   | Regulatory Requirement   |             |
| Tasks:  | Status:  |             |
| 1. Construction and commissioning                         | In Progress<br>Estimated completion October 2019                                     |             |
| Accountable Department:                                   | Water & Wastewater<br>Water and Utility Services<br>Regional and Community Utilities |             |
| Resources Needed:   |  |             |
| Project is currently accounted for in 2019 financial plan |  |             |

| Growth Management                   |   |             |
|-------------------------------------|---|-------------|
| <b>Action:</b>                      | Expand Bay avenue pump station  | RCU-GM-4-31 |
| <b>Strategic Priority:</b>          | <b>Related Initiative</b>   | <b>4</b>    |
| <b>Origin:</b>                      | Capital Plan 2019<br>regulatory Requirement   |             |
| <b>Tasks:</b>                       | <b>Status:</b>  |             |
| 1. Scope and tender detailed design | Tender Closed August 2019 – Evaluating submissions for selection.   |             |
| 2. Detailed design completion       | June 2020   |             |
| 3. Construction                     | 2020-2021   |             |
| <b>Accountable Department:</b>      | <b>Wastewater Services<br/>Regional and Community Utilities</b>   |             |
| <b>Resources Needed:</b>            | <p>Resources were included in the 2019 financial plan under Cost Item WW-0021.</p> <ul style="list-style-type: none"> <li>Professional fees for detailed design and construction management: <ul style="list-style-type: none"> <li>\$110,000 for 2019</li> <li>\$283,346 for 2020</li> <li>\$60,000 for 2021</li> </ul> </li> <li>Construction costs: <ul style="list-style-type: none"> <li>\$2,323,698 for 2020</li> <li>\$1,200,000 for 2021</li> </ul> </li> </ul> <p>No additional internal staff resources will be required. A consultant will be retained for construction management and quality control purposes throughout construction.</p> |             |

| Growth Management  |   |            |
|--|---|------------|
| Action:  | Develop a GIS Strategic plan based on recommendations of the GIS Service Review | CS-GM-4-32 |
| Strategic Priority:  | Related Initiative  | 4          |
| Origin:  | Department Performance Indicators<br>Regulatory Requirement                     |            |
| Tasks:   | Status:   |            |
| 1. Review GIS Strategic Plan   | In Progress   |            |
| 2. Implement priority items.   | Planned – Late 2019   |            |
| 3. A revised and updated strategic plan and road map are being developed in 2020. This will take into consideration the numerous changes in the GIS section. | Planned - 2020  |            |
| Accountable Department:  | Information Technology and GIS Services<br>Corporate Services                   |            |
| Resources Needed:  |   |            |
| Current resources are accounted for in financial plan.   |   |            |

| Growth Management  |   |            |
|--|---|------------|
| Action:  | Implement Caseware Financial Statement reporting tool | CS-GM-4-33 |
| Strategic Priority:  | Related Initiative                                    | 4          |
| Origin:  | Department Performance Indicator                      |            |
| Tasks:   | Status:   |            |
| 1. Develop Financial Reporting Templates                     | In Progress   |            |
| 2. Complete Automated Audited Financial Statements and Notes | In Progress   |            |
| Accountable Department:                                      | Finance – Accounting Services<br>Corporate Services   |            |
| Resources Needed:  |   |            |
| Currently conducted in current financial year                |   |            |

| Growth Management   |  |             |
|---|--|-------------|
| Action:   | Work on sewer servicing strategy for Cedar Village with Development Services   | RCU-GM-4-34 |
| Strategic Priority:   | Related Initiative   | 4           |
| Origin:   | Liquid Waste Management Plan<br>Official Community Plan for Electoral Area A – Bylaw No. 1116<br>Capacity and Cost Review of the Duke Point Pollution Control Centre Agreement |             |
| Tasks   | Status   |             |
| 1. Meet with City of Nanaimo staff to revise language in 2007 agreement sewer use agreement | In Progress  |             |
| 2. Capacity & Cost Review of Duke Point Water Pollution Control Centre                      | In Progress  |             |
| 3. Development Cost Charges and Service Area bylaw review and update                        | 2020   |             |
| Accountable Department:   | Water and Utility Services<br>Regional and Community Development   |             |
| Resources Needed:   |  |             |
| This project will be carried out by existing admin staff                                    |  |             |



| Growth Management  |   |             |
|--|---|-------------|
| Action:  | Complete sign bylaw review to support community kiosks, and community identification and wayfinding signage | SCD-GM-4-35 |
| Strategic Priority:  | Related Initiative  | 4           |
| Origin:  | Resolution #17-523  |             |
| Tasks:   | Status:   |             |
| 1. Bring recommendations to the EASC for sign bylaw amendments to support community kiosks, and community identification and wayfinding signage        | Part of Bylaw 500 review, initiated in 2019, complete by end of 2020  |             |
| Accountable Department:  | Current Planning Strategic and Community Development  |             |
| Resources Needed:  |   |             |
| Current resources are accounted for in Current Planning staff work plans. Moving forward into 2020, project will be included in 500 Bylaw initiatives. |   |             |

| Growth Management                             |  |             |
|---|--|-------------|
| Action:                                       | Implement an RDN applicant tracking system | CS-GM-4-36  |
| Strategic Priority:                           | Related Initiative                         | 4           |
| Origin:                                       | Department Performance Indicator           |             |
| Tasks:  | Status:                                    |             |
| 1.  | Finalize and award RFP                     | In progress |
| 2.  | Begin implementation                       | 4Q 2019     |
| Accountable Department:                       | Human Resources<br>Corporate Services      |             |
| Resources Needed:                             |  |             |
| Project is included in current financial plan |  |             |

| Growth Management   |  |            |
|---|--|------------|
| Action:   | Revise purchasing policies including social/sustainable procurement and develop templates. | CS-GM-4-37 |
| Strategic Priority:   | Related Initiative   | 4          |
| Origin:   | Resolution # 14-383, #16-361   |            |
| Tasks:  | Status:  |            |
| 1. Develop CAO Policy Procedures for Procurement activities | In Progress  |            |
| 2. Draft New Board Policy and Revise Delegation Bylaw       | In Progress  |            |
| 3. Staff engagement on procurement policies                 | Ongoing  |            |
| Accountable Department:                                     | Finance – Purchasing<br>Corporate Services   |            |
| Resources Needed:   |  |            |
| Currently conducted with current staff capacity             |  |            |

| Growth Management  |   |                          |
|--|---|--------------------------|
| <b>Action:</b>   | Work with departmental staff and RDN Asset Management working group to implement Asset Management Program.  | <b>All-SCD-GM-4.2-38</b> |
| <b>Strategic Priority:</b>   | <b>Fully develop our Asset Management Plan</b>  | <b>4.2</b>               |
| <b>Origin:</b>   | Resolution #15-382, 15-419, 15-816, 15-817, 15-819, 16-275, 16-403, 17-031, 18-195, Asset Management Policy A2-21   |                          |
| <b>Tasks:</b>  | <b>Status:</b>  |                          |
| 1. Meet with RDN asset management Working Group, project teams and operational staff | Completed   |                          |
| 2. Complete Departmental Asset Registries  | Completed   |                          |
| <b>Accountable Department:</b>   | <b>All Strategic Initiatives Strategic and Community Development</b>  |                          |
| <b>Resources Needed:</b>   | <p>Consultant services have been accounted for in the 2019 Financial Plan</p> <p>UBCM Agreement: Asset management replacement study – September 2019</p> <p>This Action has been achieved and has moved-on to the next phase of Asset Management Initiatives (Cost replacement Study)</p> |                          |

| Growth Management                |  |             |
|----------------------------------|--|-------------|
| Action:                          | That staff be directed to bring back a report to the January 8, 2019 Committee of the Whole meeting, regarding the options and implications of undertaking further investigations of land disposal for the Bowser Village Centre Wastewater Project. | RCU-GM-4-39 |
| Strategic Priority:              | Related Initiative   | 4           |
| Origin:                          | Committee of the Whole Minutes - November 20, 2018   |             |
| Tasks:                           | Status:  |             |
| 1. Report to Board February 2019 | Complete   |             |
| Accountable Department:          | Waste Water Services<br>Regional and Community Utilities   |             |
| Resources Needed:                |  |             |
| This project is completed        |  |             |

| Growth Management                                     |   |                    |
|---|---|--------------------|
| <b>Action:</b>  | Process development applications within target processing timelines   | <b>SCD-GM-4-40</b> |
| <b>Strategic Priority:</b>                            | <b>Related Initiative</b>   | <b>4</b>           |
| <b>Origin:</b>  | Department Performance Indicator  |                    |
| <b>Tasks:</b>   | <b>Status:</b>  |                    |
| 1. Monitor development applications against benchmark | Ongoing   |                    |
| <b>Accountable Department:</b>                        | <b>Current Planning Strategic and Community Development</b>   |                    |
| <b>Resources Needed:</b>                              | <p>Resources are accounted for in Current Planning staffing resources and work plans. Moving forward, this will be an ongoing task of the department.</p> |                    |

| Growth Management  |   |                    |
|--|---|--------------------|
| <b>Action:</b>   | Monitor applications to assess opportunities for improved timelines | <b>SCD-GM-4-41</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>   | <b>4</b>           |
| <b>Origin:</b>   | Department Performance Indicators                                   |                    |
| <b>Tasks:</b>  | <b>Status:</b>  |                    |
| 1. Report to the Board on the effectiveness of the new development approvals delegation bylaw    | End of 2019   |                    |
| <b>Accountable Department:</b>   | <b>Current Planning Strategic and Community Development</b>         |                    |
| <b>Resources Needed:</b>   |   |                    |
| Resources are accounted for in Current Planning work plans, utilizing current staffing resources |   |                    |

| Growth Management  |  |             |
|--|--|-------------|
| Action:  | Streamline application requirements for Development Permits and Temporary Use Permits    | SCD-GM-4-42 |
| Strategic Priority:  | Related Initiative   | 4           |
| Origin:  | Department Performance Indicator   |             |
| Tasks:   | Status:  |             |
| 1. Review Existing Development Permit Applications (DPA's) for consideration of standardization. | Complete   |             |
| 2. Community and stakeholder engagement  | Complete   |             |
| 3. Complete Bylaw amendment process  | In Progress September 2019   |             |
| Accountable Department:  | Long Range Planning and Energy and Sustainability<br>Strategic and Community Development |             |
| Resources Needed:  |  |             |
| No resources needed  |  |             |



| Growth Management   |   |             |
|---|---|-------------|
| Action:   | Shorten permit turnaround time by promoting use of public portal for applications and inspection requests through website, news releases and RDN publications | SCD-GM-4-43 |
| Strategic Priority:   | Related Initiative  | 4           |
| Origin:   | Department Performance Indicator  |             |
| Tasks:  | Status:   |             |
| 1. Implement public portal  | In Progress   |             |
| 2. Increase capacity to promote permit applications   | Ongoing   |             |
| 3. Promote use of public portal through website, RDN Publications and news releases         | 2019 - 2020   |             |
| 4. Organize public orientation session  | 2019  |             |
| Accountable Department:   | Building and Bylaw Services<br>Strategic and Community Development  |             |
| Resources Needed:   |   |             |
| Current staff, casual staff support, engagement coordinator, communications coordinator, IT |   |             |

| Growth Management   |  |                   |
|---|--|-------------------|
| <b>Action:</b>  | Earn Certificate of Recognition (COR) to achieve reduced WorkSafeBC Premiums through compliance with WorkSafeBC Regulations  | <b>CS-GM-4-44</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>4</b>          |
| <b>Origin:</b>  | Department Performance Indicator   |                   |
| <b>Tasks:</b>   | <b>Status:</b>   |                   |
| 1. Establish 6 JOHS Committees  | Completed  |                   |
| 2. Conduct COR Audit to identify gaps   | See below  |                   |
| 3. Assess value of spending funds on administration of COR versus focusing funds on safety prevention and claims management | See below  |                   |
| <b>Accountable Department</b>   | <b>Human Resources<br/>Corporate Services</b>  |                   |
| <b>Resources Needed:</b>  | <p>An internal COR assessment was completed in order to identify improvements needed in the OHS Program. These finding will lead ongoing health and safety activities. The cost benefit analysis of COR certification is not justified at this time. Safety activities will continue to focus on injury prevention activities and improvements to hazard identification and risk assessment processes, coupled with a comprehensive and effective OHS Program.</p> |                   |

| Growth Management                                     |  |            |
|---|--|------------|
| Action:   | Financial Plan review and awareness – continuous review and improvement of public information & jurisdiction impacts | CS-GM-4-45 |
| Strategic Priority:                                   | Related Initiative   | 4          |
| Origin:   | Department Performance Indicator   |            |
| Tasks:  | Status:  |            |
| 1. Graphic Representation of Budget Implications      | Compete  |            |
| 2. Include Budget Information on Get Involved webpage | Complete   |            |
| 3. Begin 2019 Budget Document preparation             | Complete   |            |
| Accountable Department:                               | Finance – Accounting Services<br>Corporate Services  |            |
| Resources Needed:                                     |  |            |
| This project is completed                             |  |            |

| Growth Management  |   |            |
|--|---|------------|
| Action:  | Ongoing work with Vadim support group for improvements related to purchasing, timesheet and customers’ on-line access | CS-GM-4-46 |
| Strategic Priority:  | Related Initiative  | 4          |
| Origin:  | Department Performance Indicator  |            |
| Tasks:   | Status:   |            |
| 1. Lead Regional District Client Group for Prioritization of VADIM Software Improvements |   | Complete   |
| Accountable Department:  | Finance – Accounting Services<br>Corporate Services   |            |
| Resources Needed:  |   |            |
| This project is completed  |   |            |

## Growth Management

**Action:** Assist all departments in complying with WorkSafeBC Regulation and facilitating proactive return to work initiatives in order to better manage the claims and reduce associated claims costs **CS-GM-4-47**

**Strategic Priority:** **Related Initiative** **4**

**Origin:** Department Performance Indicator

**Tasks:** **Status:**

1. Establish 6 JOHS Committees Completed

2. Review and update OHS Program to comply with WSBC Regulation Completed

3. Implement elements of OHS Program Completed

**Accountable Department:** **Human Resources**  
**Corporate Services**

**Resources Needed:**

This project is Complete

| Growth Management                          |  |             |
|--|--|-------------|
| Action:                                    | Enhance internal permit processing efficiencies through use of Electronic Plan Review software | SCD-GM-4-48 |
| Strategic Priority:                        | Related Initiative   | 4           |
| Origin:                                    | Department Performance Indicator   |             |
| Tasks:                                     | Status:  |             |
| 1. Train staff to use Plan Review software | Complete (February 2019)   |             |
| Accountable Department:                    | Building and Bylaw Services<br>Strategic and Community Development                             |             |
| Resources Needed:                          |  |             |
| Outside resources used                     |  |             |

| Growth Management  |   |                   |
|--|---|-------------------|
| <b>Action:</b>   | Complete Hazardous Materials Management Plan for all RDN sites  | <b>CS-GM-4-49</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>   | <b>4</b>          |
| <b>Origin:</b>   | Regulatory Requirement  |                   |
| <b>Tasks:</b>  | <b>Status:</b>  |                   |
| 1. Complete Hazardous Material survey                                | Completed   |                   |
| 2. Conduct current condition assessment of known hazardous materials | Completed   |                   |
| 3. Develop plan to remediation, or repair materials                  | Completed   |                   |
| <b>Accountable Department:</b>                                       | <b>Human Resources<br/>Corporate Services</b>   |                   |
| <b>Resources Needed:</b>   | <p>Ongoing condition monitoring, repair and remediation will be addressed as needed through health and safety activities, and maintained in the OHS Program Hazard Inventory, in accordance with WorkSafeBC requirements.</p> |                   |

| PEOPLE & PARTNERSHIPS  |   |             |
|--|---|-------------|
| Action:  | Publish online updates to Building Code, owner builder information and changes to RDN processes for use by the public | SCD-GM-4-50 |
| Strategic Priority:  | Related Initiative  | 4           |
| Origin:  | Department Performance Indicator  |             |
| Tasks  | Status  |             |
| 1. Publish updates as appropriate and maintain current information on the RDN web page | Ongoing   |             |
| Accountable Department:  | Building and Bylaw Services<br>Strategic and Community Development  |             |
| Resources Needed:  |   |             |
| This is an ongoing department task and is accounted for in existing staff work plans   |   |             |



| Growth Management  |  |            |
|--|--|------------|
| Action:  | Conduct local government elections and referendums to be included on the ballot(s) | CS-GM-4-51 |
| Strategic Priority:  | Related Initiative   | 4          |
| Origin:  | Legislative Requirement  |            |
| Tasks:   | Status:  |            |
| 1. Appoint Chief and Deputy Election Officer                   | Complete   |            |
| 2. Book Polling Station  | Complete   |            |
| 3. Agreements for Election Supplies and Services               | Complete   |            |
| 4. New Election Bylaw  | Complete   |            |
| 5. Candidate Orientation                                       | Complete   |            |
| 6. Appoint Polling Station Election Officials                  | Complete   |            |
| 7. Prepare all Forms and Notices                               | Complete   |            |
| 8. Agreements with SDs and Islands Trust for Election Services | Complete   |            |
| 9. Conduct Mail Ballot Voting                                  | Complete   |            |
| 10. Conduct Advanced and General Voting                        | Complete   |            |
| 11. Board Appointments/Oaths of Office Inaugural Board Meeting | Complete   |            |
| Accountable Department:  | Legislative Services<br>Corporate Administration                                   |            |
| Resources Needed:  |  |            |
| This action item is complete                                   |  |            |

| Growth Management   |   |                    |
|---|---|--------------------|
| <b>Action:</b>  | Research and support for grant funding opportunities and administration of Community Works Fund   | <b>SCD-GM-4-52</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>   | <b>4</b>           |
| <b>Origin:</b>  |   |                    |
| <b>Tasks:</b>   | <b>Status:</b>  |                    |
| 1. Community Works Status Report to Board   | Complete (Corporate Services)   |                    |
| 2. Coordinate Community Works Fund Agreements with 3rd Parties  | Complete- Ongoing   |                    |
| 3. Engage consultant for Grant Coordination Services  | Complete  |                    |
| <b>Accountable Department:</b>  | <b>Finance – Accounting Services</b><br><b>Corporate Services</b><br><b>Strategic initiatives</b><br><b>Strategic and Community Development</b> |                    |
| <b>Resources Needed:</b>  |   |                    |
| This project has been completed – and coordinating the Community Works Fund Agreements with 3rd Parties will remain as an ongoing task as part of the Finance work plan |   |                    |
| Continue Grant Coordinator Professional services in 2020 Financial Plan   |   |                    |

| Growth Management  |  |             |
|--|--|-------------|
| Action:  | Monitor Playbook requirements at Practices and documentation process | TEP-GM-4-53 |
| Strategic Priority:  | Related Initiative   | 4           |
| Origin:  | Regulatory Requirement<br>Department Performance Indicator           |             |
| Tasks:   | Status:  |             |
| 1. Conduct check-ins to verify that department OHS records are up to date and maintained |  | Ongoing     |
| Accountable Department:  | Fire Services<br>Transportation and Emergency Services               |             |
| Resources Needed:  |  |             |
| As per 5 year Financial Plan   |  |             |

| Growth Management  |  |               |
|--|--|---------------|
| Action:  | Report on targets and indicators for RGS goals (RGS Policy 5.2.4) – collect new data and update web site | SCD-GM-4.3-54 |
| Strategic Priority:  | Conduct a Full Review of the Regional Growth Strategy to protect and enhance rural and urban communities | 4.3           |
| Origin:  | Regulatory Requirement<br>Organization Performance Indicator   |               |
| Tasks:   | Status:  |               |
| 1. Collect data from member municipalities and other sources | Complete   |               |
| 2. Publish updated information to the website                | Complete   |               |
| Accountable Department:                                      | Long Range Planning and Energy & Sustainability<br>Strategic and Community Development                   |               |
| Resources Needed:  |  |               |
| This project is complete                                     |  |               |

| Growth Management             |  |            |
|-------------------------------|--|------------|
| Action:                       | Replace Head Office Data Centre Server Cluster and disaster recovery / data replication servers at Oceanside Place | CS-GM-4-55 |
| Strategic Priority:           | Related Initiative   | 4          |
| Origin:                       | Regulatory Requirement<br>Department Performance Indicator   |            |
| Tasks:                        | Status:  |            |
| 1. Select and Procure Servers | Complete   |            |
| 2. Install Servers            | Complete - November 2018   |            |
| Accountable Department:       | Information Technology and GIS Services<br>Corporate Services  |            |
| Resources Needed:             |  |            |
| This project is completed     |  |            |

| Growth Management   |  |            |
|---|--|------------|
| Action:   | Develop a plan for implementing an Electronic Document and Records Management System | CS-GM-4-56 |
| Strategic Priority:   | Related Initiative   | 4          |
| Origin:   | Regulatory Requirements<br>Department Performance Indicator                          |            |
| Tasks:  | Status:  |            |
| 1. Issue an RFP for a consultant to access organizational readiness for an Electronic Document and Records Management System (EDRMS) and to make recommendations for implementation | Complete   |            |
| 2. Hire Records Management Specialist   | Complete   |            |
| 3. Update File Plan and Retention Schedule  | Complete   |            |
| 4. Update and/or create Records Management (RM) policies and procedures where needed  | Complete   |            |
| 5. Issue RFP for EDRMS  | Ongoing  |            |
| 6. Hire IT and RM support positions for the EDRMS and Records Management Program  | Ongoing  |            |
| Accountable Department:   | Legislative Services<br>Corporate Administration                                     |            |
| Resources Needed:   |  |            |
| The Information Technology and Records Management support positions are in the 2019-2023 Financial Plan   |  |            |

| Growth Management  |  |             |
|--|--|-------------|
| Action:  | Completion of a Supervisory Control and Data Acquisition (SCADA) Master Plan for all Water Service Areas. Implementation of this plan, in stages over the next few years, will result in increased Operations efficiency | RCU-GM-4-57 |
| Strategic Priority:  | Related Initiative   | 4           |
| Origin:  | Regulatory Requirements  |             |
| Tasks:   | Status:  |             |
| 1. Prepare RFP and Award Contract  | Complete   |             |
| 2. Assist in Completion of SCADA Master Plan                                       | Complete   |             |
| 3. Integrate Consultant Recommendations into 2020 Budget and 5-year Financial Plan | Complete   |             |
| Accountable Department:  | Water and Utility Services<br>Regional and Community Development   |             |
| Resources Needed:  |  |             |
| This project is completed  |  |             |

## Transportation and Transit

### Section Contents

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

*5.1 Enhance dialogue with the Ministry of Transportation and Infrastructure (MOTI) for on and off-road pedestrian and active transportation improvements*

| Action #                      | Action Description   | Status      |      |
|-------------------------------|--|-------------|------|
| TES Future                    | Active Transportation planning exercise with the MOTI                      | Planned     | 2022 |
| TES Future                    | Active Transportation Infrastructure Memorandum of Understanding with MOTI | Planned     | 2022 |
| <a href="#">TES-TT-5.1-01</a> | Implement New Fare Product Technologies in Partnership with BC Transit     | In Progress | 2020 |

*5.2 Develop a Regional Transportation Plan, considering all modes of travel*

| Action #                      | Action Description   | Status  |  |
|-------------------------------|--|---------|--|
| <a href="#">TES-TT-5.2-02</a> | Report on Transit Service Plan for 27,500 service hours over the next 3 years                | Pending | Consultation                                   |
| <a href="#">TES-TT-5.2-03</a> | Work with the City of Nanaimo, BC Transit and MOTI to develop a regional transportation plan | Ongoing | Recommendations brought to Board at later date |

*5.3 Work with BC Transit to expand transit services (e.g. transit hours) to connect important community hubs*

| Action #                      | Action Description  | Status  |                 |
|-------------------------------|---|---------|-----------------|
| <a href="#">TES-TT-5.3-04</a> | Transit system review including fare analysis and fleet alignment   | Pending | BC Transit 2020 |
| <a href="#">TES-TT-5.3-05</a> | Revisit transit service feasibility study for un-served electoral area village centers and rural areas from an economic and social welfare lens | Pending | BC Transit      |

*5.4 Develop an active transportation network linking the Regional Districts in central Vancouver Island (e.g. RDN, CVRD, CVRD, ACRD)*

| Action #                     | Action Description  | Status  |                     |
|------------------------------|---|---------|---------------------|
| TES Future                   | Report to consider the creation of a Transportation Service                           | Planned | 2020                |
| TES Future                   | Nanaimo Airport OCP and zoning project – accommodate transport/inter regional transit | Planned | TBD Goal 4          |
| TES Future                   | Advocate for a Provincial Island Transportation Plan                                  | Ongoing | Submission to AVICC |
| <a href="#">RP-TT-5.4-06</a> | Village Way Path (Develop an Active Transportation)                                   | Planned | 2021                |

### Related Initiatives

| Action # | Action Description | Status |  |
|----------|--------------------|--------|--|
|----------|--------------------|--------|--|



|                              |   |             |                      |
|------------------------------|---|-------------|----------------------|
| <a href="#">TES-TT-5-07</a>  | That provision of costs and options for implementing free fares for veterans be referred to the next transit fare review staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities. | Pending     | 2020 Budget Approval |
| <a href="#">TES-TT-5-08</a>  | That staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities.   | In Progress | January 2020         |
| <a href="#">TES-TT-5-09</a>  | It was moved and seconded that staff be directed to communicate with the Town of Qualicum Beach to review the service for Routes 97 and 98.   | In Progress | 2020                 |
| <a href="#">TEP- TT-5-10</a> | Implement Fleet Management Software - this will ensure the transit fleet is safe and efficient.   | On Going    | 2022                 |
| <a href="#">TES-TT-5-11</a>  | Implement BC Transit's Custom transit cancellation policy to reduce the number of at-the-door cancellations. This will provide service to a greater number of clients, reduce the number of unmet trips and lower the number of clients on a waitlist for subscription services   | In Progress | 2020                 |
| <a href="#">TES-TT-5-12</a>  | Trial new scheduling software with BC Transit to improve scheduling efficiencies. This will reduce operating costs and make the system more efficient for users   | In Progress | 2020                 |
| TES Future                   | Review the feasibility of constructing and operating a public barge and boat landing at Flat Fish Road on Mudge Island  | On Hold     | Pending Review       |

#### **2019 Actions and Accomplishments**

|                              |  |          |                                     |
|------------------------------|--|----------|-------------------------------------|
| <a href="#">TES-TT-5-13</a>  | That staff be directed to provide a report to consider handyDART service for those over the age of 65 without medical reasons.                             | Complete | ✓                                   |
| <a href="#">TES-TT-5-14</a>  | Resolution forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their 2019 annual general meeting (Right-of-ways) | Complete | ✓                                   |
| <a href="#">TES-TT-5-15</a>  | Resolution forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their 2019 annual general meeting (Master Plan)   | Complete | ✓                                   |
| <a href="#">TEP- TT-5-16</a> | Meet with key stakeholder groups, user groups and supporting groups that utilize transit services in the Regional District                                 | Ongoing  | Public events/ongoing communication |
| <a href="#">TEP-TT-5-17</a>  | Promote transit to Vancouver Island University - Work with VIUSU to grow ridership and transit revenues.   | Ongoing  | Monthly Meetings                    |
| <a href="#">TEP-TT-5-18</a>  | Implement two (2) expansion buses to the transit fleet   | Complete | ✓                                   |
| <a href="#">TEP-TT-5-19</a>  | Meet with key stakeholder groups, user groups and supporting groups that utilize handyDART services to ensure opportunities for access to the system       | Ongoing  | Communication with stakeholders     |
| TEP Complete                 | Implement a 5000 hour annual expansion   | Complete | ✓                                   |
| TES Complete                 | Develop a cancellation policy to reduce the number of at the door cancellations in Custom Transit (handyDART)  | Complete | ✓                                   |

|              |   |          |                      |
|--------------|---|----------|----------------------|
| TES Complete | Provide information and options for route 7 -Cinnabar/Cedar"  | Complete | ✓                    |
| TES Complete | Prepare a detailed route analysis to assess the viability of community buses on conventional routes | Ongoing  | Included in Goal 5.2 |

| Transportation and Transit   |   |                      |
|--|---|----------------------|
| <b>Action:</b>   | Implement New Fare Product Technologies in Partnership with BC Transit  | <b>TES-TT-5.1-01</b> |
| <b>Strategic Priority:</b>   | Enhance dialogue with the Ministry of Transportation and Infrastructure (MOTI) for an on-and off-road pedestrian and active transportation improvements   | <b>5.1</b>           |
| <b>Origin:</b>   | Resolution # 18-156<br>Regulatory Requirements: BC Transit New Fare Product Technologies  |                      |
| <b>Tasks:</b>  | <b>Status:</b>  |                      |
| 1. BC Transit tendered in 2019 for new fare product technologies.  | In-progress   |                      |
| 2. RDN Assist with the evaluation of new fare product technologies | In-progress   |                      |
| <b>Accountable Department:</b>                                     | <b>Transit Services<br/>Transportation and Emergency Services</b>   |                      |
| <b>Resources Needed:</b>   | <p>BC Transit is recommending the RDN hire a Permanent Full Time Smart Technologies Support Person. This position would be cost shared through BC Transit's cost sharing model where BC Transit funds 46.69% and the RDN fund 53.31%.</p> |                      |

| Transportation and Transit  |   |               |
|---|---|---------------|
| Action:   | Report on Transit Service Plan for 27,500 service hours over the next 3 years | TES-TT-5.2-02 |
| Strategic Priority:   | Develop a Regional Transportation Plan, considering all modes of travel       | 5.2           |
| Origin:   | Resolution # 19-294, 19-295   |               |
| Tasks:  | Status:   |               |
| 1. Planning Consultant to assist the RDN to implement 27,500 service hours over the next three years. | Pending   |               |
| Accountable Department:   | Transit Operations<br>Transportation and Emergency Services                   |               |
| Resources Needed:   |   |               |
| \$ 130, 000 allocated to the 2020 financial plan.   |   |               |

| Transportation and Transit  |   |                      |
|---|---|----------------------|
| <b>Action:</b>  | Work with the City of Nanaimo, BC Transit and MOTI to develop a regional transportation plan  | <b>TES-TT-5.2-03</b> |
| <b>Strategic Priority:</b>  | <b>Develop a Regional Transportation Plan, considering all modes of travel</b>  | <b>5.2</b>           |
| <b>Origin:</b>  | Strategic Plan 2019 – 2022 (Resolution # 19-215)<br>Resolution # 18-500, 17-070, 17-059   |                      |
| <b>Tasks:</b>   | <b>Status:</b>  |                      |
| 1. The RDN attended, August 7, 2019, the City of Nanaimo's Downtown Nanaimo Mobility Hub: Network Layering Workshop | On Going  |                      |
| 2. Requesting a Minister Meeting at the 2019 UBCM Convention  | Complete  |                      |
| <b>Accountable Department:</b>  | <b>Transit Operations<br/>Transportation and Emergency Services</b>   |                      |
| <b>Resources Needed:</b>  | <p>The RDN is participating in the Nanaimo Mobility Hub project. In Partnership with BC Transit in 2020, transit will be doing a service check.</p> <p>A Minister Meeting at the 2019 UBCM Annual Convention has been requested to discuss a regional transportation master plan, in partnership with the AVICC</p> |                      |

| Transportation and Transit   |   |               |
|--|---|---------------|
| Action:  | Transit system review including fare analysis and fleet alignment                                       | TES-TT-5.3-04 |
| Strategic Priority:  | Work with BC Transit to expand transit service (e.g. transit hours) to connect important community hubs | 5.3           |
| Origin:  | Resolution # 19-295   |               |
| Tasks:   | Status:   |               |
| 1. Transit Fare Review Study 2020, in partnership with BC Transit  | Pending   |               |
| 2. Right Size Fleet Study 2020, in partnership with BC Transit   | Pending   |               |
| Accountable Department:  | Transit Operations<br>Transportation and Emergency Services   |               |
| Resources Needed:  |   |               |
| In 2020, transit will be undertaking a service review including a fare review, route review and bus sizing exercise. |   |               |

| Transportation and Transit   |   |               |
|--|---|---------------|
| Action:  | Revisit transit service feasibility study for un-served electoral area village centers and rural areas from an economic and social welfare lens | TES-TT-5.3-05 |
| Strategic Priority:  | Work with BC Transit to expand Transit Service (e.g. Transit Hours) to connect important community hubs   | 5.3           |
| Origin:  | Resolution # 18-443   |               |
| Tasks:   | Status:   |               |
| 1. BC Transit lead, Phase II Study will be conducted in Electoral Area F – Report 2020 | Pending   |               |
| Accountable Department:  | Transit Operations<br>Transportation and Emergency Operations   |               |
| Resources Needed:  |   |               |
| Included in the current financial plan and in BC Transit 2019/2020 fiscal year.        |   |               |

## Transportation and Transit

**Action:** Village Way Path (Develop an Active Transportation) **RP-TT-5.4-06**

**Strategic Priority:** Develop an Active Transportation Network Linking the Regional Districts in Central Vancouver Island **5.4**

**Origin:** Resolution # 18-310, 19-142

**Tasks:**

**Status:**

- |                                |           |
|--------------------------------|-----------|
| 1. Work with MOTI on Agreement | Underway  |
| 1. Create Management Plan      | Underway  |
| 2. Finalize Drawings and Cost  | Underway  |
| 3. Tender                      | Fall 2020 |
| 4. Construct Path              | 2021      |

**Accountable Department:**

**Parks Services  
Recreation & Parks**

**Resources Needed:**

Community Works Funds are approved for design and costing. Funds for construction will be provided through Community Works.



## Transportation and Transit

**Action:** That provision of costs and options for implementing free fares for veterans be referred to the next transit fare review staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities. **TES-TT-5-07**

|  |   |          |
|--|---|----------|
| <b>Strategic</b>   | <b>Related Initiative</b>   | <b>5</b> |
| <b>Priority:</b>   |   |          |
| <b>Origin:</b>   | Resolution # 19-095   |          |
| <b>Tasks:</b>  | <b>Status:</b>  |          |
| 1. Free fares for veterans cost and options will be included in the 2020 Fare Review Study   | Pending   |          |
| <b>Accountable Department:</b>   | <b>Transit Operations</b><br><b>Transportation and Emergency Services</b> |          |
| <b>Resources Needed:</b>   |   |          |
| A fare review is included in the 2020 draft budget. Provision of costs and options for implementing free fares for veterans has been referred to the next transit fare review. |   |          |

## Transportation and Transit

**Action:** That staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities. **TES-TT-5-08**

|  |   |          |
|--|---|----------|
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>   | <b>5</b> |
| <b>Origin:</b>   | South Nanaimo Local Area Transit Plan Spring 2019 Update Resolution # 19-091, 19-271, 19-292  |          |
| <b>Tasks:</b>  | <b>Status:</b>  |          |
| 1. Implement 5900 Board approved hours to the South Nanaimo Transit service January 01, 2020.                    | In progress   |          |
| 2. Implement 1700 Board approved hours to the Custom (handyDART) Transit service January 01, 2020; Nanaimo only. | In progress   |          |
| 3. Request three (3) expansion buses from BC Transit.  | Completed   |          |
| 4. Receive three (3) expansion buses from BC Transit.  | Completed   |          |
| <b>Accountable Department:</b>   | <b>Transit Operations<br/>Transportation and Emergency Services</b>   |          |
| <b>Resources Needed:</b>   | <p>Three Conventional Transit operators cost shared at 53.31% RDN and 46.69% BC Transit.<br/>           One Custom Transit operator cost shared at 33.31%RDN and 66.69% BC Transit.<br/>           Transit Mechanics are supported by BC Transit fleet support models and cost shared at 53.31%RDN and 46.69% BC Transit.</p> |          |

| Transportation and Transit   |  |                    |
|--|--|--------------------|
| <b>Action:</b>   | It was moved and seconded that staff be directed to communicate with the Town of Qualicum Beach to review the service for Routes 97 and 98 | <b>TES-TT-5-09</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>  | <b>5</b>           |
| <b>Origin:</b>   | Resolution # 18-546  |                    |
| <b>Tasks:</b>  | <b>Status:</b>   |                    |
| 1. Routes 97 and 98 of service – report 2020   | In Progress  |                    |
| <b>Accountable Department:</b>   | <b>Transit Operations</b><br><b>Transportation and Emergency Services</b>  |                    |
| <b>Resources Needed:</b>   |  |                    |
| Transit Service review taking place in 2020, 3 year Transit Service Expansion Plan<br>(As per resolutions # 13-718, 19-294 and 19-295) |  |                    |

| Transportation and Transit                      |   |             |
|---|---|-------------|
| Action:   | Implement Fleet Management Software - this will ensure the transit fleet is safe and efficient. | TEP-TT-5-10 |
| Strategic Priority:                             | Related Initiative  | 5           |
| Origin:   | Resolution # 19 -297, 17-631, 15-291  |             |
| Tasks:  | Status:   |             |
| 1. Purchase software and implement fleet parts. | On Going  |             |
| Accountable Department:                         | Transit Services<br>Transportation and Emergency Services                                       |             |
| Resources Needed:                               |   |             |
| As per 2019 Financial Plan                      |   |             |

## Transportation and Transit

**Action:** Implement BC Transit's Custom transit cancellation policy to reduce the number of at-the-door cancellations. This will provide service to a greater number of clients, reduce the number of unmet trips and lower the number of clients on a waitlist for subscription services

**TEP-TT-5-11**

**Strategic Priority:** Related Initiative 5

**Origin:** Resolution # 19-151

**Tasks:** **Status:**

- |   |                            |
|---|----------------------------|
| 1. Review the BC Transit Custom cancellation policy                                   | Completed                  |
| 2. BC Transit will review our cancellation policy to make efficiency recommendations. | Completed                  |
| 3. Implement new scheduling practices 2020  | In Progress: December 2019 |

**Accountable Department:** Transit Services  
Transportation and Emergency Services

**Resources Needed:**

Policy has been approved, implementation of new policy and practices will have a financial request for 2020

## Transportation and Transit

**Action:** Trial new scheduling software with BC Transit to improve scheduling efficiencies. This will reduce operating costs and make the system more efficient for users **TEP-TT-5-12**

**Strategic Priority:** **Related Initiative** **5**

**Origin:** Resolution # 19 -297, 17-631, 15-291

**Tasks:** **Status:**

1. Consultation on Proposed Schedule and Routes. In Progress

**Accountable Department:** **Transit Services**  
**Transportation and Emergency Services**

**Resources Needed:**

As per 2019 Financial Plan

| Transportation and Transit  |   |                    |
|---|---|--------------------|
| <b>Action:</b>  | That staff be directed to provide a report to consider handyDART service for those over the age of 65 without medical reasons | <b>TES-TT-5-13</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>   | <b>5</b>           |
| <b>Origin:</b>  | Resolution # 18-547   |                    |
| <b>Tasks:</b>   | <b>Status:</b>  |                    |
| 1. Transit Select Committee July 19, 2019 communication presentation by BC Transit. | Completed   |                    |
| <b>Accountable Department:</b>  | <b>Transit Operations<br/>Transportation and Emergency Services</b>   |                    |
| <b>Resources Needed:</b>  |   |                    |
| HandyDART Service for those over the age of 65 is complete.                         |   |                    |

## Transportation and Transit

**Action:** The following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their 2019 annual general meeting: **SCD-TT-5-14**

WHEREAS regional districts have not been granted the authority to regulate vehicle parking on roadways in rural areas;

AND WHEREAS the Province and the RCMP have limited resources to regulate and enforce the increased volume of vehicles parked illegally on roads and right-of-ways that cause congestion and unsafe conditions for other vehicles, pedestrians and emergency first responders;

THEREFORE BE IT RESOLVED that the Province of British Columbia extend authority to regional districts to regulate and enforce vehicle parking on provincial roads and right-of-ways.

|  |   |          |
|--|---|----------|
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>   | <b>5</b> |
| <b>Origin:</b>   | Resolution # 19-053   |          |
| <b>Tasks:</b>  | <b>Status:</b>  |          |
| 1. Draft resolution  | Complete January 2019   |          |
| 2. Staff report to Board   | Complete January 2019   |          |
| <b>Accountable Department:</b>   | <b>Building and Bylaw Services</b><br><b>Strategic and Community Services</b> |          |
| <b>Resources Needed:</b>   |   |          |
| This project is complete, and has been forwarded on to the 2019 Annual UBCM Convention |   |          |



## Transportation and Transit

**Action:** The following resolution be forwarded to the Association of Vancouver Island Coastal Communities for Consideration at their annual meeting: **TES-TT-5-15**

WHEREAS a Vancouver Island Transportation Master Plan would outline Inter-Regional necessary improvement to the Island transportation network;

AND WHEREAS the Ministry of Transportation and Infrastructure has the ultimate responsibility for transportation planning on Vancouver Island;

THEREFORE BE IT RESOLVED that the Province of British Columbia prepare a Vancouver Island Transportation Master Plan.

|  |   |                         |
|--|---|-------------------------|
| <b>Strategic</b>   |   | <b>5</b>                |
| <b>Priority:</b>   | <b>Related Initiative</b>   |                         |
| <b>Origin:</b>   | Resolution #18-500  |                         |
| <b>Tasks:</b>  |   | <b>Status:</b>          |
| 1. AVICC Resolution Vancouver Island Transportation Master Plan                      |   | Complete February 2019  |
| 2. RDN requesting meeting with the Ministry at the UBCM Convention in September 2019 |   | Complete September 2019 |
| <b>Accountable Department:</b>   | <b>Transit Operations</b><br><b>Transportation and Emergency Services</b> |                         |
| <b>Resources Needed:</b>   |   |                         |
| This project is complete   |   |                         |

| Transportation and Transit  |  |                    |
|---|--|--------------------|
| <b>Action:</b>  | Meet with key stakeholder groups, user groups and supporting groups that utilize transit services in the Regional District | <b>TEP-TT-5-16</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>5</b>           |
| <b>Origin:</b>  | Department Performance Measure   |                    |
| <b>Tasks:</b>   | <b>Status:</b>   |                    |
| 1. Attend local events to engage the public and meet key stakeholders | Ongoing  |                    |
| <b>Accountable Department</b>   | <b>Transit Services<br/>Transportation and Emergency Planning Services</b>   |                    |
| <b>Resources Needed:</b>  |  |                    |
| As per 2019 Financial Plan  |  |                    |

## Transportation and Transit

**Action:** Promote transit to Vancouver Island University - TEP-TT-5-  
Work with VIUSU to grow ridership and transit 17  
revenues

**Strategic Priority:** **Related Initiative** 5

**Origin:** Route # 40 – VIU Express  
Department Performance Indicator

**Tasks:** **Status:**

- |  |         |
|--|---------|
| 1. Monthly meetings planned to resolve/assist with transportation demand needs of VIU. | Ongoing |
|--|---------|

**Accountable Department:** Transit Services  
Transportation and Emergency Services

**Resources Needed:**

As per 2019 Financial Plan

| Transportation and Transit                          |  |             |
|---|--|-------------|
| Action:   | Implement two (2) expansion buses to the transit fleet   | TEP-TT-5-18 |
| Strategic Priority:                                 | Related Initiative   | 5           |
| Origin:   | Resolution # 19-298<br>BC Transit MOU – 3 Year Expansion Initiatives<br>Resolution # 19-298, 19-294, |             |
| Tasks:  | Status:  |             |
| 1. Request two (2) expansion buses from BC Transit. | Completed  |             |
| 2. Receive two (2) expansion buses from BC Transit. | Completed  |             |
| Accountable Department:                             | Transit Services<br>Transportation and Emergency Services  |             |
| Resources Needed:                                   |  |             |
| This project is complete                            |  |             |

| Transportation and Transit  |  |             |
|---|--|-------------|
| Action:   | Meet with key stakeholder groups, user groups and supporting groups that utilize handyDART services to ensure opportunities for access to the system | TEP-TT-5-19 |
| Strategic Priority:   | Related Initiative   | 5           |
| Origin:   | Resolution # 18-547  |             |
| Tasks:  | Status:  |             |
| 1. Continue to meet with key stakeholder groups, user groups and supporting groups that utilize transit services in the Regional District | Ongoing  |             |
| 2. Meet with Senior’s housing groups in the City of Nanaimo.  | Completed  |             |
| 3. Attend Senior’s fair to promote assisted living  | Completed  |             |
| Accountable Department:   | Transit Services<br>Transportation and Emergency Services  |             |
| Resources Needed:   |  |             |
| This project is complete, as per 2019 Transportation Financial Plan   |  |             |

## Economic Coordination

### Section Contents

SET THE TABLE TO ENABLE DIVERSE ECONOMIC DEVELOPMENT OPPORTUNITIES ACROSS THE REGION

6.1 Develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners and electoral areas

| Action #   | Action Description   | Status  |      |
|------------|--|---------|------|
| SCD Future | Role of RDN in Regional Economic Development – Coordination with local government, industry and partners | Planned | 2020 |

6.2 Review the resources required in order to coordinate business development and retention throughout the region

| Action #   | Action Description   | Status  |      |
|------------|--|---------|------|
| SCD Future | Cannabis License Process Implementation                                | Planned | 2020 |
| SCD Future | Telecommunication service expansion in unserved areas utilizing grants | Future  | 2021 |

### Related Initiatives

| Action #                    | Action Description   | Status      |              |
|-----------------------------|--|-------------|--------------|
| <a href="#">SCD-EC-6-01</a> | Develop a Regional Economic Development Strategy             | In Progress | 2020         |
| <a href="#">CS-EC-6-02</a>  | Social and Sustainable Procurement: Purchasing Policy Update | In Progress | October 2019 |

### 2019 Actions and Accomplishments

|                             |  |          |                                     |
|-----------------------------|--|----------|-------------------------------------|
| <a href="#">RP-EC-6-03</a>  | Review and increase sport tourism events on either dry floor or ice and continue to expand dry floor programming opportunities                                   | Ongoing  | Annually Budgeted                   |
| <a href="#">SCD-EC-6-04</a> | Continue administration of the Southern Communities Economic Development Service and work with the service provider for economic development for Gabriola Island | Ongoing  | Department Plans                    |
| SCD Complete                | Review the provision of a Regional Economic Development Service/ Economic Development Service Review- Report options   | Ongoing  | Department Plans                    |
| CS Complete                 | Grants in Aid Process Policy and Implementation  | Complete | <input checked="" type="checkbox"/> |

### 2018 Actions and Accomplishments

|                             |   |                             |                                     |
|-----------------------------|---|-----------------------------|-------------------------------------|
| <a href="#">SCD-EC-6-05</a> | Administer the provision of funding to INfilm to promote film and television production in the region | Ongoing Annual Grant In-Aid | <input checked="" type="checkbox"/> |
|-----------------------------|---|-----------------------------|-------------------------------------|

| Economic Coordination   |  |  |
|---|--|--|
| Action:   | Develop a Regional Economic Development Strategy   | SCD-EC-6-01  |
| Strategic Priority:   | Develop a Regional Economic Development Strategy that Addresses Both Overall Regional Goals as well as Those of the Municipal Partners and Electoral Areas   | 6.1  |
| Origin:   | Resolution # 18-250<br>Additional Supporting Resolutions: #19-129, 19-316, 19-317  |  |
| Tasks:  |  | Status:  |
| 1.  | Business Licensing – Monitor pilot project between Province and Fraser Valley Regional District  | In Progress - 2019   |
| 2.  | Request Meeting with Minister at 2019 UBCM Convention for Business Licence *Not granted  | Complete   |
| 3.  | Invite Stakeholders to consider the creation of a region-wide economic development service and further assist with the meeting, background report that incorporates input from other organizations be prepared addressing the current state of economic development in the RDN | In Progress  |
| 4.  | Provide Options to the Board on establishing a regional economic development function.   | Complete   |
| 5.  | Host a discussion workshop on regional economic development  | 2019   |
| 6.  | Complete Economic Development Strategy Review  | 2020   |
| 7.  | Determine functions and structure in consultation with the City of Nanaimo   | 2020   |
| Accountable Department:   |  | Long Range Planning<br>Strategic and Community Development |
| Resources Needed:   |  |  |
| Ongoing: Monitoring Pilot project in partnership with the province; included in current staffing plans<br>Strategy is pending any future outcomes and recommendations from the province |  |  |

| Economic Coordination                                       |  |            |
|---|--|------------|
| Action:   | Social and Sustainable Procurement                           | CS-EC-6-02 |
| Strategic Priority:   | Related Initiative   | 6          |
| Origin:   | Resolution # 16-361  |            |
| Tasks:  | Status:  |            |
| 1. Inclusion to purchasing policy revision                  | In Progress  |            |
| 1. Submit to Board for Approval                             | November 2019  |            |
| 2. Implementation of new and consolidated Purchasing Policy | November 2019  |            |
| Accountable Department:                                     | Strategic initiatives<br>Strategic and Community Development |            |
| Resources Needed:   |  |            |
| This project is conducted with current staffing resources   |  |            |



| Economic Coordination  |  |            |
|--|--|------------|
| Action:  | Review and increase sport tourism events on either dry floor or ice and continue to expand dry floor programming opportunities | RP-EC-6-03 |
| Strategic Priority:  | Related Initiative   | 6          |
| Origin:  | Resolution # 13-157, 18-192, 18-242<br>Recreation Services Master Plan 2019-2029   |            |
| Tasks:   | Status:  |            |
| 1. Schedule annual and additional events   | In Progress  |            |
| 2. Review viability of purchasing sport flooring for Oceanside Pond that would increase usage. | In progress, to be completed by 2019, Q4   |            |
| Accountable Department:  | Recreation Services<br>Recreation and Parks Services   |            |
| Resources Needed:  |  |            |
| Initiatives that required funding will be requested through service level increase template    |  |            |

| Economic Coordination   |  |             |
|---|--|-------------|
| Action:   | Continue administration of the Southern Communities Economic Development Service and work with the service provider for economic development for Gabriola Island | SCD-EC-6-04 |
| Strategic Priority:   | Related Initiative   | 6           |
| Origin:   | Resolution # 17-083, 17-111, 19-157  |             |
| Tasks:  | Status:  |             |
| 1. Manage contract with Gabriola Island Chamber of Commerce   | Ongoing  |             |
| Accountable Department  | Energy & Sustainability<br>Long Range Planning<br>Strategic and Community Development  |             |
| Resources Needed:   |  |             |
| Ongoing Initiative included in current department work plans<br>Assessment in relation to march 2020 Economic development Model |  |             |

| Economic Coordination   |   |             |
|---|---|-------------|
| Action:   | Administer the provision of funding to INfilm to promote film and television production in the region | SCD-EC-6-05 |
| Strategic Priority:   | Related Initiative  | 6           |
| Origin:   | Resolution # 17-126, 17-547, 17-548, 18-064   |             |
| Tasks:  | Status:   |             |
| 1. Draft and execute funding agreement  | Annual  |             |
| 2. Implement funding agreement and performance targets                                      | Ongoing   |             |
| 3. Annual report as per agreement   | October Ongoing   |             |
| Accountable Department:   | Long Range Planning and Energy & Sustainability<br>Strategic and Community Development                |             |
| Resources Needed:   |   |             |
| Ongoing request of \$50, 000 in the five-year financial plan, with INFilm funding agreement |   |             |

## People and Partnerships

### Section Contents

#### IMPROVE THE GOVERNANCE AND AWARENESS OF RDN ACTIVITIES FOR CITIZENS THROUGH THE REGION

##### 7.1 Explore Webcasting and/or live-streaming of RDN Committee and Board Meetings

| Action #  | Action Description   | Status                                 |                    |
|-----------|--|--|--------------------|
| CS Future | Goal Achieved – Please see reference numbers <a href="#">CS-PP-7.1-19</a> & <a href="#">CS-PP-7.1-20</a> | Final Report to Board<br>December 2019 | Ongoing Monitoring |

##### 7.2 Review the resources required in order to maximize current and future grant and other funding opportunities

| Action #                      | Action Description  | Status  |      |
|-------------------------------|---|---------|------|
| <a href="#">SCD-PP-7.2-01</a> | Utilize Staff Resources and Consultant on grant coordination & Report on Grant Applications | Ongoing | 2022 |

##### 7.3 Develop a Communications Strategy to improve and enhance community engagement and public outreach

| Action #                     | Action Description   | Status  |            |
|------------------------------|--|---------|------------|
| <a href="#">CS-PP-7.3-02</a> | Communications – Education, Tools and Training                                       | Ongoing | 2022       |
| <a href="#">CS-PP-7.3-03</a> | Engagement – Education, Tools and Training   | Ongoing | 2022       |
| <a href="#">CS-PP-7.3-04</a> | Monitor effectiveness of information meetings, advertising, newsletters and web site | Ongoing | Per Policy |

##### 7.4 Continue to Build and enhance relationships with First Nations based on the specific needs of each community leaders

| Action #                      | Action Description                       | Status  |      |
|-------------------------------|--|---------|------|
| <a href="#">SCD-PP-7.4-05</a> | First Nations Relations and Engagement   | Planned | 2020 |
| <a href="#">SCD-PP-7.4-06</a> | Qualicum First Nation Protocol Agreement | Ongoing | 2022 |
| <a href="#">SCD-PP-7.4-07</a> | Support for SFN Tribal Journeys 2020     | Planned | 2020 |

##### 7.5 Seek Opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance Strategic Plan goals and initiatives

| Action #                          | Action Description   | Status      |            |
|-----------------------------------|--|-------------|------------|
| <a href="#">ALL-SCD-PP-7.5-08</a> | Continue to develop service agreements and explore opportunities for shared service with Member Municipalities   | Ongoing     | 2022       |
| <a href="#">CS-PP-7.5-09</a>      | Partnering with the City of Nanaimo to Co-Host the 2020 Association of Vancouver Island and Coastal Communities Convention   | In Progress | April 2020 |
| <a href="#">SCD-PP-7.5-10</a>     | Staff be directed to work with Islands Trust staff to set two dates per year for protocol meetings between the Island Trust staff, Regional District staff and elected officials | Ongoing     | 2022       |

##### Related Initiatives

| Action #                    | Action Description  | Status  |               |
|-----------------------------|---|---------|---------------|
| <a href="#">SCD-PP-7-11</a> | RDN Annual Strategic Plan review, Operational Plan and Forecast 2019 – 2022   | Ongoing | Annual Report |
| <a href="#">SCD-PP-7-12</a> | Ongoing Annual Strategic Plan Updates: Directors will have the opportunity to review and reaffirm the Board Strategic Plan or make changes as necessary. This is part of a continuous improvement process designed to ensure that the RDN is delivering on Board priorities | Ongoing | Annual Report |
| <a href="#">CS-PP-7-13</a>  | Continue Organizational Learning and Engagement as part of enhancing workplace culture  | Ongoing | 2020          |

|                             |  |             |           |
|-----------------------------|--|-------------|-----------|
| <a href="#">SCD-PP-7-14</a> | Undertake a review of regulatory services and procedures, and report back to the Board with recommendations to address gaps that may exist in bylaw enforcement in the Electoral Areas as well as cost recovery mechanisms | Future      | 2020      |
| <a href="#">SCD-PP-7-15</a> | To include an analysis of cost recovery options and related penalties for bylaw infractions in the report being drafted by Building & Bylaw Services for the Board's consideration   | Future      | 2020      |
| SCD Future                  | Consider Northern Service Delivery Model and Customer Service Strategy   | Future      | 2021      |
| <a href="#">SCD-PP-7-16</a> | Focus on increased ticketing for bylaw contraventions where applicable   | Ongoing     | Sept 2019 |
| <a href="#">CS-PP-7-17</a>  | Complete implementation of web-based time reporting for staff  | In Progress | 2020      |

### 2019 Actions and Accomplishments

|                               |   |          |                                     |
|-------------------------------|---|----------|-------------------------------------|
| <a href="#">CS-PP-7.1-18</a>  | Webcasting – Livestream Board, EA Service Committee, Committee of the Whole and Oceanside Service Committee meetings  | Complete | <input checked="" type="checkbox"/> |
| <a href="#">CS-PP-7.1-19</a>  | That the Board web cast Committee of the Whole and Board meetings for a capital cost of \$5,000 plus an annual ongoing cost of \$19,900 per year for streaming and closed captioning services; and further, that staff be directed to track viewership and feedback and report back to the Board in December 2019 to ensure that there is a cost-benefit review of the provision of additional service to the public. | Complete | <input checked="" type="checkbox"/> |
| <a href="#">RCU-PP-7-20</a>   | Provide direct support and training to local stewardship groups to enable community watershed monitoring and restoration activities to enhance stream health across the region including implementing recommendations from 2018 Trend Analysis report   | Complete | <input checked="" type="checkbox"/> |
| <a href="#">RCU-PP-7-21</a>   | Provide staff support for the Association of Vancouver Island and Coastal Communities Solid Waste Management Committee  | Ongoing  | Department Plans                    |
| SCD Complete                  | Coordinate staff and Board training on First Nations engagement   | Complete | <input checked="" type="checkbox"/> |
| <a href="#">SCD-PP-7.4-22</a> | Complete Coastal First Nations Art Project  | Complete | <input checked="" type="checkbox"/> |
| <a href="#">RP-PP-7-23</a>    | Implement use of a maintenance and service request software   | Complete | <input checked="" type="checkbox"/> |
| <a href="#">CS-PP-7-24</a>    | Complete implementation of new web based software to enhance customer services offered through internet (Vadim Online) including online payments  | Complete | <input checked="" type="checkbox"/> |
| <a href="#">TEP-PP-7-25</a>   | RDN & FDs to work to develop recognition programs for FD members and employers  | Complete | <input checked="" type="checkbox"/> |
| <a href="#">TEP-PP-7-26</a>   | Attend FD Practices, Society Board meetings and hosting RDN Fire Chief meetings   | Ongoing  | <input checked="" type="checkbox"/> |
| <a href="#">SCD-PP-7-27</a>   | Exceed 90% response rate to telephone and online complaints within 24 hours<br>By adjusting resource levels.  | Complete | <input checked="" type="checkbox"/> |
| <a href="#">SCD-PP-7-28</a>   | Continue focus on resolving infractions through pro-active enforcement of the building bylaw and public awareness   | Ongoing  | <input checked="" type="checkbox"/> |
| <a href="#">SCD-PP-7-29</a>   | Promote interagency cooperation and working protocols   | Ongoing  | <input checked="" type="checkbox"/> |
| <a href="#">SCD-PP-7-30</a>   | Update website information and printed material to increase public awareness of regulatory bylaws   | Ongoing  | <input checked="" type="checkbox"/> |
| <a href="#">SCD-PP-7-31</a>   | Develop and deliver Strategic Planning Session after 2018 civic election.   | Complete | <input checked="" type="checkbox"/> |
| CS Complete                   | Renew agreement with Nanaimo Search and Rescue Society for a term of five years   | Complete | <input checked="" type="checkbox"/> |

### 2018 Actions and Accomplishments

|                             |   |               |                                     |
|-----------------------------|---|---------------|-------------------------------------|
| CS Complete                 | Government Finance Officers Association: Canadian Award for Financial Reporting for 2017                                      | December 2018 |                                     |
| <a href="#">SCD-PP-7-32</a> | Maintain relationships with development community (CHBA, BOABC) to improve knowledge of inspection services and requirements. | Ongoing       | <input checked="" type="checkbox"/> |
| SCD Complete                | Develop and implement Organizational First Nation Engagement Strategy   | Complete      | <input checked="" type="checkbox"/> |
| SCD Complete                | Coordinate staff and Board training on First Nations engagement 2018  | Complete      | <input checked="" type="checkbox"/> |

|                              |  |          |                                     |
|------------------------------|--|----------|-------------------------------------|
| RP Complete                  | Work with Snuneymuxw First Nation on the opening and community use of new Sport Court that received funding from RDN through Community Works Funds | Complete | <input checked="" type="checkbox"/> |
| <a href="#">TEP- PP-7-33</a> | Ensure Agreements for Emergency Services are in place.   | Ongoing  | <input type="checkbox"/>            |
| <a href="#">CS- PP-7-34</a>  | Complete implementation of meeting management software (eSCRIBE) through use of portal for meeting participants                                    | Complete | <input checked="" type="checkbox"/> |
| <a href="#">TEP-PP7-35</a>   | Combine operational guidelines for consistency with all fire departments and that can be routinely updated from one source, i.e. RDN               | Complete | <input checked="" type="checkbox"/> |
| <a href="#">SCD-PP-7-36</a>  | Coordinate staff working sessions on organizational development to further implement workplace cultural change                                     | Complete | <input checked="" type="checkbox"/> |
| SCD Complete                 | Assign 2017 QFN/RDN Working Group Action Items to RDN Staff  | Complete | <input checked="" type="checkbox"/> |
| TES Complete                 | Implement an automated mass notification system in the Regional District of Nanaimo  | Complete | <input checked="" type="checkbox"/> |
| CS Complete                  | Improve the consistency of the RDN Brand within the website and refresh the website to celebrate the 50th anniversary                              | Complete | <input checked="" type="checkbox"/> |
| SCD Complete                 | Address concerns of San Pareil Neighbourhood   | Complete | <input checked="" type="checkbox"/> |

| People and Partnerships  |   |                      |
|--|---|----------------------|
| <b>Action:</b>   | Utilize Staff Resources and Consultant on grant coordination & Report on Grant Applications   | <b>SCD-PP-7.2-01</b> |
| <b>Strategic Priority:</b>                                       | <b>Review the resources required in order to maximize current and future grant and other funding opportunities</b>  | <b>7.2</b>           |
| <b>Origin:</b>   | Agreement for Services<br>Amendment to Terms of Agreement for Services  |                      |
| <b>Tasks</b>   | <b>Status</b>   |                      |
| 1. Identification in Strategic Initiative work plans             | Planned 2020  |                      |
| 2. 2020 RFP for Grant Consultation                               | Planned 2020  |                      |
| 3. All departments to identify projects in need of grant support | Planned 2020  |                      |
| 4. Annual report to board on application status                  | Ongoing   |                      |
| <b>Accountable Department</b>                                    | <b>Strategic Initiatives<br/>Strategic and Community Development</b>  |                      |
| <b>Resources Needed:</b>   | <p>Ongoing annual financial consideration to be included in the 5 year financial plan for consultation services to work with Manager of Strategic Initiatives on grant applications.</p> <p>Tracking status and reporting to the Board included in Strategic Initiatives ongoing work plans</p> |                      |

| People and Partnerships  |   |              |
|--|---|--------------|
| Action:  | Communications – Education, Tools and Training  | CS-PP-7.3-02 |
| Strategic Priority:  | Develop a Communications Strategy to improve and enhance community engagement and public outreach | 7.3          |
| Origin:  | Strategic Plan 2019-2022 (Resolution # 19-215)  |              |
| Tasks:   | Status:   |              |
| 1. Revised communications policy                                   | In Progress – Dec 2019  |              |
| 2. Revised graphic standards                                       | In Progress – Dec 2019  |              |
| 3. Liase with local media to enhance RDN coverage                  | Ongoing   |              |
| 4. Continue to assist staff with media communications              | Ongoing   |              |
| 5. Media training for managers and senior leaders                  | In Progress – Dec 2019  |              |
| 6. Enhance consistent use of RDN brand                             | Ongoing   |              |
| 7. Continue to ensure RDN website is accessible                    | Ongoing   |              |
| Accountable Department:  | Communications<br>Corporate Services  |              |
| Resources Needed:  |   |              |
| Within current communications and engagement work plans and budget |   |              |



| People and Partnerships  |   |              |
|--|---|--------------|
| Action:  | Engagement – Education, Tools and Training  | CS-PP-7.3-03 |
| Strategic Priority:  | Develop a Communications Strategy to improve and enhance community engagement and public outreach | 7.3          |
| Origin:  | Strategic Plan 2019-2022 (Resolution # 19-215)  |              |
| Tasks:   | Status:   |              |
| 1. Revised engagement policy   | In Progress – Dec 2019  |              |
| 1. Create engagement guide/handbook<br>Revised engagement policy                     | In Progress – Dec 2019  |              |
| 2. Training on engagement guide<br>Revised engagement policy                         | In Progress – Dec 2019  |              |
| 3. Create social media user guide  | Complete  |              |
| 4. Training on social media guide  | Complete  |              |
| 5. Continue to assist staff with engagement for projects and initiatives             | On going  |              |
| 6. Continue to support staff with use of Get Involved RDN for all RDN engagements    | On going  |              |
| 7. Increase internal engagement and communications                                   | On-going  |              |
| Accountable Department:  | Communications<br>Corporate Services  |              |
| Resources Needed:  |   |              |
| Resources Needed: Within current communications and engagement work plans and budget |   |              |

| People and Partnerships   |  |                     |
|---|--|---------------------|
| <b>Action:</b>  | Monitor effectiveness of information meetings, advertising, newsletters and web site                             | <b>CS-PP-7.3-04</b> |
| <b>Strategic Priority:</b>  | <b>Develop a Communications Strategy to improve and enhance community engagement and public outreach</b>         | <b>7.3</b>          |
| <b>Origin:</b>  | Policy # A1-27: Corporate Communications   |                     |
| <b>Tasks:</b>   | <b>Status:</b>   |                     |
| 1. Create Content for advertising in newsletters, website, media releases | Ongoing  |                     |
| 2. Report Annually as per Policy: "Corporate Communications Updates"      | Ongoing  |                     |
| <b>Accountable Department:</b>  | <b>Communications<br/>Corporate Services</b>   |                     |
| <b>Resources Needed:</b>  | This is currently included in staffing resources and work plans – and will continue to be an ongoing initiative. |                     |

| People and Partnerships   |   |               |
|---|---|---------------|
| <b>Action:</b>  | First Nations Relations and Engagement  | SCD-PP-7.4-05 |
| <b>Strategic Priority:</b>  | <b>Continue to build and enhance relationships with First Nations based on the specific need of each community's leaders</b>  | <b>7.4</b>    |
| <b>Origin:</b>  | Strategic Plan 2019-2022 (Resolution # 19-215)<br>2016 Cooperation Protocol with Qualicum First Nations<br>Snuneymuxw First Nations / Regional District of Nanaimo Protocol<br>Agreement Working Group<br>RDN Training and Career Development Policy No. A3.3 |               |
| <b>Tasks:</b>   | <b>Status:</b>  |               |
| Truth and Reconciliation Commission (TRC) Calls to Action:                          | 2019 Completed  |               |
| 1. Identification of operational needs & providing specific sessions                | 2019 Completed  |               |
| 2. Staff and Board Training in Indigenous Relations and History                     | Future  |               |
| 3. Identification of future operational training needs                              | Future  |               |
| 4. Working with member communities to identify overlapping needs, shared goals      | Future  |               |
| 5. Creation of staff and board training strategy to provide multi-year applications | Planned   |               |
| 6. Facilitate Annual Staff and Board Training sessions                              |   |               |
| Develop and Implement Organizational First Nation Engagement Strategy:              | Complete  |               |
| 7. Research initiatives in other jurisdictions                                      | Planned   |               |
| 8. Seek Board endorsement of the strategy   | Planned   |               |
| 9. Consult with potentially impacted departments                                    |   |               |
| UBCM C2C grant funding for First Nations engagement:                                | Planned   |               |

|  |  |
|--|--|
| 10. Designing a C2C facilitation/event by working with communities   | Planned  |
| 11. Identification in financial plan   | Future   |
| 12. Application to UBCM  | Future   |
| 13. Implement agreement  | Future   |
| 14. Finalize report to complete grant application  |  |
| Continue to develop service agreements and explore opportunities for shared service with Member Municipalities:  | Ongoing  |
| 15. Creation of working group  | Ongoing  |
| 16. Identification for areas of interest   | Ongoing  |
| 17. Appropriate approvals required   |  |
| First Nations Referrals Management Program Liaison:  | Future   |
| 18. Working with local Indigenous communities  |  |
| <b>Accountable Department:</b>   | <b>Strategic Initiatives<br/>Strategic and Community Development</b> |
| <b>Resources Needed:</b>   |  |
| <p>3 Training sessions to be held throughout the year at a cost of \$16, 000</p> <p>Staff Time required:</p> <p>12 hours/person for the year; estimated minimum 30 staff and board members in attendance session</p> <p>To be determined as outlined in the completed training strategy from 2020</p> <p>2020 Staff and Board:</p> <p>Estimating 8 hours/person of time</p> <p>Operational funding requesting:</p> <p>Application maximum amount for C2C Initiatives = \$5,000</p> <p>RDN matching funds required = 50% (\$5,000)</p> <p>Total C2C program expense = \$10, 000</p> |  |

| People and Partnerships  |   |               |
|--|---|---------------|
| Action:  | Qualicum First Nation Protocol Agreement  | SCD-PP-7.4-06 |
| Strategic Priority:  | Continue to build and enhance relationships with First Nations based on the specific need of each community's leaders                           | 7.4           |
| Origin:  | Strategic Plan 2019-2022 (Resolution # 19-215)<br>2016 Cooperation Agreement between Qualicum First Nation and the Regional District of Nanaimo |               |
| Tasks:   | Status:   |               |
| 1. Review 2016 Qualicum First Nation Protocol Agreement with TRC   | Planned   |               |
| • Committee to Identify needs  | Future  |               |
| • Present and provide recommendations to Board   | Future  |               |
| • Update Agreement if needed   | Future  |               |
| 2. UBCM Community to Community (C2C) grant funding for Qualicum First Nation Engagement                  | Ongoing   |               |
| Accountable Department:  | Strategic Initiatives<br>Strategic and Community Development  |               |
| Resources Needed:  |   |               |
| 2020 Hosting budget \$ 1, 000 to be requested in Intergovernmental Engagement operations financial plans |   |               |

| People and Partnerships  |   |               |
|--|---|---------------|
| Action:  | Support for SFN Tribal Journeys 2020  | SCD-PP-7.4-07 |
| Strategic Priority:  | Continue to build and enhance relationships with First Nations based on the specific need of each community's leaders | 7.4           |
| Origin:  | Strategic Plan 2019-2022 (Resolution # 19-215)  |               |
| Tasks:   | Status:   |               |
| 1. Pending approval of 2020 financial plan                                   | 2019  |               |
| 2. Correspondence with SFN event organizers                                  | 2020  |               |
| 3. Track initiative  | 2020  |               |
| Accountable Department:  | Strategic Initiatives<br>Government Liaison<br>Strategic and Community Development                                    |               |
| Resources Needed:  |   |               |
| To be determined as outlined from 2020 financial plans                       |   |               |
| Supporting Information Resolution # 17-401 for previous Tribal Journey event |   |               |

| People and Partnerships   |  |                |
|---|--|----------------|
| Action:   | Continue to develop service agreements and explore opportunities for shared services with member municipalities  | ALL-SCD-7.5-08 |
| Strategic Priority:   | Seek opportunities to partner with the provincial and federal government agencies, and community stakeholder groups in order to advance strategic plan goals and initiatives | 7.5            |
| Origin:   | Strategic Plan 2019-2022 (Resolution # 19-215)   |                |
| Tasks:  | Status:  |                |
| 1. Seek opportunities to partner  | Ongoing  |                |
| Accountable Department:   | ALL Strategic Initiatives Strategic and Community Development  |                |
| Resources Needed:   |  |                |
| ALL departments are responsible for identifying opportunities for partnerships within their areas of service delivery |  |                |
| Strategic Initiatives will track the on-going creation of partnership through the annual reporting                    |  |                |
| Ongoing Initiative identified through project goals   |  |                |

## People and Partnerships

**Action:** That the Regional District of Nanaimo write to the City of Nanaimo offering to partner in hosting the 2020 Association of Vancouver Island and Coastal Communities Convention **CS- PP- 7.5-09**

|   |   |            |
|---|---|------------|
| <b>Strategic Priority:</b>  | <b>Seek opportunities to partner with the Provincial and Federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and initiatives.</b> | <b>7.5</b> |
| <b>Origin:</b>  | Resolution # 19-218   |            |
| <b>Tasks:</b>   | <b>Status:</b>  |            |
| 1. Write and send letter to the City of Nanaimo as per action item  | Complete  |            |
| 2. Confirm status of offer  | Complete  |            |
| 3. Assign staff to work with City of Nanaimo staff and AVICC in planning and coordinating the cohosting of the AVICC Convention | Ongoing   |            |
| 4. Cohost the AVICC Convention with the City of Nanaimo, April 17-19, 2020  | Ongoing   |            |
| <b>Accountable Department:</b>  | <b>Administration/Legislative Services<br/>Corporate Services</b>   |            |
| <b>Resources Needed:</b>  |   |            |
| Approximately \$25,000 in total will be needed to host the AVICC Convention   |   |            |
| \$12,500 will need to be added to the 2020 budget for the RDN’s share in cohosting the Convention                               |   |            |
| No Additional Staff Resources will be requested   |   |            |



## People and Partnerships

**Action:** Staff be directed to work with Islands Trust staff to set two dates per year for protocol meetings between the Island Trust staff, Regional District staff and elected officials **SCD-PP-7.5-10**

**Strategic Priority:** **Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and initiatives** **7.5**

**Origin:** Resolution # 18-433

| <b>Tasks:</b>  | <b>Status:</b>                             |
|--|--|
| 1. Identify bi-annual meeting dates                                | Ongoing                                    |
| 2. Invitation to individuals                                       | Ongoing                                    |
| 3. Creation of ongoing agenda items                                | Ongoing                                    |
| 4. Reporting on meeting outcomes                                   | Ongoing                                    |
| <b>Accountable Department:</b>                                     | <b>Strategic Initiatives</b>               |
|  | <b>Strategic and Community Development</b> |
| <b>Resources Needed:</b>   |  |
| To be included in the strategic services staff work plans for 2020 |  |

| People and Partnerships   |  |             |
|---|--|-------------|
| Action:   | Annual RDN Annual Strategic Plan Review, Operational Plan and Forecast 2019-2022 | SCD-PP-7-11 |
| Strategic Priority:   | Related Initiatives  | 7           |
| Origin:   | Strategic Plan 2019-2022 (Resolution # 19-215)                                   |             |
| Tasks:  | Status:  |             |
| 1. Annual Reporting on Operational Plan Update  | 2019, 2020, 2021, 2022   |             |
| 2. Regularly tracking RDN work plans and ongoing direction  | Ongoing  |             |
| 3. Projecting and tracking future RDN work plans based on priorities and trends from Operational Plan | Ongoing  |             |
| 4. Tracking and annual reporting will provide basis for Operational Report and Forecast               | Ongoing  |             |
| Accountable Department:   | Strategic Initiatives<br>Strategic and Community Development                     |             |
| Resources Needed:   |  |             |
| To be completed within existing Strategic Initiative department work plans                            |  |             |

## People and Partnerships

**Action:** Ongoing Annual Strategic Plan Updates: Directors will have the opportunity to review and reaffirm the Board Strategic Plan or make changes as necessary. This is part of a continuous improvement process designed to ensure that the RDN is delivering on Board priorities **SCD-PP-7-12**

**Strategic Priority:** **Related Initiative** **7**

**Origin:** Strategic Plan 2019 – 2022 (Resolution # 19-215)

**Tasks:**

**Status:**

- |   |                                 |
|---|---------------------------------|
| 1. December Board Meeting                                 | December 2019, 2020, 2021, 2022 |
| 2. Update Strategic Plan as directed                      | Future 2020                     |
| 3. Update Operational Plan as directed                    | Future 2020                     |
| 4. Update Operational Forecast as directed                | Future 2020                     |
| 5. ALL departments to update their work plans accordingly | Future 2020                     |

**Accountable Department:**

**Strategic Initiatives**

**Strategic and Community Development**

**Resources Needed:**

December, annually a Board meeting is to be identified, requiring review and feedback for the strategic plan.

Included in Strategic Initiatives ongoing work plans

Updating Strategic plan and related documentation: \$25,000 to be included in 2020 Financial Plan for contractor fees

| People and Partnerships   |  |            |
|---|--|------------|
| Action:   | Continue Organizational Learning and Engagement as part of enhancing workplace culture | CS-PP-7-13 |
| Strategic Priority:   | Related Initiative   | 7          |
| Origin:   | Policy 3A-03: Training and Career Development  |            |
| Tasks:  | Status:  |            |
| 1. Review current RDN Initiatives   | In Progress  |            |
| 2. Review of RDN Policy   | In Progress  |            |
| 3. Develop Leadership Training Program  | In progress  |            |
| 4. Implementation of Program  | Planned - Ongoing  |            |
| 5. Ongoing Employee Engagement  | Ongoing  |            |
| Accountable Department:   | Human Resource<br>Corporate Services   |            |
| Resources Needed:   |  |            |
| This action item is currently in progress and will continue to be an ongoing organizational wide initiative.<br>Reporting on specific activities and outcomes can be done as needed |  |            |

## PEOPLE & PARTNERSHIPS

**Action:** That staff be directed to undertake a review of regulatory services and procedures, and report back to the Board with recommendations to address gaps that may exist in bylaw enforcement in the Electoral Areas as well as cost recovery mechanisms

**SCD-PP-7-14**

|  |                                    |          |
|--|------------------------------------|----------|
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>          | <b>7</b> |
| <b>Origin:</b>   | Resolution # 19-106                |          |
| <b>Tasks:</b>  | <b>Status:</b>                     |          |
| 1. Research  | Pending (Fall 2019)                |          |
| 2. Compile report  | Pending                            |          |
| 3. Present to EASC   | Pending                            |          |
| <b>Accountable Department:</b>   | <b>Building and Bylaw Services</b> |          |
| <b>Resources Needed:</b>   |                                    |          |
| Current staff, dedicated time, budget expenditure (possible legal review). Not included in 2019 budget |                                    |          |

## PEOPLE & PARTNERSHIPS

**Action:** That staff be directed to include an analysis of cost recovery options and related penalties for bylaw infractions in the report being drafted by Building & Bylaw Services for the Board's consideration at a future meeting. **SCD-PP-7-15**

|   |                                    |          |
|---|------------------------------------|----------|
| <b>Strategic Priority:</b>              | <b>Related Initiative</b>          | <b>7</b> |
| <b>Origin:</b>                          | Resolution # 19-076                |          |
| <b>Tasks:</b>                           | <b>Status:</b>                     |          |
| 1. Research options                     | Pending (Fall 2019)                |          |
| 2. Compile information for report       | Pending                            |          |
| 3. Present findings to EASC             | Pending                            |          |
| <b>Accountable Department:</b>          | <b>Building and Bylaw Services</b> |          |
| <b>Resources Needed:</b>                |                                    |          |
| At this time no resources are requested |                                    |          |

| PEOPLE & PARTNERSHIPS  |  |             |
|--|--|-------------|
| Action:  | Focus on increased ticketing for bylaw contraventions where applicable | SCD-PP-7-16 |
| Strategic Priority:  | Related Initiative   | 7           |
| Origin:  | Department Performance Measure   |             |
| Tasks:   | Status:  |             |
| 1. Examine options to replace MTI ticketing system and present to Board                | Complete August 2018   |             |
| 2. Obtain Provincial approval  | Complete November 2019   |             |
| 3. Draft Bylaw Notice Bylaw  | Complete January 2019  |             |
| 4. Present Bylaw to Board for adoption   | Complete February 2019   |             |
| 5. Design and produce internal forms and Bylaw Notice                                  | Underway   |             |
| 6. Set up Screening Officer Training   | Underway (September 2019)  |             |
| Accountable Department:  | Building and Bylaw Services<br>Strategic and Community Development     |             |
| Resources Needed:  |  |             |
| Current staff, outside Local Government assistance with training, outside print agency |  |             |

| People and Partnerships  |   |                   |
|--|---|-------------------|
| <b>Action:</b>   | Complete implementation of web based time reporting for staff   | <b>CS-PP-7-17</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>   | <b>7</b>          |
| <b>Origin:</b>   | Regulatory Requirement<br>Department Performance Measure  |                   |
| <b>Tasks:</b>  | <b>Status:</b>  |                   |
| 1. Software Upgrades by Vendor   | In Progress   |                   |
| 2. Implement web-based time reporting in RCU, Recreation and Solid Waste | In Progress- December 2019  |                   |
| <b>Accountable Department:</b>   | <b>Finance – Accounting Services<br/>Corporate Services</b>   |                   |
| <b>Resources Needed:</b>   | <p>Casual payroll staff hours to assist in making this happen as it is incremental to the staffing needed to process payroll on a biweekly basis; worked with our software vendor to get a major upgrade to the software to accommodate distributions which were required in order to offer this product to some of our employees in RCU and Parks and Recreation.</p> <p>There is one further distribution upgrade required to make the web-based time reporting processing more efficient</p> |                   |



## People and Partnerships

**Action:** Webcasting – Livestream Board, EA Service Committee, Committee of the Whole and Oceanside Service Committee meetings **CS-PP-7.1-18**

**Strategic Priority:** Explore webcasting and/or live-streaming of RDN Committee and Board Meetings **7.1**

**Origin:** Strategic Plan 2019-2022 (Resolution # 19-215)  
Resolution # 19-123

**Tasks:** **Status:**

- |                              |          |
|------------------------------|----------|
| 1. Research and testing      | Complete |
| 2. First steam from Qualicum | Complete |

**Accountable Department:** Information Technology and GIS  
Corporate Services

**Resources Needed:**

The initial research required 40 staff hours (40 hrs. X \$40 = \$1600) and streaming the meetings will require additional IT resources to attend the meetings.

## People and Partnerships

**Action:** That the Board web cast Committee of the Whole and Board meetings for a capital cost of \$5,000 plus an annual ongoing cost of \$19,900 per year for streaming and closed captioning services; and further, that staff be directed to track viewership and feedback and report back to the Board in December 2019 to ensure that there is a cost-benefit review of the provision of additional service to the public.

**CS-PP-7.1-19**

|  |   |            |
|--|---|------------|
| <b>Strategic Priority:</b>   | <b>Regional District of Nanaimo Board Live Web Streaming Review</b> | <b>7.1</b> |
| <b>Origin:</b>   | Resolution #19-173  |            |
| <b>Tasks:</b>  | <b>Status:</b>  |            |
| 1. Install camera and infrastructure.  | Complete  |            |
| 2. Purchase and integrate software   | Complete  |            |
| 3. Train IT and admin staff.   | Complete  |            |
| 4. Report on uptake/utilization  | In progress- December 2019  |            |
| <b>Accountable Department:</b>   | <b>Information Services</b><br><b>Corporate Services</b>            |            |
| <b>Resources Needed:</b>   |   |            |
| 60 hours (60 hrs. X \$40 = \$2400) of staff time have been invested in the first 3 tasks |   |            |

## People and Partnerships

**Action:** Provide direct support and training to local stewardship groups to enable community watershed monitoring and restoration activities to enhance stream health across the region including implementing recommendations from 2018 Trend Analysis report

**RCU-PP-7-20**

**Strategic Priority:** **Related Initiative** **7**

**Origin:** Resolution # 14-276, 18-491

**Tasks:** **Status:**

1. Provide ongoing support for field sampling teams Ongoing

2. Deliver training for 2019 field sampling, in partnership with Provincial staff Complete

**Accountable Department:** **Water and Utility Services**  
**Regional and Community Utilities**

**Resources Needed:**

Operational funds assigned in DWWP budget  
Fits under new Strategic Priority: Seek opportunities to partner with the Provincial and Federal Governments, other government agencies and community stakeholder groups in order to advance strategic plan goals and initiatives.

## People and Partnerships

|                |  |                    |
|----------------|--|--------------------|
| <b>Action:</b> | Provide staff support for the Association of Vancouver Island and Coastal Communities Solid Waste Management Committee | <b>RCU-PP-7-21</b> |
|----------------|--|--------------------|

|                            |                           |          |
|----------------------------|---------------------------|----------|
| <b>Strategic Priority:</b> | <b>Related Initiative</b> | <b>7</b> |
|----------------------------|---------------------------|----------|

|                |                    |
|----------------|--------------------|
| <b>Origin:</b> | Resolution #16-209 |
|----------------|--------------------|

|               |                |
|---------------|----------------|
| <b>Tasks:</b> | <b>Status:</b> |
|---------------|----------------|

|                                |         |
|--------------------------------|---------|
| 1. Provide Support as required | Ongoing |
|--------------------------------|---------|

|                                |  |
|--------------------------------|--|
| <b>Accountable Department:</b> | <b>Solid Waste Services</b><br><b>Regional and Community Utilities</b> |
|--------------------------------|--|

### Resources Needed:

\$1,721 contribution from the 2019 Solid Waste Budget  
Solid Waste staff support for ongoing committee work

| People and Partnerships   |   |               |
|---|---|---------------|
| Action:   | Complete Coastal First Nations Art Project  | SCD-PP-7.4-22 |
| Strategic Priority:   | Continue to Build and enhance relationships with first nations based on the specific needs of each communities' leaders | 7.4           |
| Origin:   | Resolution # 16-343, 15-523   |               |
| Tasks:  | Status:   |               |
| 1. Organize Art Selection Committee meeting to determine a recommendation to be made to the RDN Board   | Complete  |               |
| 2. Bring a report to the Board seeking endorsement on the Art Selection Committee's recommendation  | Complete  |               |
| 3. Install Art Pieces   | Complete - May 31, 2019   |               |
| Accountable Department:   | Strategic Initiatives<br>Strategic and Community Development  |               |
| Resources Needed:   |   |               |
| This project has been completed, resources were accounted for in the 2019 financial plan<br>At this time future financial considerations are not needed for the installation of art |   |               |

| People and Partnerships                              |   |            |
|--|---|------------|
| Action:  | Implement use of a maintenance and service request software | RP-PP-7-23 |
| Strategic Priority:                                  | Related Initiative  | 7          |
| Origin:  | Department Performance Measure                              |            |
| Tasks:   | Status:   |            |
| 1. Purchase maintenance and service request software | Complete  |            |
| 2. Input data  | Complete  |            |
| 3. Train staff on use of software                    | Complete  |            |
| Accountable Department:                              | Parks Services<br>Recreation and Parks Services             |            |
| Resources Needed:                                    |   |            |
| This project is complete                             |   |            |

## People and Partnerships

**Action:** Complete implementation of new web-based software to enhance customer services offered through internet (Vadim Online) including online payments **CS-PP-7-24**

**Strategic Priority:** **Related Initiative** **7**

**Origin:** Department Performance Measure

**Tasks:** **Status:**

- |  |          |
|--|----------|
| 1. Set up online payment portal for Building Inspection fees | Complete |
|--|----------|

**Accountable Department:** **Finance – Accounting Services**  
**Corporate Services**

**Resources Needed:**

This project is completed

| People and Partnerships  |  |             |
|--|--|-------------|
| Action:  | RDN & Fire Departments to work to develop recognition programs for Fire Department members and employers | TEP-PP-7-25 |
| Strategic Priority:  | Related Initiative   | 7           |
| Origin:  | Regulatory Requirement<br>Fire Department Compliance<br>Firefighter Competency and Training Playbook     |             |
| Tasks:   | Status:  |             |
| 1. Develop recognition programs for Fire Department members and employers. | Complete   |             |
| Accountable Department   | Fire Services<br>Transportation and Emergency Planning Services  |             |
| Resources Needed:  |  |             |
| As per 2019 Financial Plan   |  |             |



| People and Partnerships   |  |             |
|---|--|-------------|
| Action:   | Attend Fire Department Practices, Society Board meetings and hosting RDN Fire Chief meetings | TEP-PP-7-26 |
| Strategic Priority:   | Related Initiative   | 7           |
| Origin:   | Regulatory Requirement<br>Department Performance Measure                                     |             |
| Tasks:  | Status:  |             |
| 1. Attend Fire Department Practices, Society Board meetings and hosting RDN Fire Chief meetings | Ongoing  |             |
| Accountable Department  | Fire Services<br>Transportation and Emergency Services                                       |             |
| Resources Needed:   |  |             |
| As per 5 year financial plan  |  |             |

| People and Partnerships  |  |                    |
|--|--|--------------------|
| <b>Action:</b>   | Exceed 90% response rate to telephone and online complaints within 24 hours by adjusting resource levels | <b>SCD-PP-7-27</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>  | <b>7</b>           |
| <b>Origin:</b>   | Department Performance Measure   |                    |
| <b>Tasks:</b>  | <b>Status:</b>   |                    |
| 1. Adjust resource levels to address increases in complaint volume | Complete July 2019 (hired TFT Bylaw Officer to support department)                                       |                    |
| <b>Accountable Department:</b>                                     | <b>Bylaw Services<br/>Strategic and Community Development</b>  |                    |
| <b>Resources Needed:</b>   |  |                    |
| This project is completed  |  |                    |

| People and Partnerships  |   |             |
|--|---|-------------|
| Action:  | Continue focus on resolving infractions through pro-active enforcement of the building bylaw and public awareness | SCD-PP-7-28 |
| Strategic Priority:  | Related Initiative  | 7           |
| Origin:  | Department Performance Indicator  |             |
| Tasks:   | Status:   |             |
| 1. Pro-active enforcement of the building bylaw (stop work orders)   | Ongoing   |             |
| 2. Raise public awareness of building regulations in the RDN through website information and printed materials | Ongoing   |             |
| Accountable Department:  | Building and Bylaw Services<br>Strategic and Community Development  |             |
| Resources Needed:  |   |             |
| Ongoing task in department work plans  |   |             |

| People and Partnerships  |  |             |
|--|--|-------------|
| Action:  | Promote interagency cooperation and working protocols              | SCD-PP-7-29 |
| Strategic Priority:  | Related Initiative   | 7           |
| Origin:  | Departmental Performance Indicator                                 |             |
| Tasks:   | Status:  |             |
| 1. Ongoing participation in key inter-agency meetings with RCMP, ALC and RDN member municipalities |  | Ongoing     |
| Accountable Department   | Building and Bylaw Services<br>Strategic and Community Development |             |
| Resources Needed:  |  |             |
| Ongoing in department work plans   |  |             |

| People and Partnerships   |   |             |
|---|---|-------------|
| Action:   | Update website information and printed material to increase public awareness of regulatory bylaws | SCD-PP-7-30 |
| Strategic Priority:   | Related Initiative  | 7           |
| Origin:   | Department Performance Indicator  |             |
| Tasks:  | Status:   |             |
| 1. Encourage use of public portal for complaints through website and printed material | Ongoing   |             |
| Accountable Department:   | Building and Bylaw Services<br>Strategic and Community Development                                |             |
| Resources Needed:   |   |             |
| Current staff, engagement and communications coordinators. Included in 2019 budget    |   |             |

| People and Partnerships  |   |             |
|--|---|-------------|
| Action:  | Develop and deliver Strategic Planning Session after 2018 civic election. | SCD-PP-7-31 |
| Strategic Priority:  | Related Initiative  | 7           |
| Origin:  | Regulator Requirement<br>Organization Performance Indicator               |             |
| Tasks:   | Status:   |             |
| 1. Logistics and Preparation                                     | Completed   |             |
| 2. Board Orientation   | Completed   |             |
| 3. Deliver Strategic Planning Sessions                           | Completed   |             |
| 4. Draft Strategic Plan  | Completed   |             |
| 5. Approval of Strategic Plan                                    | Completed – Approved May 28, 2019   |             |
| 6. Implementation of Strategic Plan                              | Complete  |             |
| 7. Annual Board Review and reflect on Strategic Plan Initiatives | Ongoing   |             |
| Accountable Department:  | Strategic Initiatives<br>Strategic and Community Development              |             |
| Resources Needed:  |   |             |
| Project Completed  |   |             |

| People and Partnerships  |  |             |
|--|--|-------------|
| Action:  | Maintain relationships with development community (CHBA, BOABC) to improve knowledge of inspection services and requirements | SCD-PP-7-32 |
| Strategic Priority:  | Related Initiative   | 7           |
| Origin:  | Regulatory Requirement   |             |
| Tasks:   | Status:  |             |
| 1. Continue membership in CHBA   | Ongoing  |             |
| Accountable Department:  | Building Services<br>Strategic and Community Development   |             |
| Resources Needed:  |  |             |
| This is an ongoing department task and is accounted for in existing staff business plans |  |             |

| People and Partnerships    |  |             |
|----------------------------|--|-------------|
| Action:                    | Ensure Agreements for Emergency Services are in place.   | TEP-PP-7-33 |
| Strategic Priority:        | Related Initiative   | 7           |
| Origin:                    | Regulatory Requirement   |             |
| Tasks:                     | Status:  |             |
| 1.                         | Continue relations with regional partners to ensure continuation of current agreements and contracts | In Progress |
| 2.                         | Develop operational guidelines to supplement the Regional Emergency Management Agreement             | In Progress |
| 3.                         | Add additional Supplier Agreements for food, clothing and shelter during an emergency                | In progress |
| 4.                         | Add Livestock Sheltering agreements to the south   | In progress |
| 5.                         | Increase reception Centre capacity on Gabriola   | In Progress |
| 6.                         | Finalize community policing Agreements   | In Progress |
| Accountable Department:    | Emergency Planning Services<br>Transportation and Emergency Services                                 |             |
| Resources Needed:          |  |             |
| As per 2019 Financial Plan |  |             |



| People and Partnerships                            |   |            |
|--|---|------------|
| Action:  | Complete implementation of meeting management software (eSCRIBE) through use of portal for meeting participants | CS-PP-7-34 |
| Strategic Priority:                                | Related Initiative  | 7          |
| Origin:  | Department Performance Indicator  |            |
| Tasks:   | Status:   |            |
| 1. Acquire and test necessary apps and app updates | Complete  |            |
| 2. Host Training for Senior Management Group       | Complete  |            |
| 3. Training for Elected Officials                  | Complete  |            |
| Accountable Department:                            | Legislative Services<br>Corporate Services  |            |
| Resources Needed:                                  |   |            |
| This action item is complete                       |   |            |

| People and Partnerships   |  |             |
|---|--|-------------|
| Action:   | Combine operational guidelines for consistency with all fire departments and that can be routinely updated from one source, i.e. RDN | TEP-PP-7-35 |
| Strategic Priority:   | Related Initiative   | 7           |
| Origin:   | Regulatory Requirement<br>Fire Department Compliance<br>Firefighter Competency and Training Playbook                                 |             |
| Tasks:  | Status:  |             |
| 1. Combine operational guidelines for consistency across all fire departments | Complete   |             |
| Accountable Department:   | Fire Services<br>Transportation and Emergency Services   |             |
| Resources Needed:   |  |             |
| This project is completed   |  |             |

| People and Partnerships                                       |   |                    |
|---|---|--------------------|
| <b>Action:</b>  | Coordinate staff working sessions on organizational development to further implement workplace cultural change  | <b>SCD-PP-7-36</b> |
| <b>Strategic Priority:</b>                                    | <b>Related Initiative</b>   | <b>7</b>           |
| <b>Origin:</b>  | Organizational Performance Indicator  |                    |
| <b>Tasks</b>  | <b>Status</b>   |                    |
| 1. Deliver Values Workshop                                    | Complete  |                    |
| 2. Deliver Leadership Workshop                                | Complete  |                    |
| 3. Deliver Innovation Workshop                                | Complete  |                    |
| 4. Deliver Strategic Planning Workshop                        | Complete  |                    |
| 5. Deliver Project Management Workshop                        | Complete  |                    |
| 6. Ongoing organization wide training and development session | In Progress - HR  |                    |
| <b>Accountable Department:</b>                                | <b>Strategic Initiatives<br/>Strategic and Community Development</b>  |                    |
| <b>Resources Needed:</b>                                      | <p>This action item has been completed in 2019 – and similar projects may be identified through the new Strategic Plan going forward.</p> <p>Corporate Services' Human Resources department to offer ongoing organizational learning and engagement</p> |                    |

## Social Well-Being

### Section Contents

MAKE THE REGION A SAFE AND VIBRANT PLACE FOR ALL, WITH A FOCUS ON CHILDREN AND FAMILIES IN PLANNING AND PROGRAMS

#### 8.1 Update the Parks and Trails Master Plan, including funding options for parkland acquisition and development

| Action #                      | Action Description   | Status  |            |
|-------------------------------|--|---------|------------|
| <a href="#">RP-SWB-8.1-01</a> | Develop Parks and Trails Strategic Plan  | Ongoing | Sept 2020  |
| <a href="#">RP-SWB-8.1-02</a> | Parkland Development Cost Charges review 2019-2020                               | Planned | March 2020 |
| RP Future                     | Design and build next phase of Arrowsmith Community Trails                       | Planned | 2020       |
| RP Future                     | Build the La Salva Trail   | Planned | 2019       |
| <a href="#">RP-SWB-8.1-03</a> | Plan/develop the Big Qualicum-Alberni-Clayoquot Regional District Regional Trail | Ongoing | 2020       |

#### 8.2 Prepare a Social Needs Assessment study, which identifies the broad range of social service providers at the local level, and develop a strategy to identify the RDN's role where appropriate

| Action #                       | Action Description   | Status      |      |
|--------------------------------|--|-------------|------|
| <a href="#">SCD-SWB-8.2-04</a> | Support Childcare Needs Assessment led by the City of Nanaimo and review results   | Ongoing     | 2020 |
| TES Future                     | Revisit Transit Services Feasibility Study for unserved electoral area village centers and real areas from an economic and social welfare lens | Planned     | 2020 |
| <a href="#">SCD-SWB-8.2-05</a> | Consider in-house Social Planning expertise to address emerging service needs  | Future      | 2021 |
| <a href="#">SCD-SWB-8.2-06</a> | Oceanside Community Health Needs Assessment & Review the future of Oceanside Community Health Network  | In Progress | 2020 |

#### Related Initiatives

| Action #                     | Action Description  | Status      |           |
|------------------------------|---|-------------|-----------|
| <a href="#">RP-SWB-8-07</a>  | Creation of concept plans for the Stone Lake Drive Natural Play Space project proceed with the assistance of the Focus Group  | Ongoing     | 2020      |
| <a href="#">RP-SWB-8-08</a>  | Review expansion of Ravensong Aquatic Centre  | In Progress | 2019      |
| <a href="#">RP-SWB-8-09</a>  | Complete the initiatives outlined within the Age Friendly Communities grant, namely the creation, maintenance and promotion of the digital recreation services map for the Oceanside region.                                | In Progress | 2020      |
| <a href="#">RP-SWB-8-10</a>  | That staff provide a draft Terms of Reference document to guide a Recreation Needs Assessment within Electoral Area A to the Electoral Area A Parks, Recreation and Culture Commission for review at the June 2019 meeting. | In Progress | 2019      |
| <a href="#">RP-SWB-8-11</a>  | Site and facility plan for new Meadowood Community Park and Community Centre.   | Ongoing     | 2020      |
| <a href="#">TEP-SWB-8-12</a> | Achieve Emergency Operation Center and Reception Centre Operational Readiness   | Ongoing     | Nov 2019  |
| <a href="#">TEP-SWB-8-13</a> | Ensure all Emergency Planning Documents are up to date  | Ongoing     | Sept 2019 |
| <a href="#">RP-SWB-8-14</a>  | Complete Huxley Park Phase II planning and construction   | Ongoing     | June 2021 |
| <a href="#">RP-SWB-8-15</a>  | Create design for Anders Dorrit Community Park  | Ongoing     | Dec 2019  |
| RP Future                    | Review Siting of racquetball courts at Jack Bagley Park   | In Progress | 2019      |
| <a href="#">RP-SWB-8-16</a>  | Wicklow West Community Park land exchange   | Ongoing     | 2020      |

|                              |   |  |                 |
|------------------------------|---|--|-----------------|
| <a href="#">RP-SWB-8-17</a>  | Nanaimo River Bridge Crossing on Modern Colliery Trail  | Ongoing  | 2023            |
| <a href="#">RP-SWB-8-18</a>  | Replacement of bridge crossing over Little Qualicum River Regional Park   | Ongoing  | 2020            |
| <a href="#">RP-SWB-8-19</a>  | Design and Construct Access Improvements for Benson Creek Falls   | Planned  | June 2020       |
| TES Future                   | 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. | On-Hold<br><i>Undergoing Provincial Review</i> | Spring 2020     |
| <a href="#">RP-SWB-8-20</a>  | Determine direction for Little Qualicum Hall  | Ongoing  | 2020            |
| RP Future                    | Determine the feasibility of a partnership in the development and operation of an outdoor multi-sport complex in District 69.   | Pending  | Board Direction |
| <a href="#">TES-SWB-8-21</a> | Complete and implement fire governance review   | In Progress                                    | 2020            |

### 2019 Actions and Accomplishments

|   |   |                              |                                     |
|---|---|------------------------------|-------------------------------------|
| <a href="#">SCD-SWB-8-22</a>            | That pending project approval from the Union of BC Municipalities, staff be directed to complete an agreement with the Gabriola Community Hall Association for up to \$25,000 from the Electoral Area B Community Works Fund allocation as a matching contribution towards roof upgrades for the Gabriola Community Hall. | Complete<br><i>(Ongoing)</i> | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-23</a>             | Continue to execute PLAY Oceanside initiatives. PLAY Oceanside is a community working group with the goal of raising awareness of the Physical Literacy and Sport for Life philosophies and the associated benefits.  | Ongoing                      | Department Plans                    |
| RP Complete                             | Surface David Lundine Trail   | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">TEP-SWB-8-24</a>            | Ensure awareness of Emergency Services programs   | Ongoing                      | Department Work Plans               |
| <a href="#">RP-SWB-8-25</a>             | Complete cost/benefit analysis on school facility use for community recreation and culture programming purposes   | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-26</a>             | Develop implementation strategy for Oceanside Recreation Services Master Plan specific to northern community recreation services  | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-27</a>             | Expand outdoor park programming to include all regional parks   | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-28</a>             | Undertake Master Planning process for Errington Community Park  | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-29</a>             | Trans Canada Trail (Cassidy) – Parking and trail realignment  | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-30</a>             | Mount Benson parking design and construction  | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-31</a>             | Design and construct the Moorecroft Washroom and remove Miss Moore's cabin  | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-32</a>             | Construct Phase I of Dunsmuir Community Park  | Complete                     | <input checked="" type="checkbox"/> |
| <a href="#">RP-SWB-8-33</a>             | Build Beach Access Stairs at Driftwood Road   | Complete                     | <input checked="" type="checkbox"/> |
| TES Complete                            | Prepare a report on the steps required to undertake a wildfire interface fuel inventory for Electoral Areas   | Complete                     | <input checked="" type="checkbox"/> |
| RP Complete                             | Development of new Regional Parks and Trails Master Plan  | Updated                      | Now 2019-2022 Goal 8.1              |
| <b>2018 Actions and Accomplishments</b> |   |                              |                                     |
| RCU Complete                            | Develop design standards for street lighting systems for consistency, and to improve the quality, efficiency and resident safety in RDN street lighting service areas   | Complete                     | <input checked="" type="checkbox"/> |

|                             |   |                       |                                     |
|-----------------------------|---|-----------------------|-------------------------------------|
| <a href="#">RP-SWB-8-34</a> | Execute the initiatives funded by way of the Island Health's Plan H - Community Wellness Grant; community recreation facility accessibility review, community partners facility fee and booking policy report, expansion of the Prescriptions for Health program, establishment of the 'She's in Nature' program and installation of passive recreation amenities | Complete              | <input checked="" type="checkbox"/> |
| RP Complete                 | Promote healthy seniors' through active living and social engagement.   | Complete<br>(Ongoing) | <input checked="" type="checkbox"/> |

| Social Well-Being                                       |   |               |
|---|---|---------------|
| Action:   | Develop Parks and Trails Strategic Plan   | RP-SWB-8.1-01 |
| Strategic Priority:                                     | Update the Parks and Trails Master Plan, including funding options for parkland acquisition and development | 8.1           |
| Origin:   | Strategic Plan 2019-2022 (Resolution # 19-215)<br>Resolution # 19-201                                       |               |
| Tasks:  | Status:   |               |
| 1. Issue RFP  | Complete  |               |
| 2. Hire Consultant                                      | Complete  |               |
| 3. Develop Plan   | June 2020   |               |
| 4. Report to Regional Board                             | September 2020  |               |
| Accountable Department:                                 | Parks Services<br>Parks Operations and Capital Projects<br>Recreation and Parks Services                    |               |
| Resources Needed:                                       |   |               |
| Funds allocated in the Regional Parks Operations Budget |   |               |

| Social Well-Being  |  |               |
|--|--|---------------|
| Action:  | Parkland Development Cost Charges review 2019-2020   | RP-SWB-8.1-02 |
| Strategic Priority:                                      | Update the Parks and Trails Master Plan, including funding options for parkland acquisition and development                          | 8.1           |
| Origin:  | Strategic Plan 2019-2022(Resolution # 19-215)<br>Parks DCC Bylaw 1619<br>Resolution # 19-207, 19-172, 19-125, 19-124, 19-090, 18-241 |               |
| Tasks:   | Status:  |               |
| 1. Hire Consultant                                       | Complete   |               |
| 2. Under take study                                      | Sept 2019 – March 2020   |               |
| 3. Report to Regional Board                              | March 2020   |               |
| Accountable Department:                                  | Parks Services<br>Parks Operations and Capital Projects<br>Recreation and Parks Services   |               |
| Resources Needed:  |  |               |
| Staff time.<br>Project funded in 2019 operational budget |  |               |



| Social Well-Being  |   |               |
|--|---|---------------|
| Action:  | Plan/develop the Big Qualicum-Alberni-Clayoquot Regional District Regional Trail                            | RP-SWB-8.1-03 |
| Strategic Priority:  | Update the Parks and Trails Master Plan, including funding options for parkland acquisition and development | 8.1           |
| Origin:  | Resolution # 16-767   |               |
| Tasks:   | Status:   |               |
| 1. Work with Ministry of Transportation and Infrastructure to resolve survey issues. | In Progress   |               |
| 2. Initiate Section 107 plan process and complete.                                   | 2021  |               |
| Accountable Department:  | Parks Services<br>Recreation and Parks Services   |               |
| Resources Needed:  |   |               |
| Funds allocated in 2021, estimate \$750, 000.  |   |               |

| Social Well-Being   |   |                |
|---|---|----------------|
| Action:   | Support Childcare Needs Assessment led by the City of Nanaimo and review results  | SCD-SWB-8.2-04 |
| Strategic Priority:   | Prepare a Social Needs assessment study, which identifies the broad range of social service providers at the local level, and develop a strategy to identify the RDN’s role where appropriate | 8.2            |
| Origin:   | Resolution # 19-064<br>2019 Strategic Plan Alignment Review (Resolution #19-258)  |                |
| Tasks:  | Status:   |                |
| 1. Monitor project  | 2019  |                |
| Accountable Department:   | Long Range Planning and Energy & Sustainability<br>Strategic and Community Development  |                |
| Resources Needed:   |   |                |
| Long Range Planning Staff are to monitor the status of the City of Nanaimo’s project and report back on recommendations |   |                |

| Social Well-Being  |   |                |
|--|---|----------------|
| Action:  | Consider in-house Social Planning Expertise to address emerging service needs   | SCD-SWB-8.2-05 |
| Strategic Priority:  | Prepare a Social Needs Assessment study, which identifies the broad range of social service providers at the local level, and develop a strategy to identify the RDN’s role where appropriate | 8.2            |
| Origin:  | Strategic Plan 2019-2022(Resolution # 19-215)<br>2019 Strategic Plan Alignment Review (Resolution #19-258)  |                |
| Tasks:   | Status:   |                |
| 1. Prepare business case   | Planned 2020  |                |
| Accountable Department:  | Long Range Planning<br>Strategic and Community Development  |                |
| Resources Needed:  |   |                |
| Consideration in 2020 financial plan for \$60, 000 for professional fees |   |                |

| Social Well-Being              |  |                |
|--------------------------------|--|----------------|
| <b>Action:</b>                 | Work with Island Health to manage the Oceanside Health and Wellness Network Coordinator  | SCD-SWB-8.2-06 |
| <b>Strategic Priority:</b>     | <b>Related Initiative</b>  | <b>8</b>       |
| <b>Origin:</b>                 | Resolution # 13-609, 15-500, 15-555, 18-393, 19-344  |                |
| <b>Tasks:</b>                  | <b>Status:</b>   |                |
| 1. Manage coordinator contract | Ongoing  |                |
| <b>Accountable Department:</b> | <b>Long Range Planning<br/>Strategic and Community Development</b>   |                |
| <b>Resources Needed:</b>       | <p>Ongoing communication with Island Health is part of departmental workplans regional Districted entered into a 3 year contract with Island Health from November 1, 2018 to October 31, 2021 to administer funds for subcontracting the Oceanside Health and Wellness Network &amp; that staff hire the contractor (with funds provided by Island Health).</p> <p>The Regional District of Nanaimo enter into a three-year contract with Island Health, from November 1, 2018 to October 31, 2021, to administer funds for subcontracting a Coordinator for the Oceanside Health and Wellness Network</p> |                |

## Social Well-Being

**Action:** Creation of concept plans for the Stone Lake Drive Community Park Natural Play Space project proceed with the assistance of the Focus Group **RP- SWB-8-07**

**Strategic Priority:** **Related Initiative** **8**

**Origin:** Resolution # 18-470

**Tasks:** **Status:**

1. Hold focus group Complete

2. Create Concept Plan Underway

**Accountable Department** **Park Services**  
**Recreation and Parks Services**

**Resources Needed:**

Staff time. Construction funded by Community Works Funds  
Included in 2019 Financial plans

| Social Well-Being  |   |             |
|--|---|-------------|
| Action:  | Review expansion of Ravensong Aquatic Centre                              | RP-SWB-8-08 |
| Strategic Priority:  | Relate Initiatives  | 8           |
| Origin:  | Resolution # 18-151, 16-291, 13-857                                       |             |
| Tasks:   | Status:   |             |
| 1. Complete and Present Implementation Strategy (IS) recommendation to RDN Board and Oceanside Services Committee  | Complete  |             |
| 2. Develop IS and present to RDN Board and Oceanside Services Committee  | Complete  |             |
| 3. Have available within the financial plan funding to pursue master plan related initiatives upon Board direction   | \$270,000 available in 2019/2020 for design work and borrowing referendum |             |
| 4. Develop a RFP for aquatic concept design and project planning work.   | Completed, August, 2019   |             |
| 5. Present staff report on RFP results and recommendations to RDN Board and Oceanside Services Committee   | Complete September 2019   |             |
| Accountable Department:  | Recreation Services<br>Recreation and Parks Services                      |             |
| Resources Needed:  |   |             |
| Staff time (GM, Manager of Recreation Services, Superintendent of Aquatic Services, relevant staff time from Finance, Legislative, Services, etc.) to implement Board direction<br>Amount of time will depend on scope of project. |   |             |

## Social Wellbeing

**Action:** Complete the initiatives outlined within the Age Friendly Communities grant, namely the creation, maintenance and promotion of the digital recreation services map for the Oceanside region. **RP-SWB-8-09**

**Strategic Priority:** **Related Initiative** **8**

**Origin:** 2019 - 2029 Oceanside Recreation Services Master Plan Resolution # 18-488

| <b>Tasks:</b>   | <b>Status:</b>   |
|---|--|
| 1. Working with community action group to gather recreation services inventory data (summer 2019) | In process completed by end of August 2019                   |
| 2. Work with GIS department to input data into online platform (winter 2020)                      | Not yet started, to be completed by end Q1, 2020             |
| 3. Promote new online platform (spring 2020)  | Not yet started, to be completed by end Q2, 2020             |
| <b>Accountable Department:</b>  | <b>Recreation Services<br/>Recreation and Parks Services</b> |

### Resources Needed:

Project funded to \$25,000 (existing grant funding of \$17,500 to continue to the end of Task 3. \$8,000 funded from 2019 Financial Plan.

Continuation of staff time (approx. 25 hours, (Adult Programmer, Superintendent of Recreation Program Services) to complete Task 3.

Resources required maintaining online platform still to be determined through project and after Task 2 and not expected to be significant.

## Social Well-Being

**Action:** That staff provide a draft Terms of Reference document to guide a Recreation Needs Assessment within Electoral Area A to the Electoral Area A Parks, Recreation and Culture Commission for review at the June 2019 meeting. **RP-SWB-8-10**

**Strategic Priority:** **Related Initiative** **8**

**Origin:** Resolution # 19-169

| <b>Tasks:</b>   | <b>Status:</b>                            |
|---|---|
| 1. Area A Commission approved staff report outlining RFSQ for inventory of recreation services, facilities and programs | Complete                                  |
| 2. Issue RFSQ July 2019   | In progress                               |
| 3. Conduct inventory in summer/fall 2019  | Not yet started – To be completed 2019 Q4 |
| 4. Report findings to Area A Commission November  | Not yet started – To be completed Q4 2019 |

**Accountable Department:** **Recreation Services**  
**Recreation and Parks Services**

**Resources Needed:**

Staff time to manage contractor, draft final report 10 hours  
Financial resources \$10-20K



| Social Well Being  |   |             |
|--|---|-------------|
| Action:  | Site and facility plan for new Meadowood Community Park and Community Centre. | RP-SWB-8-11 |
| Strategic Priority:  | Related Initiative  | 8           |
| Origin:  | Resolution # 16-492   |             |
| Tasks:   | Status:   |             |
| 1. Complete detailed design and cost estimates and Report to Board | In Progress   |             |
| 2. Prepare construction drawings and tender project                | Not Started   |             |
| Accountable Department:  | Recreation and Parks Services   |             |
| Resources Needed:  |   |             |
| Current initiative progress included in current financial year.    |   |             |

| Social Well-Being   |  |              |
|---|--|--------------|
| Action:   | Achieve Emergency Operations Center (EOC) and Reception Centre Operational Readiness | TEP-SWB-8-12 |
| Strategic Priority:   | Related Initiative   | 8            |
| Origin:   | Regulatory Requirement   |              |
| Tasks:  | Status:  |              |
| 1. Establish agreement for D68 ESS  | (Merged with new goal to develop ESS capacities in Electoral Areas A & C)            |              |
| 2. Develop Emergency Social Service (ESS) capacity in Electoral Area A & C                                  | In Progress  |              |
| 3. Host Seasonal Readiness Meetings   | Ongoing  |              |
| 4. Meet and provide training on evacuation processes with RCMP, Search and Rescue and other stakeholders    | In Progress  |              |
| 5. Provide additional training to Policy Group for emergency activation with checklist and activation drill | Complete November 2018   |              |
| 6. Revise Neighborhood Emergency Preparedness Program (NEPP) for new program in Spring 2018                 | Complete   |              |
| 7. Develop Emergency Communications trailer   | In Progress  |              |
| 8. Develop group lodging strategy   | In progress  |              |
| Accountable Department:   | Emergency Planning Services<br>Transit and Emergency Services                        |              |
| Resources Needed:   |  |              |
| UBCM Community Emergency Preparedness Fund 2020 EOC and ESS grants  |  |              |

| Social Well-Being  |   |              |
|--|---|--------------|
| Action:  | Ensure all Emergency Planning Documents are up to date.                           | TEP-SWB-8-13 |
| Strategic Priority:  | Related Initiative  | 8            |
| Origin:  | Regulatory Requirement  |              |
| Tasks:   | Status:   |              |
| 1. Develop training plans for 2018 and 2019  | Complete  |              |
| 2. Develop training and exercise program as an annex to the emergency plan                         | In Progress   |              |
| 3. Develop evacuation plans for Corcan, Meadowood, Sea Blush, Morello neighborhoods                | In Progress   |              |
| 4. Continue the National Disaster Mitigation Program Flood Risk Analysis                           | In Progress – Phase 1 to be complete September 30, 2019. Phase 2 to commence 2020 |              |
| 5. Hold Emergency Activation drills for EOC, ESS, Reception Centre’s, and Emergency Communications | Complete (ongoing every year)   |              |
| 6. Update Emergency Plan to reflect new evacuation plans and other preparedness documents          | In Progress   |              |
| 7. Update Hazard, Risk and Vulnerability Analysis (HRVA) to inform Emergency Plan                  | In Progress, November 2019  |              |
| 8. Update emergency program bylaws   | Complete  |              |
| Accountable Department:  | Emergency Planning Services<br>Transit and Emergency Services                     |              |
| Resources Needed:  |   |              |
| As per 2019 Financial Plan   |   |              |

| Social Well-Being  |  |                    |
|--|--|--------------------|
| <b>Action:</b>   | Complete Huxley Park Phase II planning and construction  | <b>RP-SWB-8-14</b> |
| <b>Strategic Priority:</b>                                       | <b>Related Initiative</b>  | <b>8</b>           |
| <b>Origin:</b>   | Resolution # 19-042, 19-020, 19-021, 19-022, 18-182, 18-181, 18-180, 17-481, 15-368  |                    |
| <b>Tasks:</b>  | <b>Status:</b>   |                    |
| 1. Hire consultant to complete construction drawings and costing | In Progress  |                    |
| 2. Apply to applicable grant programs                            | Complete   |                    |
| 3. Tender project once grant funds received                      | November 2019  |                    |
| 4. Construction  | June 2021  |                    |
| <b>Accountable Department:</b>                                   | <b>Parks Services<br/>Recreation and Parks Services</b>  |                    |
| <b>Resources Needed:</b>   | <p>Funding for Phase II Park design provided through the EA B Community Parks Budget. Construction of Phase II elements which includes a skate park is dependent on receiving grant funding that will be used in combination with Board approved allocated funds from the 2019 and 2020 EA B Community Parks Budget in addition to funds from local fundraising efforts.</p> |                    |

| Social Well-Being   |   |             |
|---|---|-------------|
| <b>Action:</b>  | Create design for Anders Dorrit Community Park          | RP-SWB-8-15 |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>                               | <b>8</b>    |
| <b>Origin:</b>  | Resolution # 14-581                                     |             |
| <b>Tasks:</b>   | <b>Status:</b>  |             |
| 1. Open house/public engagement.  | Complete  |             |
| 2. Submit applications to ALC and MOTI.   | In Progress   |             |
| 3. Tender for detailed design   | December 2019   |             |
| <b>Accountable Department:</b>  | <b>Parks Services<br/>Recreation and Parks Services</b> |             |
| <b>Resources Needed:</b>  |   |             |
| Funds provided in EA 'C' East Wellington Community Parks budget and five year plan. |   |             |

| Social Well-Being                                       |   |             |
|---|---|-------------|
| Action:   | Wicklow West Community Park land exchange       | RP-SWB-8-16 |
| Strategic Priority:                                     | Related Initiative                              | 8           |
| Origin:   | Resolution # 18-217                             |             |
| Tasks:  | Status:   |             |
| 1. Work with developer to submit required forms to MOTI | Complete  |             |
| 2. Carry out disposition of park land                   | On hold as per developer                        |             |
| 3. Work with developer on property transfer             | 2020  |             |
| Accountable Department:                                 | Parks Services<br>Recreation and Parks Services |             |
| Resources Needed:                                       |   |             |
| Pending developer                                       |   |             |

| Social Well-Being  |  |             |
|--|--|-------------|
| Action:  | Nanaimo River Bridge Crossing on Modern Colliery Trail | RP-SWB-8-17 |
| Strategic Priority:  | Related Initiative                                     | 8           |
| Origin:  | Resolution # 16-124                                    |             |
| Tasks:   | Status:  |             |
| 1. Confirm Trail tenure  | In Progress  |             |
| 2. Hire Consultants for studies, design, tender documents      | 2019   |             |
| 3. Carry out studies, design and cost estimates                | 2019/2020/2021   |             |
| 4. Report to Board on design and costs                         | 2021   |             |
| 5. Tender project  | 2022   |             |
| 6. Construction  | 2023   |             |
| Accountable Department:  | Parks Services<br>Recreation and Parks Services        |             |
| Resources Needed:  |  |             |
| Funds identified in the Regional Parks Capital Five Year Plan. |  |             |

| Social Well-Being   |   |             |
|---|---|-------------|
| <b>Action:</b>  | Replacement of bridge crossing over Little Qualicum River Regional Park | RP-SWB-8-18 |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>   | <b>8</b>    |
| <b>Origin:</b>  | Resolution # 17-386   |             |
| <b>Tasks:</b>   | <b>Status:</b>  |             |
| 1. RFP for design services  | Complete  |             |
| 2. Design and costing   | Complete  |             |
| 3. Report to Board on design and costs                                | Complete  |             |
| 4. Tender project   | 2019  |             |
| 5. Construction   | 2020  |             |
| <b>Accountable Department:</b>  | <b>Parks Services<br/>Recreation and Parks Services</b>                 |             |
| <b>Resources Needed:</b>  |   |             |
| Funds for construction allocated in the Regional Capital 5 year plan. |   |             |



| Social Well Being  |  |             |
|--|--|-------------|
| Action:  | Design and Construct Access Improvements for Benson Creek Falls                          | RP-SWB-8-19 |
| Strategic Priority:  | Related Initiative   | 8           |
| Origin:  | Resolution # 18-497  |             |
| Tasks:   | Status:  |             |
| 1. Apply for Grant Funding   | Underway   |             |
| 2. Detailed design   | Underway   |             |
| 3. Tender for Construction   | November 2019  |             |
| 4. Construction  | June 2020  |             |
| Accountable Department:  | Parks Services<br>Parks Operations and Capital Projects<br>Recreation and Parks Services |             |
| Resources Needed:  |  |             |
| Funds allocated through both the Regional Parks Operations and Regional Capital Five Year Plans. |  |             |

| Social Well Being                               |  |             |
|---|--|-------------|
| <b>Action:</b>                                  | Determine the course of action for the Little Qualicum Hall  | RP-SWB-8-20 |
| <b>Strategic Priority:</b>                      | <b>Related Initiative</b>  | <b>8</b>    |
| <b>Origin:</b>                                  | Resolution # 18-295, 17-600, 17-158, 16-059, 13-423  |             |
| <b>Tasks:</b>                                   | <b>Status:</b>   |             |
| 1. Complete engineering study and consultation. | Complete   |             |
| 2. Prepare construction plans.                  | Complete   |             |
| 3. Undertake upgrades                           | Underway   |             |
| <b>Accountable Department:</b>                  | <b>Parks Services<br/>Recreation and Parks Services</b>  |             |
| <b>Resources Needed:</b>                        | <p>Community Works Funds approved for upgrades to the facility located at community park in Dashwood. Park staff resources provided for project management.</p> <p>\$170,000 in Community Works Funds is provided to undertake safety and accessibility upgrades to the Little Qualicum Hall and that \$50,000 is budgeted over 2 years to complete the repairs.</p> |             |

| Social Well-Being  |  |              |
|--|--|--------------|
| <b>Action:</b>   | Consider implementing fire governance review   | TEP-SWB-8-21 |
| <b>Strategic Priority:</b>   | <b>Relate Initiatives</b>  | <b>8</b>     |
| <b>Origin:</b>   | Resolution # 15-479, 15-682<br>Fire Department Governance Review: Service Agreement for October 2018 – December 2019   |              |
| <b>Tasks:</b>  | <b>Status:</b>   |              |
| 1. Undertake a review of the governance and administration structure for the fire departments operating within the jurisdiction of the RDN | In progress  |              |
| 2. Implement recommendations for how the RDN should structure and manage their responsibility for delivery of fire services                | Projected to start early 2020  |              |
| <b>Accountable Department:</b>   | <b>Fire Services<br/>Transportation and Emergency Services</b>   |              |
| <b>Resources Needed:</b>   | No additional resources are required, as consulting is included in Financial Plan<br>RDN engaged consultant Dave Mitchell to undertake a review of fire governance and administration structure for the Fire Departments operating in RDN Jurisdiction |              |

## Social Well-Being

**Action:** That pending project approval from the Union of BC Municipalities, staff be directed to complete an agreement with the Gabriola Community Hall Association for up to \$25,000 from the Electoral Area B Community Works Fund allocation as a matching contribution towards roof upgrades for the Gabriola Community Hall

**SCD-SWB-8-22**

|   |   |          |
|---|---|----------|
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>   | <b>8</b> |
| <b>Origin:</b>  | Resolution # 19-090   |          |
| <b>Tasks:</b>   | <b>Status:</b>  |          |
| 1. Gain project approval  | Complete  |          |
| 2. Create Agreement   | Complete  |          |
| <b>Accountable Department:</b>  | <b>Strategic Initiatives</b><br><b>Strategic and Community Development</b><br><b>Finance</b><br><b>Corporate Services</b> |          |
| <b>Resources Needed:</b>  |   |          |
| Gabriola Community Hall, Electoral Area B Community Works Funds - Action Item has been completed: Direction for funding approval in relation to grants is an ongoing task that is accounted for in the annual work plans for the Finance department |   |          |

## Social Wellbeing

**Action:** Continue to execute PLAY Oceanside initiatives. PLAY Oceanside is a community working group with the goal of raising awareness of the Physical Literacy and Sport for Life philosophies and the associated benefits. **RP-SWB-8-23**

**Strategic Priority:**

**Related Initiative**

**8**

**Origin:**

Consulting and General Services Contract between Sport for Life Society and RDN

**Tasks:**

**Status:**

- |   |         |
|---|---------|
| 1. Continue to attend community partners' roundtable meetings               | Ongoing |
| 2. Promote the benefits of Physical Literacy                                | Ongoing |
| 3. Continue to offer programs that support the concept                      | Ongoing |
| 4. Continue to train front line programming team staff on Physical Literacy | Ongoing |

**Accountable Department:**

**Recreation Services  
Recreation and Parks Services**

**Resources Needed:**

Staff time, Superintendent of Recreation Program Services time to oversee the project.

\$50,000 grant from Sport for Life Society – (already in place). \$35K in direct resources and leadership support (project mentor) and up to \$15K of discretionary funding.

| Social Well-Being  |  |              |
|--|--|--------------|
| Action:  | Ensure awareness of Emergency Services programs                      | TEP-SWB-8-24 |
| Strategic Priority:  | Related Initiative   | 8            |
| Origin:  | Regulatory Requirement   |              |
| Tasks:   | Status:  |              |
| 1. Build on Connect Rocket Mass Notification System enrollment to enhance public use with a target of 20% increase over year prior   | Complete   |              |
| 2. Special Projects Coordinator to attend a minimum of 10 community events/presentations   | Ongoing  |              |
| 3. Utilize public engagement platform Get Involved, and social media such as Facebook and other mediums to deliver public education pieces and enable volunteer interaction on a regional basis. | Ongoing  |              |
| 4. Test mass emergency notification system minimum once per year.  | In progress  |              |
| 5. Promote FireSmart Community Champion Workshop, FireSmart initiatives and home assessments   | In progress  |              |
| Accountable Department:  | Emergency Planning Services<br>Transportation and Emergency Services |              |
| Resources Needed:  |  |              |
| As per 2019 Financial Plan   |  |              |

| Social Well-Being  |   |  |
|--|---|--|
| <b>Action:</b>   | Complete cost/benefit analysis on school facility use for community recreation and culture programming purposes | RP-SWB-8-25  |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b><br>Resolution # 19-169  | <b>8</b>   |
| <b>Origin:</b>   |   |  |
| <b>Tasks:</b>  |   | <b>Status:</b>   |
| 1. Identify potential sites within Area A for public recreation facilities |   | Complete   |
| 2. New Commission has shifted focus to a needs assessment process          |   | Complete   |
| <b>Accountable Department:</b>   |   | <b>Recreation Services</b><br><b>Recreation and Parks Services</b> |
| <b>Resources Needed:</b>   |   |  |
| This project is completed  |   |  |

| Social Well-Being   |  |                    |
|---|--|--------------------|
| <b>Action:</b>  | Develop implementation strategy for Oceanside Recreation Services Master Plan specific to northern community recreation services | <b>RP-SWB-8-26</b> |
| <b>Strategic Priority:</b>  | <b>Related Initiative</b>  | <b>8</b>           |
| <b>Origin:</b>  | Oceanside Recreation Services Master Plan Resolution # 15-494, 19-389, 19-390  |                    |
| <b>Tasks:</b>   | <b>Status:</b>   |                    |
| 1. Complete and Present Implementation Strategy to RDN Board and D69 Rec. Commission.   | Complete   |                    |
| 2. Complete staff report and present to RDN Board and D69 Rec. Commission   | Complete   |                    |
| 3. Develop Implementation Strategy and present to RDN Board and Oceanside Services Committee. Board Resolutions #18-384 (land acquisition for indoor/outdoor sport/recreation complex, #18-3863 (rubberized athletics track)                                      | Complete. RDN Board not moving forward on the IS related to these two projects at this time.                                     |                    |
| 4. Have available within the financial plan funding to pursue master plan related initiatives upon Board direction  | Completed. Funding of \$100,000 in 2019 - 2021 in financial plan and funding of \$120,000 in 2021 for borrowing referendum.      |                    |
| 5. A Board representative sit on the Ballenas Track Upgrade Project Steering Committee  | In Progress  |                    |
| 6. RDN Recreation Staff work in conjunction with School District 69 staff, the Steering Committee, and any necessary consultants to develop a detailed plan   | In Progress  |                    |
| <b>Accountable Department:</b>  | <b>Recreation Services<br/>Recreation and Parks Services</b>   |                    |
| <b>Resources Needed:</b>  |  |                    |
| Staff time (General Manager, Manager of Recreation Services, and applicable Superintendent) to implement the Implementation Strategy. Amount of time will depend on scope of project. Funds for Implementation Strategy already exist within 2019 Financial Plan. |  |                    |



| Social Well-Being                                   |   |             |
|---|---|-------------|
| Action:   | Expand outdoor park programming to include all regional parks | RP-SWB-8-27 |
| Strategic Priority:                                 | Related Initiative  | 8           |
| Origin:   | Oceanside Recreation Services Master Plan                     |             |
| Tasks:  | Status:   |             |
| 1. Develop new outdoor programs.                    | Complete  |             |
| 2. Review spring programs and plan for fall.        | Complete  |             |
| 3. New programs offered in fall Active Living Guide | Complete  |             |
| Accountable Department:                             | Recreation Services<br>Recreation and Parks Services          |             |
| Resources Needed:                                   |   |             |
| This project is completed                           |   |             |

| Social Well-Being  |  |                    |
|--|--|--------------------|
| <b>Action:</b>   | Undertake Master Planning process for Errington Community Park               | <b>RP-SWB-8-28</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>  | <b>8</b>           |
| <b>Origin:</b>   | Electoral Area F – Parks and Open Space Advisory Committee Capital Plan 2019 |                    |
| <b>Tasks:</b>  | <b>Status:</b>   |                    |
| 1. Public consultation and develop concept plan.                       | Complete   |                    |
| 2. Complete costing and phasing options. Undertake studies and survey. | Complete   |                    |
| 3. Hold final open house and refine plan                               | Complete   |                    |
| <b>Accountable Department:</b>   | <b>Parks Services<br/>Recreation and Parks Services</b>                      |                    |
| <b>Resources Needed:</b>   |  |                    |
| This project is completed  |  |                    |

| Social Well-Being                             |  |             |
|---|--|-------------|
| Action:                                       | Trans Canada Trail (Cassidy) – Parking and trail realignment | RP-SWB-8-29 |
| Strategic Priority:                           | Related Initiative   | 8           |
| Origin:                                       | Resolution # 17-020  |             |
| Tasks:  | Status:  |             |
| 1. Conclude Agreements for Trail/ Parking Lot | Completed  |             |
| 2. Design Parking area                        | Completed  |             |
| 3. Hire Contractor                            | Completed  |             |
| 4. Construction                               | Completed  |             |
| Accountable Department                        | Parks Services<br>Recreation and Parks Services              |             |
| Resources Needed:                             |  |             |
| This project is complete                      |  |             |

| Social Well-Being                              |   |             |
|--|---|-------------|
| Action:  | Mount Benson parking design and construction    | RP-SWB-8-30 |
| Strategic Priority:                            | Related Initiative                              | 8           |
| Origin:  | Resolution # 17-510                             |             |
| Tasks:   | Status:   |             |
| 1. Develop detailed plans and tender documents | Completed                                       |             |
| 2. Tender Project                              | Completed                                       |             |
| 3. Construction                                | Completed                                       |             |
| Accountable Department:                        | Parks Services<br>Recreation and Parks Services |             |
| Resources Needed:                              |   |             |
| This project is complete                       |   |             |

| Social Well-Being  |  |             |
|--|--|-------------|
| Action:  | Design and construct the Moorecroft Washroom and remove Miss Moore’s cabin | RP-SWB-8-31 |
| Strategic Priority:  | Related Initiative   | 8           |
| Origin:  | Resolution #16-128, 16-480, 17-562   |             |
| Tasks:   | Status:  |             |
| 1. Remove cabin and produce concept designs for washroom   | Complete   |             |
| 2. Work with suppliers on design and install the washroom. | Completed  |             |
| Accountable Department:                                    | Parks Services<br>Recreation and Parks Services                            |             |
| Resources Needed:  |  |             |
| This project is complete                                   |  |             |

| Social Well-Being               |   |             |
|---------------------------------|---|-------------|
| Action:                         | Construct Phase I of Dunsmuir Community Park        | RP-SWB-8-32 |
| Strategic Priority:             | Related Initiative                                  | 8           |
| Origin:                         | Resolution # 18-184, 18-147, 18-146, 17-021, 17-020 |             |
| Tasks:                          | Status:   |             |
| 1. Detail Design                | Complete  |             |
| 2. Tender and Select Contractor | Complete  |             |
| 3. Sod Turning Event            | Complete  |             |
| 4. Construction                 | Complete  |             |
| Accountable Department:         | Parks Services<br>Recreation and Parks Services     |             |
| Resources Needed:               |   |             |
| This project is complete        |   |             |

| Social Well-Being                     |   |             |
|---------------------------------------|---|-------------|
| Action:                               | Build beach access stairs at Driftwood Road     | RP-SWB-8-33 |
| Strategic Priority:                   | Related Initiative                              | 8           |
| Origin:                               | Resolution # 14-704, 14-705, 16, 758, 18-149    |             |
| Tasks:                                | Status:   |             |
| 1. Construction drawings.             | Complete  |             |
| 2. Tender project and award contract. | Complete  |             |
| 3. Build project                      | Complete  |             |
| Accountable Department:               | Parks Services<br>Recreation and Parks Services |             |
| Resources Needed:                     |   |             |
| This project is completed             |   |             |

| Social Well-Being  |   |                    |
|--|---|--------------------|
| <b>Action:</b>   | Execute the initiatives funded by way of the Island Health's Plan H - Community Wellness Grant  | <b>RP-SWB-8-34</b> |
| <b>Strategic Priority:</b>   | <b>Related Initiative</b>   | <b>8</b>           |
| <b>Origin:</b>   | Funding Agreement between BC Healthy Communities Society (BCHC) and the RDN<br>Grant Funding Agreement between Vancouver Island Health Authority and RDN  |                    |
| <b>Tasks:</b>  | <b>Status:</b>  |                    |
| 1. Identify and review projects for funding  | Complete  |                    |
| 2. RDN staff and community partners meeting to review and decide on next steps.  | Complete  |                    |
| 3. Reports completed and circulated regarding facility accessibility and booking fees policies with community partners | Complete  |                    |
| 4. Rx for Health program expanded to include high school counsellors and Nurse Practitioners                           | Complete  |                    |
| 5. Offered 'She's in Nature' programs during both programming cycles in 2018/2019.                                     | Complete  |                    |
| <b>Accountable Department:</b>   | <b>Recreation Services<br/>Recreation and Parks Services</b>  |                    |
| <b>Resources Needed:</b>   | This project is completed as per: community recreation facility accessibility review, community partners facility fee and booking policy report, expansion of the Prescriptions for Health program, establishment of the 'She's in Nature' program and installation of passive recreation amenities |                    |



## Action Items Beyond 2019

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### ITEMS FOR FUTURE OPERATIONAL PLANS

The September 2019 Operational Plan provides status updates on 'Action Items' with 'Tasks' for implementation, identified through eight Key Strategic Areas. Many actions continue from previous years, extend into future years, or are projected to begin during the term of the current Strategic Plan. Projects that have not been completed during this update report will reappear in the 2020 Operation Plan Update, along with new projects and programs to be identified in the 2020 annual budget; 'Future' projects will continue being updated as priorities and Board directions adjust due to fluctuating community needs emerge.

2018 was a civic election year, and as such a key task for the incoming RDN Board of Directors was to set the direction for a new term of office, which included the new Board Strategic Plan. The Board's new overall strategic direction, as well as reprioritizing RDN program, service or projects; or additions and removals of projects were incorporated into a new 2019 Operational Plan. As the current term of office progresses, future operational updates will highlight year-over year accomplishments and serve as an ongoing record of implementation of Board direction.

In December of each year, of the term of office, Directors will have the opportunity to review and reaffirm the Board Strategic Plan or make changes as necessary. This is part of a continuous improvement process designed to ensure that the RDN, as an organization, is delivering on the Board priorities, and any changes to the Strategic Plan will be reflected in future Operational Plans, Forecasts and updates.

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**TO:** Committee of the Whole                      **MEETING:** October 8, 2019

**FROM:** Kim Fowler                                      **FILE:** 5285  
Manager of Long Range Planning,  
Sustainability and Energy

**SUBJECT:** Electric Vehicle Service Area

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**RECOMMENDATION**

1. That the Board direct staff to draft service area and reserve fund bylaws to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations for Electoral Areas B, E, F, G and H.
2. That \$6,575 be included in the 2020 budget to cover six months of operational costs following procurement and installation.
3. That staff be directed to proceed with an alternative approval process for establishment of a new electric vehicle charging station service.

**SUMMARY**

At the July 9, 2019 Committee of the Whole meeting, the Board passed the following resolutions:

- That the Board direct staff to prepare a bylaw to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations.
- That the proposed 2020 budget contain \$25,000 for annual operating, maintenance and replacement costs for the electric vehicle charging station service.

Electoral Areas A and C are not included in the proposed service area at this time as these areas will not receive an Electric Vehicle (EV) charging station.

At the July meeting, several Board members inquired as to whether a RDN member municipality could opt out of the regional service by taking ownership and all future responsibility for the EV charging stations. This procedure was used in a previous grant for EV charging stations through the Federation of Canadian municipalities in 2012.

At a staff level, the four member municipalities were asked for their recommendation on whether they wished to be included in the service area bylaw. The District of Lantzville, the City of Nanaimo the City of Parksville and the Town of Qualicum Beach have advised their recommendation to their council would be to take ownership and all future responsibility of all EV charging stations installed within their municipality through this grant. For the purposes of cost estimates, Electoral Area B, E, F, G and H have been included in the service area bylaw.

This estimate of annual cost to operate, maintain, replace and administer the new service for Electoral Areas B, E, F, G and H is shown in Table 1 – Annual Estimated Costs.

| <b>Table 1 - Annual Estimated Costs</b> | <b>\$</b>        |
|---|------------------|
| Operations & Maintenance                | 5,500            |
| Asset Management Replacement            | 6,000            |
| Administration Costs                    | 1,650            |
| <b>Total</b>                            | <b>\$ 13,150</b> |

Table 2 shows the cost allocation of the \$13,150 within participating Electoral Areas.

| <b>Table 2 – Cost Allocation</b> |                 |                                    |
|----------------------------------|-----------------|------------------------------------|
|                                  | <b>Cost \$</b>  | <b>Cost Rate per<br/>\$100,000</b> |
| Electoral Area B                 | 2,006           | 0.0013186                          |
| Electoral Area E                 | 3,556           | 0.0013250                          |
| Electoral Area F                 | 2,479           | 0.0015877                          |
| Electoral Area G                 | 3,106           | 0.0013121                          |
| Electoral Area H                 | 2,003           | 0.0013774                          |
| <b>Total</b>                     | <b>\$13,150</b> |                                    |

As announcement of the grant award has yet to be made, the procurement and installation process will take about six months. Given this, \$6,575 is recommended to be included in the 2020 budget to cover costs for the remaining six months of 2020. Creation of a new service area requires preparation of a service establishment bylaw which will require the approval of the electors before consideration of adoption. It is recommended that the Board seek elector approval by an alternate approval process". A reserve fund will enable funds to be put aside to pay for costs related to the acquisition, repair, replacement, upgrading or improvement of the capital infrastructure of the Regional Electric Vehicle Charging Station Service.

## **ALTERNATIVES**

1. That the Board direct staff to draft service area and reserve fund bylaws to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations for Electoral Areas B, E, F, G and H.
2. That \$6,575 be included in the 2020 budget to cover six months of operational costs following procurement and installation.
3. That staff be directed to proceed with an alternative approval process for establishment of a new electric vehicle charging station service.
4. That the Board provide alternate direction.

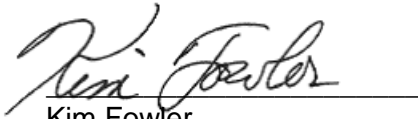
## **FINANCIAL IMPLICATIONS**

The financial implications for the participating Electoral Area are shown in Table 2. Budget approval for the estimated cost of \$13,150 needs to be included in the 2020 budget.

## STRATEGIC PLAN IMPLICATIONS

Climate Change - Develop a regional strategy for electric vehicle charging.

Creation of a servicing area and associated bylaw for Electoral Areas receiving an EV charging station will assist in developing a regional strategy for EV charging.



Kim Fowler

Manager of Long Range Planning, Energy and Sustainability

[kfowler@rdn.bc.ca](mailto:kfowler@rdn.bc.ca)

October 8, 2019

Reviewed by:

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

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**TO:** Regional District of Nanaimo Board      **MEETING:** October 22, 2019  
**FROM:** Jeannie Bradburne  
Director of Finance      **FILE:** 0340  
**SUBJECT:** Community Grants Policy A1-30

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### **RECOMMENDATION**

That Community Grants Policy A1-30 be amended as presented.

### **SUMMARY**

The Community Grants Committee recommended updating the Community Grants Policy A1-30 by amending the application deadline date from the last Friday in August to the last Friday in April and excluding applications of a retroactive nature. The attached amended Community Grants Policy A1.30 incorporates these recommendations.

### **BACKGROUND**

The Community Grants Committee ("Committee") recommended amending the Community Grants Policy A1-30 at the October 1, 2019 meeting. These changes include amending the application due date from the last Friday in August to the last Friday in April and excluding applications of a retroactive nature.

The Committee has made recommendation to the Board for approval of community grants to be distributed in August 2020 and included in the 2020 Financial Plan. The next call for applications would be for the last Friday in April 2021, with the Committee reviewing applications around June, the Board approving the applications in July and the funds being released in August 2021. Funding for Community Grants would be established in the Financial Plan each year and the Committee may make recommendation to the Board to amend the available funding for the following year.

### **ALTERNATIVES**

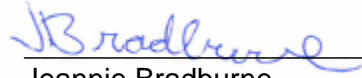
1. That Community Grants Policy A1-30 be amended as presented.
2. Other direction, as provided.

### **FINANCIAL IMPLICATIONS**

There are no financial implications to the proposed changes.

## STRATEGIC PLAN IMPLICATIONS

Per direction of the Community Grants Committee.



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Jeannie Bradburne

[jbradburne@rdn.bc.ca](mailto:jbradburne@rdn.bc.ca)

October 10, 2019

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachment

- Community Grants Policy A1-30

|                 |                                      |                                 |
|-----------------|--------------------------------------|---------------------------------|
| SUBJECT:        | <b><i>Community Grants</i></b>       | POLICY NO: A1.30<br>CROSS REF.: |
| EFFECTIVE DATE: | June 27, 2017                        | APPROVED BY: Board              |
| REVISION DATE:  | October 16, 2018<br>October 22, 2019 | PAGE: 1 of 4                    |

## **PURPOSE**

To establish criteria for the Regional Board and the Community Grants Committee to evaluate community grant program requests.

## **POLICY**

The Regional District of Nanaimo provides community grant funding in order to assist registered non-profit organizations to provide social programs and services that serve a local community or provide a regional benefit. The organization must provide a social enrichment service and demonstrate that the service fills a need in the community. It is the desire of the Regional District that organizations strive for financial independence, therefore financial need must be demonstrated and an application must be submitted in the form approved. Continuing support should not be anticipated.

A Community Grants Committee will be established to review applications for grants and make recommendations to the Board for applications to be considered in conjunction with the following year's budget. The Committee membership will be in accordance with the Community Grants Committee Terms of Reference.

## **GENERAL COMMUNITY GRANTS PROCEDURES**

1. Grant applications are only considered from registered non-profit organizations.
2. Community Grants are supported for the following general uses:
  - (a) Requests showing a significant benefit to the Regional District or specific area within the Regional District including but not limited to:
    - promoting volunteer participation and citizen involvement;
    - the use of new approaches and techniques in the solution of community needs;
    - activities/programs that are accessible to a large portion of the community's residents such as special events;
  - (b) Start-up costs for new organizations or new programs;
  - (c) Volunteer training;
  - (d) Capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.

3. Community Grants are not available for:
  - (a) Annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
  - (b) Wages, salaries or other fees for service (remuneration);
  - (c) Capital improvements to rented or leased premises;
  - (d) Private enterprise;
  - (e) Requests of a retroactive nature.
4. The Regional District will advertise an opportunity to apply for Community Grants with a deadline of the last Friday in April. The Community Grants application form must be submitted in the form approved.
5. Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.
6. Successful recipients must notify the Regional District in writing once the grant monies have been spent and provide brief details on how the money was used. If the entire grant is not used, the unused portion must be refunded to the Regional District of Nanaimo. Future applications from recipients not fulfilling this requirement will be rejected.
7. Community Grant requests will be considered within the criteria under this policy and relative to the overall objectives of the programs and services provided by the Regional District.



## Community Grants Criteria

The Regional District of Nanaimo awards grant funding to organizations to use for social programs and services in the Regional District. Grant applications are only considered from registered non-profit organizations that meet the following criteria.

1. Community Grants are for the following general uses:
  - (a) requests showing a significant benefit to the Regional District of Nanaimo or a specific area within the Regional District including, but not limited to:
    - the promotion of volunteer participation and citizen involvement;
    - the use of new approaches and techniques in the solution of community needs;
    - activities/programs which are accessible to a large portion of the community's residents such as special events;
  - (b) start-up costs for new organizations or new programs;
  - (c) one-time costs for a specific program or project such as supplies or equipment;
  - (d) volunteer training;
  - (e) capital costs for equipment or improvements to organization owned facilities, this includes improvements that provide additional service to the community or that extend the life of the facility and may include permanent fixtures attached to the facility.
2. To be eligible for grant funding the organization must:
  - (a) be a registered non-profit organization;
  - (b) be a local organization within the Regional District of Nanaimo;
  - (c) demonstrate that the grant request is for a specific service or use, and will provide a social enrichment service to the community;
  - (d) demonstrate that the service provided fills a need in the community.
3. In addition to the completed Community Grants application form, the applicant must also provide the following information for the organization with the application package:
  - (a) current year budget;
  - (b) full financial statements for its operation;
  - (c) details regarding the specific use for the grant funds requested, and a breakdown of all expenses for the use of the grant;
  - (d) information regarding other sources of funding and other grant applications that have been made.
4. The following services and/or functions are not eligible for community grant funding:
  - (a) annual operating expenses such as leases, rent, utility bills, insurance and office operating costs;
  - (b) wages, salaries or other fees for service (remuneration);
  - (c) capital improvements to rented or leased premises;
  - (d) private enterprise.
5. Applications received after the deadline will not be accepted and will be returned to the applicant.
6. Applications that do not meet the criteria will not be recommended for approval.

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**TO:** Regional District of Nanaimo Board    **MEETING:** October 22, 2019  
**FROM:** Gerald St. Pierre, P.Eng., PMP    **FILE:** 5500-22-NBP-01  
Project Engineer, Water Services  
**SUBJECT:** RDN Board Update – Emergency Repairs to Carmichael Road in Nanoose

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### **RECOMMENDATION**

That the Board amend the 2019 Financial Plan to include the expenditure of \$87,426.59 for emergency repairs to Carmichael Road resulting from a watermain break in the Nanoose Bay Peninsula Water Service Area.

### **BACKGROUND**

On August 11<sup>th</sup>, 2019 a watermain break occurred on Carmichael Road in Nanoose. Regional District of Nanaimo (RDN) Water Services Operations staff attended the site and repaired the watermain. However, significant damage was done to the road surface and base materials. The Ministry of Transportation and Infrastructure (MoTI) closed the affected portion of the road due to the extensive damage, and on August 12, requested that RDN repair the road on an expedited emergency basis because properties along the road were rendered inaccessible to emergency vehicle access. See attached Photo #1.

The Electoral Area Director was notified of the emergency on August 12, a Purchase Order was authorized on an emergency basis to Parksville Heavy Equipment to undertake the repairs. The Board was notified of the expenditure, by email, on August 16. Emergency vehicle access was restored by August 15<sup>th</sup>, and full repair of the roadway was completed on August 19<sup>th</sup>. See attached Photo #2.

While attending the site with MoTI and the contractor, it was noted that the original road construction was not completed to applicable MoTI standards. A request was made to MoTI to pay for some of the repair costs since the repairs, completed to applicable standards, would result in an overall increase in the quality of the roadway. MoTI agreed to pay for approximately 18% of the repair, thereby reducing the costs to the water service area.

### **FINANCIAL IMPLICATIONS**

The final invoice for the Carmichael Road emergency repairs totaled \$87,426.59 (before GST).

MoTI agreed to pay for \$15,658.03 (before GST) resulting in a total of \$71,768.56 (before GST) which was paid for by the reserves of the Nanoose Bay Peninsula Water Service Area.

The work was completed ahead of schedule, and significantly below the initial estimate of \$200,000.

## STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Improve the governance and awareness of RDN activities for citizens throughout the Region.



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Gerald St. Pierre, P.Eng., PMP

[gstpierre@rdn.bc.ca](mailto:gstpierre@rdn.bc.ca)

October 8, 2019

### Reviewed by:

- M. Walters, Manager, Water Services
- S. De Pol, Director, Water and Wastewater Services
- J. Bradburne, Director Finance
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

### Attachments:

1. Photo #1 – Damaged Road
2. Photo #2 – Repaired Road



Photo #1 – Damaged Road





Photo #2 – Repaired Road



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 789.05**

**A BYLAW TO AMEND THE BOUNDARIES OF  
REGIONAL DISTRICT OF NANAIMO  
FAIRWINDS STREETLIGHTING LOCAL SERVICE**

WHEREAS the Regional District of Nanaimo established the Fairwinds Streetlighting Local Service pursuant to Bylaw No. 789, cited as “Fairwinds Streetlighting Local Service Establishment Bylaw No. 789, 1989”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to extend the boundaries of the service area to include the land shown outlined in black on Schedule ‘A’ of this bylaw and legally described as:

- Lot 1, DL 78, Nanoose Land District, and District Lots 2085, 2086, 2087, 2088, and 2089, Nanaimo Land District, Plan VIP87121;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with the *Local Government Act*;

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

**1. Amendment**

“Fairwinds Streetlighting Local Service Establishment Bylaw No. 789, 1989” is amended as follows:

- a) By amending Schedule ‘A’ to include the property shown outlined on Schedule ‘A’ attached to and forming part of this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019”.

Introduced and read three times this 23rd day of July, 2019.

Adopted this       day of       2019.

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CHAIR

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CORPORATE OFFICER

Corporate Officer

