

REGIONAL DISTRICT OF NANAIMO
COMMITTEE OF THE WHOLE
AGENDA

Tuesday, September 4, 2018
Immediately following the Special Board Meeting
RDN Board Chambers

This meeting will be recorded

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
 - 3.1 Regular Committee of the Whole Meeting - July 10, 2018 7
That the minutes of the Regular Committee of the Whole meeting held July 10, 2018, be adopted.
4. INVITED PRESENTATIONS
 - 4.1 Gloria Hatfield, President Gabriola Island Chamber of Commerce, re Update on the Gabriola Island Chamber of Commerce 13
5. DELEGATIONS
 - 5.1 Dean Gaudry and Paul Chapman, re Nanaimo & Area Land Trust - 2019 Funding Agreement 24
 - 5.2 Lisa Marie Barron, Coordinator, and Sharon Welch, Chair, Oceanside Health and Wellness Network, re OHWN Update
 - 5.3 Dr. Paul Hasselback, Medical Health Officer, and Blake, Project Manager; Food Security, Healthy Living and Community Health Networks, Island Health, re the Value of Community Health Networks 25
6. CORRESPONDENCE

That the following correspondence be received for information:

 - 6.1 Leonard Krog, MLA, re Nanaimo Search and Rescue 26

7. COMMITTEE MINUTES

That the following minutes be received for information:

7.1 District 69 Recreation Commission - July 19, 2018

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8. COMMITTEE RECOMMENDATIONS

8.1 District 69 Recreation Commission

8.1.1 Rubberized Track

Please note: Committee recommendation has no accompanying staff report

That staff move forward with discussions with School District 69 (Qualicum), City of Parksville and Town of Qualicum Beach for a rubberized track, up to 8 lanes, to bring back for further review and consideration by the District 69 Recreation Commission and RDN Board.

8.1.2 Pool Discussion

Please note: Committee recommendation has no accompanying staff report

That staff proceed to prepare a concept plan to advance the addition of a second 25m tank and expanded change rooms at the Ravensong Aquatic Centre.

8.1.3 Confirmation of Multiplex Vision

Please note: Committee recommendation has no accompanying staff report

That a centralized land purchase strategy be developed and implemented for a future indoor/outdoor sport recreation facility complex for the Oceanside area.

8.1.4 Formation of D69 Recreation Commission Infrastructure Planning Sub-Committee

Please note: Committee recommendation has no accompanying staff report

That a District 69 Recreation Commission Infrastructure Planning Sub-Committee be formed after the 2018 election.

9. CORPORATE SERVICES

9.1 2019 to 2023 Financial Plan Schedule

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That the preliminary 2019 budget information provided be received and that the proposed schedule of meetings to review and approve the 2019 to 2023 Financial Plan be approved as presented.

- 9.2 Approval of Signing Authorities for General Banking and Investments 39**
1. That the signing authorities for general banking services and financial instruments reflect the following officer positions:
- Chair - William Veenhof
- Deputy Chair - Ian Thorpe
- Chief Administrative Officer - Phyllis Carlyle
- Director of Finance - Jeannie Beauchamp
- Manager, Accounting Services - Tiffany Moore
- Manager, Capital & Financial Reporting - Manvir Manhas
2. That the foregoing authorizations extend to accounts in the name of the Regional District of Nanaimo.
- 9.3 Quarterly Financial Report – Second Quarter – 2018 41**
- That the Financial Report for the period January 1, 2018 to June 30, 2018 be received for information.
- 9.4 Bylaw 1775 – Alberni-Clayoquot Regional District – 2019 Permissive Tax Exemption 55**
1. That “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1775, 2018” be introduced and read three times.
2. That “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1775, 2018” be adopted.
- 9.5 Election Worker Liability Insurance Coverage 59**
- That the Board authorize the Director of Finance and the Manager of Administrative Services to enter into Service Provider Agreements with individual election workers for the provision of liability insurance through the Regional District’s liability insurance held with the Municipal Insurance Association of British Columbia.
- 9.6 Communications for Election 2018 63**
- That the Board receive the Communications for Election 2018 report for information.
- 9.7 Rogers Cell Tower Right of Way Agreement 66**
- That the Board approve the offer from Rogers Communications Inc. of \$13,860 per year for the 2018 – 2023 term (which includes a renewal option of five years from June 1, 2023 to May 31, 2028) and to allow two additional renewal options of five years, commencing June 1, 2028 – May 31, 2033 and June 1, 2033 – May 31, 2038.

10. STRATEGIC AND COMMUNITY DEVELOPMENT**10.1 The National Housing Strategy and Opportunities in Regional Affordable Housing 68**

That 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.

10.2 OHWN Coordinator Funding – Contract Renewal Request from Island Health 87

That 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.

10.3 Overview of the Green Building Incentive Program 94

That the Green Building Incentive Program be reviewed.

10.4 Regional Growth Strategy Amendment to Implement the Town of Qualicum Beach Official Community Plan 99

1. That the amendments required to “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018” proceed through the minor amendment process.

2. That the Regional Context Statement be accepted.

3. That the Consultation Plan for the “Regional Growth Strategy Amendment to Implement the Town of Qualicum Beach Official Community Plan” be endorsed.

11. RECREATION AND PARKS**11.1 Bylaw No. 1777 - District 69 Recreation Commission 120**

1. That the “District 69 Recreation Commission Bylaw No. 1777, 2018” be introduced and read three times.

2. That the “District 69 Recreation Commission Bylaw No. 1777, 2018” be adopted.

12. REGIONAL AND COMMUNITY UTILITIES

12.1 Bylaw No.1655.08 – Water Services Fees and Charges Amendments 2018 127

1. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.08, 2018” be introduced and read three times.

2. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.08, 2018” be adopted.

12.2 Bylaw No. 1655.09 – Water User Rate Amendments 2019 133

1. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.09” be introduced and read three times.

2. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.09” be adopted.

12.3 Overview of Water Stewardship Rebates 137

That the Overview of Water Stewardship Rebates be received for information.

12.4 Project Update – 10 Year Action Plan Review for Drinking Water and Watershed Protection 145

That the Board receive this report on the 10 Year Action Plan Review for the Drinking Water and Watershed Protection program for information.

12.5 Madrona Reservoir Statutory Right-of Way Renewal with Island Timberlands 155

That the Board approve the renewal of the Statutory Right-of-Way and Road Use Agreement with Island Timberlands for the Madrona reservoir for five years.

13. TRANSPORTATION AND EMERGENCY PLANNING SERVICES

13.1 D69 Family Resource Association Surplus Request 163

That the Board extend the terms of the Family Resource agreement for two months, to end of May 31, 2020.

13.2 Bow Horn Fire Protection Service Amendment Bylaw No. 1385.09, 2018

That the first three readings of "Bow Horn Fire Protection Service Amendment Bylaw No. 1385.09, 2018" be rescinded.

14. BUSINESS ARISING FROM CORRESPONDENCE / DELEGATIONS

15. NEW BUSINESS

15.1 Directors' Roundtable

16. IN CAMERA

That pursuant to Section(s) 90 (1) (e), (g), (i), (j), and (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the acquisition of land, litigation or potential litigation, solicitor-client privilege, third party business interests and the provision of a proposed service.

17. ADJOURNMENT

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

**Tuesday, July 10, 2018
3:02 P.M.
RDN Board Chambers**

In Attendance:	Director W. Veenhof	Chair
	Director I. Thorpe	Vice Chair
	Director A. McPherson	Electoral Area A
	Director H. Houle	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director J. Fell	Electoral Area F
	Director J. Stanhope	Electoral Area G
	Director B. McKay	City of Nanaimo
	Alternate	
	Director S. Armstrong	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
	Director D. Brennan	City of Nanaimo
	Director G. Fuller	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
	Alternate	
	Director M. Beil	City of Parksville
	Director K. Oates	City of Parksville
	Director B. Colclough	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director M. Lefebvre	City of Parksville
	Director J. Kipp	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
	W. Idema	A/Gen. Mgr. Corporate Services
	T. Osborne	Gen. Mgr. Recreation & Parks
	S. De Pol	Director of Water and Wastewater Services
	D. Pearce	Director of Transportation & Emergency Services
	T. Armet	Manager of Building and Bylaw Services
	P. Thompson	Manager of Long Range Planning
	T. Mayea	A/Mgr. Administrative Services
	S. Commentucci	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 presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Committee of the Whole Meeting - June 12, 2018

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held June 12, 2018, be adopted.

CARRIED UNANIMOUSLY

PRESENTATION

Academic Award of Honour from Capilano University, presented to Manvir Manhas, Manager, Capital & Financial Reporting.

Chair Veenhof presented Manvir Manhas, Manager, Capital Accounting & Financial Reporting with a certificate of completion for the Local Government Administration Program as well as the Academic Award of Honour for 2018 from Capilano University. He thanked her for her hard work and commitment to the Regional District of Nanaimo and congratulated her on receiving the award.

COMMITTEE MINUTES

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

District 69 Recreation Commission - June 21, 2018

CARRIED UNANIMOUSLY

CORPORATE SERVICES

Legal Services Standing Offers Award 2018

It was moved and seconded that the Regional District of Nanaimo enter into standing offer agreements with Lidstone & Company and Young Anderson for the provision of routine legal services, including construction law advice.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo enter into standing offer agreements with Harris & Company and Lidstone & Company for the provision of routine legal services for Employment and Labour Law.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board authorize the Chief Administrative Officer to engage alternate legal services providers when required.

CARRIED UNANIMOUSLY

STRATEGIC AND COMMUNITY DEVELOPMENT

Consultation Plan – Focused Regional Growth Strategy Review

It was moved and seconded that the Board adopt the Consultation Plan for the Focused Regional Growth Strategy Review.

CARRIED UNANIMOUSLY

2017 Regional Growth Strategy Annual Report - Implementation and Progress

It was moved and seconded that the 2017 Regional Growth Strategy Annual Report – Implementation and Progress, be endorsed.

CARRIED UNANIMOUSLY

It was moved and seconded that a letter be sent to the Minister of Municipal Affairs and Housing to request that the Community Energy and Emissions Inventory data be updated.

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional Growth Strategy policies relating to affordable housing be included in the approved Focused Regional Growth Strategy Review.

CARRIED UNANIMOUSLY

Bylaw Dispute Adjudication System

It was moved and seconded that the Board endorse a Bylaw Dispute Adjudication System.

Opposed (1): Director Fell

CARRIED

It was moved and seconded that the Board direct the preparation of bylaws, policies and agreements for the implementation of the Bylaw Dispute Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*, for the Board's approval.

Opposed (1): Director Fell

CARRIED

It was moved and seconded that the Board direct staff to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act*, applying the Act to the Regional District of Nanaimo.

Opposed (1): Director Fell

CARRIED

REGIONAL AND COMMUNITY UTILITIES

Water System Risk Management Plan

It was moved and seconded that staff be directed to report back upon the completion of the Water System Risk Management Plan.

CARRIED UNANIMOUSLY

Nanoose Bay Peninsula Pumpstation – Construction Contract Award

It was moved and seconded that the Board award the construction contract for the Nanoose Bay Peninsula Pump Station to Windley Construction Ltd. for \$1,713,119.00 (excluding GST).

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve the addition of \$375,000 to the project budget.

CARRIED UNANIMOUSLY

Detailed Design Services for French Creek Pollution Control Centre Stage 4 Expansion Project and Odour Control Upgrades

It was moved and seconded that the Board award the 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 to AECOM for \$2,506,980 (excluding GST).

CARRIED UNANIMOUSLY

Bowser Village Centre Wastewater Project Update

It was moved and seconded that the report be received for information.

CARRIED UNANIMOUSLY

Bowser Village Sanitary Sewer Service Rates and Regulations Bylaw No. 1773, 2018

It was moved and seconded that “Bowser Village Sanitary Sewer Service Rates and Regulations Bylaw No. 1773, 2018” be read three times and adopted.

CARRIED UNANIMOUSLY

TRANSPORTATION AND EMERGENCY PLANNING SERVICES

Boundary Expansion – Bow Horn Bay Fire Protection Area

It was moved and seconded that “Bow Horn Bay Fire Protection Service Amendment Bylaw No. 1385.09, 2018” be introduced, read three times and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

Boundary Expansion – Dashwood Fire Protection Service

It was moved and seconded that “Dashwood Fire Protection Service Amendment Bylaw No. 964.06, 2018” be introduced and read three times.

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors' Roundtable

Directors provided updates to the Board.

IN CAMERA

It was moved and seconded that pursuant to Section 90 (1) (k) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the provision of a proposed service.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

TIME: 4:20 PM

CARRIED UNANIMOUSLY

CHAIR



Report to Regional District of Nanaimo from Gabriola Island Chamber of Commerce

Period: June 1, 2018 to July 31, 2018
From: Julie Sperber, CEDO 250-668-5389; ecdev@gabriolaisland.org
John Peirce, Treasurer 250-247-8632; John.w.peirce@gmail.com
Gloria Hatfield, President 250-247-8931; mail@pagesresort.com

Overview

June and July were the first 2 full months for Julie Sperber in the CEDO position. She attended the BCEDA conference and IEDC workshop June 10-14 in Kelowna BC

Activities

- Initiatives
 - Draft Operational Plan
 - Apply to Rural Dividend Fund, Project Development stream, for (re)zoning feasibility study
 - Develop steps and supports to create quality local jobs and efficiencies in business
 - Ex. 1 Admin/logistics for tradespeople with centralized location
 - Ex. 2 Social enterprise for Agricultural Coop: gourmet local food production
- Community Profile
 - RFP for Visual Identity (hire August 1st)
 - Support local campaign development (survey, story-telling, challenges)
 - Apply to ICET for community profile website funding
 - Connect with both Mudge and Decourcy email and social media groups.
 - Attend Island Trust meeting on Mudge and meet/greet with Mudge residents
- Partnerships
 - Help connect Canada Summer Jobs opportunities with students
 - Host luncheon with People for a Healthy Community for summer student employees and MP Sheila Malcomson
 - Meetings within the farm, marine, hospitality, service, artist and trades groups on the island
 - Further meetings with community organizations: GIRO, GAC, Co-op Network, Agi Co-op
 - Research for partners, funding opportunities and models for business/community development
- Education
 - Developing Fall/Winter workshops/events programming
 - Ex. Community Futures Export Navigator
 - Pilot mentorship program for business plan development

Project 08-2018 (Economic Development Services \$29,925)

Opening balance June 1, 2018: \$20,732.41
Closing balance July 31, 2018: \$11,572.61
Balance remaining: \$11,572.61

Progress:

Reallocation of expenses for brand/web development.

Project 02-2018 (Regional District Service Agreement FY 2018/2019 \$65,000)

Opening balance June 1, 2018: \$11,424.74
Closing balance July 31, 2018: \$21,906.89
Balance remaining: \$43,093.11

Progress:

CEDO salary and expenses.

Project 03-2018 (Rural Dividend Fund (RDF))

Opening balance June 1, 2018: \$95,000.00
Closing balance July 31, 2018: \$93,798.84
Balance remaining: \$93,798.84

Progress:

\$1201.16 expense for electronics at Visitor Info Centre.

Report to Regional District of Nanaimo from Gabriola Island Chamber of Commerce

Period: May 1, 2018 to May 31, 2018
From: Julie Sperber, CEDO 250-668-5389; ecdev@gabriolaisland.org
John Peirce, Treasurer 250-247-8632; John.w.peirce@gmail.com
Gloria Hatfield, President 250-247-8931; mail@pagesresort.com

Overview

While May's report is short, it is no less significant than the others.

The priority for May was the orientation process for Julie Sperber, CEDO:

- A thoroughly review all foundational documents such as
 - Strategic Plan with an eye to key deliverables
 - RDN Service Agreements
 - ICET, Rural Dividend Grants
 - Gabriola Economic Readiness Project Final Report
 - Village Visioning and Commercial Demand Studies

- Introductory meetings with:
 - Howard Houle, Regional Director
 - Cheryl McClay, Ministry of FLRD (Rural Development)
 - Jolynn Green, Community Futures
 - Denice Regnier, Island Coastal Economic Trust
 - Diane Dunsmore-Farley, Chloe Shaw, Wave group
 - Kim Smythe, President Nanaimo Chamber of Commerce

- Meetings in new role with:
 - Island's Trustees and Planner
 - Gabriola Arts Council
 - GERTIE
 - Ferry Advisory Committee
 - Co-op Network
 - Agi Co-op
 - The Commons
 - Health & Wellness Collaborative

Project 08-2018 (Economic Development Services \$29,925)

Opening balance May 1, 2018: \$ 8,583.26
Closing balance May 30, 2018: \$ 9,192.59
Balance remaining: \$ 20,732.41

Progress:

Social Media Marketing

- Continued maintenance of our brand on social media.

Project 02-2018 (Regional District Service Agreement FY 2018/2019 \$65,000)

Opening balance May 1, 2018: \$ 8,167.50
Closing balance May 31, 2018: \$ 11,424.74
Balance remaining: \$ 53,575.26

Progress:

CEDO Salary expense.

Project 03-2018 (Rural Dividend Fund (RDF))

Opening balance May 1, 2018: \$ 5,000.00
Closing balance May 31, 2018: \$ 5,000.00
Balance remaining: \$ 95,000.00

Progress:

- Nothing to report this month



Report to Regional District of Nanaimo from Gabriola Island Chamber of Commerce

Period: April 1, 2018 to April 30, 2018
From: John Peirce, Treasurer 250-247-8632; John.w.peirce@gmail.com
Gloria Hatfield, President 250-247-8931; mail@pagesresort.com

Overview

The priorities for April were three-fold:

- During April the EDAG coalesced into a working group.
- The Human Resource Committee advertised and interviewed for the position of Community Economic Development Officer. By the end of the month the Chamber Board offered the inaugural role of Community Economic Development Officer to Julie Sperber. Not only is Julie experienced in successfully creating, building and selling of several of her own businesses, she has played numerous roles over the years showing her commitment and ability in bringing industry and entrepreneurs together.

We are delighted to advise that as well as being the best person for the job, Julie is a Gabriolan, and as such we have, as one of our first significant acts, provided full time employment to a Gabriolan.

- The Chamber was delighted to be approached by Tourism Nanaimo regarding their renewed focus on the importance of regional marketing and promotion. We spent the month rebuilding and redefining a partnership with Tourism Vancouver Island and Tourism Nanaimo.

Project 08-2018 (Economic Development Services \$29,925)

Opening balance April 1, 2018:	\$ 7,988.26
Closing balance April 30, 2018:	\$ 8,583.26
Balance remaining:	\$ 21,341.74

Progress:

Social Media Marketing

- Expenses were paid for continued maintenance of our brand on social media.

Governance Structure

- Job posting, Job description, along with Strategic Plan and RDN Service Agreement were posted on the website and distributed widely to encourage appropriate application.
 - Beside standard newspaper and social media channels we tapped into the personal relationships of Board and EDAG member and distributed through LinkedIn and networks such as the tourism associations, BC Chamber network, Vancouver Island Economic Development Group, etc.
 - Received and reviewed applications from 24 candidates
 - HR Committee did reference checks and interviewed 5 shortlisted candidates
 - Top two candidates asked to present on two key questions at a meeting of the Board and Advisory Group
 - On April 25th, the HR Committee recommended, and the Chamber Board approved, the hiring of Julie Sperber to the position of Community Economic Development Officer.
 - Orientation schedule was prepared to ensure proper introduction both within the community and to key resource individuals.
-

Project 02-2018 (Regional District Service Agreement FY 2018/2019 \$65,000)

Opening balance April 1, 2018:	\$ 3,500.00
Closing balance April 30, 2018:	\$ 8,167.50
Balance remaining:	\$ 56,832.50

Progress:

As part of the application for the \$100,000 Rural Dividend Fund application we were required to do a Review Engagement of our books by an accounting firm.

Bookkeeper hours were also required to set up our accounting system to appropriately account for our various sources of funds, making clear distinction between Chamber related, RDN related, and each specific grant received.

A Finance Committee is being created, along with Terms of Reference, that includes the Chamber Treasurer, a member of EDAG and one other member of the community at large.

Project 03-2018 (Rural Dividend Fund (RDF))

Opening balance April 1, 2018:	\$ 0.00
Closing balance April 30, 2018:	\$ 5,000.00
Balance remaining:	\$ 95,000.00

While these funds are allocated to the Chamber and is technically not an RDN Project, the receipt of these funds was contingent on having the RDN as a partner, and therefore expenses and progress are being reported for the RDN's information. Furthermore, the expenses of the RDN money and the RDF money will be closely coordinated over the coming years.

The \$100,000 grant monies were received this month. This grant is for two years.

Progress:

Tourism Marketing

- The Chamber partnered with Tourism Vancouver Island/Tourism Nanaimo to contribute to and be part of an application for the Open Pool Program through Destination BC. \$5000 has been leveraged to be part of a \$530,000 campaign April 1, 2018 to March 31, 2019.
- More importantly, it signals the start of rebuilding a productive relationship by which Nanaimo and Gabriola can cross promote and work together to the benefit of the region as a whole
- This partnership provides the Chamber during this period, at a minimum:
 - Stories about Gabriola landmarks and stakeholders on TourismNanaimo.com blog
 - Full page advertisement in 2018 Vacation Planner
 - Access to Tourism Nanaimo's email list
 - A video recorded trip by the Adventure 360 degree Team for use on social media
 - Gabriola dedicated page on TourismNanaimo.com
 - Gabriola stakeholders receive individual placement for their businesses on TourismNanaimo.com
 - And further partnership opportunities as agreed upon.
- All photos and videos will be jointly owned by the Gabriola Chamber and Tourism Nanaimo



Report to Regional District of Nanaimo from Gabriola Island Chamber of Commerce

Period: November 1, 2017 to March 31, 2018
From: John Peirce, Treasurer 250-247-8632; John.w.peirce@gmail.com
Gloria Hatfield, President 250-247-8931; mail@pagesresort.com

Overview

With the signing of the Southern Community Economic Development Service Agreement for Electoral Area B (Economic Development Services, 2017 – 2020) the Gabriola Island Chamber of Commerce (GICC) determined its priorities as follows:

1. Completed the work outlined in the Tourism Plan being financed through the Tourism Related Services Agreement with the Regional District of Nanaimo (RDN).
2. Applied to Island Coastal Economic Trust (ICET) for matching funds (\$5000) to assist with the governance work required for the creation of the Economic Development Advisory Group and the hiring of a Community Economic Development Officer (CEDO).
3. Applied for a \$100,000 grant from the province's Rural Dividend Fund for the implementation of the Gabriola Island/ Electoral Area B Economic Development Strategic Plan.
4. Began implementation of the Strategic Plan.

Project 07-2017 (Tourism Related Services \$18,525)

Opening balance November 1, 2017:	\$6,875
Closing balance March 31, 2018:	\$6,791
Balance remaining:	\$84

Note: This balance will be journaled over to project 08-2017 to close out this account.

Progress:

The final work under this agreement, which was completed during this period, was the development of a video and photograph library of local businesses, festivals and iconic Gabriola images.

A summary of the Tourism Marketing Plan associated with this Service Agreement shows that the vast majority of the work has been accomplished as planned.

AHOY BC Website Community Profile	Completed
Facebook Boost Ads	Completed
Photograph Library Development	Completed
Marketing Contest Trip to Gabriola	Completed
Instagram FB Scavenger Hunt	Incomplete
Insta Meet	Completed
Video Library Development	Completed
Radio Campaign	Completed
Fam Trip for Meeting Planners	Completed
Posters	Completed
Postcards	Incomplete
Banner Stand	Completed
Souder Advertising	Completed
Nanaimo Voyageur Magazine Advert.	Completed

Project 08-2018 (Economic Development Services \$29,925)

Opening balance November 1, 2017:	\$ 0.00
Closing balance March 31, 2018:	\$ 7,988.26
Balance remaining:	\$ 21,936.74

Progress:

Social Media Marketing Completed

- Continued month by month Social Media Marketing contract.

Attend Tourism Van. Is. Conference Completed

Monthly Tourism Van. Is. meetings Incomplete

- Ec Dev Officer to take this on when meetings resume after summer break.

Apply for Destination BC Co-op funding Completed

- The Chamber partnered with Mt Washington Alpine Resort, Cumberland, Campbell River, Hornby, Tourism Mt Washington, and Tourism Mt Washington
- \$5000 from each location was pooled and leveraged for matching dollars from Destination BC making a total marketing budget for this campaign of \$60,000.

- Vancouver Island is known for its mountain biking and has in recent years become increasingly recognised as a mountain biking destination. The focus of this campaign is on bringing people to the island via Nanaimo and extending their trip by providing them with options to ride year-round. We are setting ourselves apart from the other destinations by attracting families and women riders as they are found to spend more money, stay longer and travel in bigger groups.

Branding Incomplete

- This process was postponed as ICET preferred to see the governance work done and Economic Dev Officer in place before considering any funding request.
- Once the Ec Dev Officer is in place, we will begin preparing the grant application to do this work.

Governance Structure In Progress

- Upon the signing of the two-year Economic Development Service Agreement with the RDN, we applied for and were successful in receiving a grant of \$5000 towards the total project budget of \$10,000 for all of the governance work needed to create the foundation of the economic development department, including the formalization of the Economic Development Advisory Group (EDAG) and hiring of the Community Economic Development Officer (CEDO). This grant was awarded by the Island Coastal Economic Trust (ICET).
- Wave Consulting, a Gabriola firm, was awarded the contract to do this work.
- The scope of the work completed to the end of March includes:
 - Terms of Reference and Skills & Sector Representation Matrix for the EDAG,
 - The first official EDAG meeting was held in January 2018,
 - Human Resource and Finance Committees struck,
 - Terms of Reference for the Human Resource Committee, and Job Description for CEDO,
 - Hiring process begun.

Project 02-2018 (Regional District Service Agreement FY 2018/2019 \$65,000)

Opening balance November 1, 2017:	\$ 0.00
Closing balance March 31, 2018:	\$ 3,500.00
Balance remaining:	\$ 61,500.00

Progress:

The RDN has committed to a grant of \$65,000 for their current fiscal year. This money will not be received until early August after property taxes are received by the RDN. The GICC needs to have other funds to cover the cash flow associated with this project from April through July. The salary of the CEDO will be the major expense for this project.

Other dollars will be focused on:

- setting up the structure of the Economic Development department and
- leveraging funds to achieve the Strategic Plan.

In December 2017 the Chamber contracted Community Futures to assist in the writing of a Rural Dividend Grant Application.

In March 2018 the Gabriola Island Chamber of Commerce was awarded, a \$100,000 grant from the province's Rural Dividend Fund for the implementation of the Strategic Plan.

Delegation: Dean Gaudry and Paul Chapman re Nanaimo & Area Land Trust - 2019 Funding Agreement

Summary: The presenters will provide a brief overview of activities they have been involved with throughout the region.

Action Requested: Nanaimo & Area Land Trust annually presents to the Committee to request funding.

Delegation: Dr. Paul Hasselback, Medical Health Officer, and Analisa Blake, Project Manager; Food Security, Healthy Living and Community Health Networks, Island Health, re the Value of Community Health Networks

Summary: Since 2014 the Regional District of Nanaimo (RDN) has worked in partnership with Island Health and the Oceanside Health and Wellness Network (OHWN) in the role of fiscal host and Health Network Partner. This contract is due for renewal and the RDN is being asked to consider continuing in this role by entering into a new, three year contract. Strong Regional District Partnership is a cornerstone of Community Health Networks across the Island Health Region. On behalf of Island Health, Dr. Paul Hasselback and Analisa Blake will provide a brief PowerPoint presentation regarding Oceanside Health and Wellness Network and the value of the RDNs involvement in this important community work. An overview of Community Health Networks across the Island will be provided, a summary of the value of OHWNs work, and a summary of the value provided by the RDN as “host”.

Action Requested: In support of request for the Regional District of Nanaimo to continue to manage the Oceanside Health and Wellness Network (OHWN) and to discuss possible future community health network for the south are of the Regional District of Nanaimo



Leonard Krog, MLA
Nanaimo

August 15, 2018

Chair Bill Veenhof
Regional District of Nanaimo
6300 Hammond Bay Rd
Nanaimo, BC V9T 6N2

RE: Nanaimo Search and Rescue

Dear Chair Veenhof,

I had the pleasure recently of meeting with Derek Balderston and Duane Young of Nanaimo Search and Rescue, and a donor who I believe both of you are aware of who wishes to remain anonymous but who is still prepared to contribute \$1,000,000.00 to the construction of an appropriate, modern facility for this extremely important community organization.

I am instructed that plans have been prepared for a two story building which would consist of six bays on the main floor and on the second floor room for training, administrative space, a kitchen, meeting room, additional storage etc. The construction costs and additional soft costs would indicate that an ideal building of this size would be in the range of 2-2.4 million dollars. Certainly I understand that other alternatives have been discussed including moving to existing City premises on the site that is occupied by Parks and Recreation staff, but the complications around timetable, where that staff would go, and other issues all lead to the conclusion that the most expeditious and logical proposal is the construction of a brand new facility on that property.

One could reduce the cost of the building which would obviously lead to further delays and the construction of even a basic box without windows would exceed the current funding available. Presently, the Nanaimo Search and Rescue occupies the premises on 4th street of which Nanaimo Council and RDN Board are both well aware. Possibly there may be some provincial funding available as well, but the reason I am motivated to write to you is that I met briefly with the Donor and then again formally with Mr. Balderston, Mr. Young, and the donor and they have all made it clear to me and I am certainly authorized to advise that this donor is not prepared to wait indefinitely. Indeed it is quite possible, indeed probable that the million dollar donation that the donor is prepared to make could and would disappear into another project not necessarily in our community. I cannot imagine the difficulties of trying to explain to anyone why, when someone is offering you a million dollars you can't find the political will to provide an almost equal amount that would enable this very important organization which enjoys such incredible community support and performs an essential community function, should not be funded. I certainly believe that the community would step forward with fundraising, there is possibilities of SAR groups obtaining provincial funding, the possibility of local contractors providing their services, materials etc. at cost, but surely now is the time to move.

Nanaimo Constituency Office

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There is no question that over time a facility of this nature will have to be built, and in the future and with tax-funded dollars and community donations but there will not be a million dollars on the table as there is now. I certainly support moving this project up the agenda for both the City and the Regional District, and would hope that the enthusiasm the donor has brought to this project, is an enthusiasm that could and should be shared by everyone. The community cannot function without Nanaimo Search And Rescue. It provides an absolutely essential public service.

I would be happy to meet with the two of you to discuss this matter further, but in the meantime given what I have heard already I suspect the City and the Board are probably supportive of this and I know that both the City and the RDN have been extremely supportive in terms of providing and covering ongoing costs, and there is enthusiasm amongst staff. Hopefully we can move forward.

Yours truly,



Leonard Krog, MLA
Nanaimo

CC: Mayor Bill McKay, City of Nanaimo

LK/prc

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE DISTRICT 69 RECREATION COMMISSION MEETING**

Thursday, July 19, 2018

3:00 P.M.

Oceanside Place - POND

In Attendance:	Commissioner J. Fell	Chair
	Commissioner L. Krofta	Electoral Area E
	Commissioner R. Nosworthy	Electoral Area F
	Commissioner B. Veenhof	Electoral Area H
	Commissioner N. Horner	Town of Qualicum Beach
	Commissioner K. Burden	City of Parksville
Regrets:	Commissioner T. Malyk	Electoral Area G
Also in Attendance:	T. Osborne	Gen. Mgr. Recreation and Park Services
	D. Banman	Mgr. Recreation Services
	H. King	Superintendent, Recreation Program Services
	M. Chestnut	Superintendent, Aquatic Services
	A. Harvey	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 with the addition of 'Pool Discussion' to New Business under '2017/2018 RDN Board Resolutions'.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

District 69 Recreation Commission Meeting - June 21, 2018

It was moved and seconded that the minutes of the District 69 Recreation Commission meeting held June 21, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

J. Waite, Oceanside Track and Field Club, re: Ballenas Track Upgrade

J. Waite presented to the Commission the pros and cons of a cinder vs rubberized track upgrade. She also provided another quote and funding breakdown.

CORRESPONDENCE

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

J. Gray, re: Parksville Public Pool Recreation Request

R. Slaney, Parksville Quilters Guild, re: Bedazzled, Parksville Quilt Show

Town of Qualicum Beach, re: Volunteer Appreciation Reception

M.Patterson, Ravensong Patron, re: Aquafit Instructors

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS

Commissioners discussed the needs for a track and possible funding options and partnerships that would be needed to move forward.

NEW BUSINESS

2017/2018 RDN Board Resolutions

Commissioners discussed the current priority resolutions approved by the RDN Board.

It was moved and seconded that staff move forward with discussions with School District 69 (Qualicum), City of Parksville and Town of Qualicum Beach for a track without land purchase to bring back for further review and consideration by the District 69 Recreation Commission and RDN Board.

Amendment:

It was moved and seconded to remove 'without land purchase' from the original motion.

Opposed (2): Commissioner Horner, and Commissioner Young

CARRIED

Amendment:

It was moved and seconded to add 'rubberized track up to 8 lanes' to the original motion.

CARRIED UNANIMOUSLY

The vote was taken on the main motion as amended:

It was moved and seconded that staff move forward with discussions with School District 69 (Qualicum), City of Parksville and Town of Qualicum Beach for a rubberized track, up to 8 lanes, to bring back for further review and consideration by the District 69 Recreation Commission and RDN Board.

CARRIED UNANIMOUSLY

Pool Discussion

Commissioners discussed the challenges with the current pool and the possible long term and short-term solutions.

It was moved and seconded that staff proceed to prepare a concept plan to advance the addition of a second 25m tank and expanded change rooms at the Ravensong Aquatic Centre.

CARRIED UNANIMOUSLY

Confirmation of Multiplex Vision

Commissioners discussed their vision of what a Multiplex included or didn't include and if that vision was indoor and outdoor facilities on one site. It was determined that finding enough land was the priority before determining what would be on the site.

Commissioner Horner left the meeting at 4:35pm

It was moved and seconded that a centralized land purchase strategy be developed and implemented for a future indoor/outdoor sport recreation facility complex for the Oceanside area.

CARRIED UNANIMOUSLY

Curling Club

Commissioners discussed the use of the District 69 Arena as curling facility and its benefits to the community with the awareness that a long term strategy needs to be developed as recommended in the Recreation Services Master Plan.

Sport Field Development (Short & Medium Term)

Mr. Osborne referred to Recommendation #22 in the 2018 District 69 Recreation Services Master Plan and informed the Commission that staff would continue to meet with staff at School District 69 and the two municipalities to source out suitable locations for making additional improvements to sport fields in the area.

Formation of a D69 Recreation Commission Infrastructure Planning Sub-Committee

It was moved and seconded that a District 69 Recreation Commission Infrastructure Planning Sub-Committee be formed after the 2018 election.

CARRIED UNANIMOUSLY

Proposed Tour of Aquatic Facilities

D. Banman gave the Commissioners a map of potential aquatic facilities on the mainland that staff could take the Commission to tour.

The Commission decided it would be best to wait until after the election to do this tour.

COMMISSIONER ROUNDTABLE

Some Commissioners gave updates of their prospective areas to the Commission.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:05 PM

CHAIR

The proposed meeting schedule for the 2019 to 2023 Financial Plan is as follows:

December 4, 2018	2019 Proposed Budget available on RDN website
December 4, 2018	Special Committee of the Whole re: 2019 Budget & Business Plan presentations
January 8, 2019	Report on 2019 Proposed Budget to Committee of the Whole Meeting Agenda for approval
February 12, 2019	Special Committee of the Whole for 2019 to 2023 Financial Plan
February 26, 2019	Report & Bylaw for 2019 to 2023 Financial Plan to Board Meeting Agenda for first 3 readings
March 26, 2019	Adopt Financial Plan Bylaw

The 2019 budget is based on the 2018 to 2022 Financial Plan approved under Bylaw No. 1771 (Attachment 1) and updated to reflect new work plans and capital project changes. Forecasted residential tax rates based on 2018 assessments and on the 2018 to 2022 Financial Plan are shown in Attachment 2. Specific impacts to the multiple jurisdictions in the RDN will vary depending on assessment growth and which services a community participates in. However, there continues to be strong construction development in all communities which will have somewhat of an offsetting effect on tax rates.

While it is difficult to predict how the BC, Vancouver Island and RDN area economy will fare in 2019, at this time, all areas continue to show growth. This is indicated by continued increases in housing prices and ongoing strength in the number of building permits initiated for the area (680 to June 2018 vs: 718 for June 2017). As well the unemployment rate remains low at 5.2% for BC as of June 2018 (June 2017: 5.1%). The impacts of the North American Free Trade Agreement negotiations, the change in the Provincial Government, potential interest rate increases and the likely significant forest fire costs for 2018 to be incurred by the Province are yet to be fully determined; however, at this time, sources such as TD Economics (June 2018) continue to predict growth at 2.4% for the BC Real GDP for 2018.

ALTERNATIVES

1. Receive the preliminary 2019 budget information provided and approve the proposed schedule of meetings to review and approve the 2019 to 2023 Financial Plan.
2. Provide alternate direction to staff regarding the review and approval process for the 2019 to 2023 Financial Plan.

FINANCIAL IMPLICATIONS

The 2018 to 2022 Financial Plan Bylaw predicted a preliminary estimate for an overall increase of \$3.033 million to total property taxes (includes specific local services such as community parks/water/sewer/fire) in 2019 and is used as the basis for the next five year plan. However,

there will be a number of new items that need to be incorporated into the plan over the next few months. These include changes resulting from the Bowser Sewer Service establishment, the Community Grants application process, the Northern Communities Recreation Services Review, the Solid Waste Management Plan Review, results of BC Transit Annual Operating Agreement adjustments, 2018 year end results, and any other direction received.

Some of the largest components of the existing plan increase are noted in the table below and are largely related to major capital and service level increases. These numbers will continue to change over the December to March period pending new direction.

2018 to 2023 Financial Plan – 2019 Projected Changes

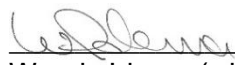
Wastewater - Southern	\$1,222,000	Increases related to secondary treatment costs and related debt servicing
Transit – Southern Community	\$277,600	Service expansion for January 2019
Fire Services	\$241,000	Cumulative total for 12 fire service areas to maintain capital plans and impacts of increased operating costs
Electoral Areas & Legislative Services	\$205,000	Full year impact of revised Board remuneration plan + Strategic Plan Renewal + website renewal
Other jurisdictions service impacts	\$169,000	Includes VIRL, 911 Services, Northern Community Recreation Sportsfields & Southern Community Recreation
Solid Waste Management	\$123,000	Plan implemented in 2015 as a result of tipping fee reductions to maintain capital/reserve program
Wastewater – Northern	\$104,000	Planned upgrade & expansion capital, debt servicing and additional operating costs
Community Parks Operations	\$92,100	Cumulative total for 8 community park services
Nanoose Bulk Water	\$64,900	Englishman River Water System Joint Venture treatment and expansion related costs
Nanoose Peninsula Water	\$47,000	Capital program costs
Multiple other services	\$487,400	Includes changes for water/ wastewater/ street lighting utilities, recreation services, transit, community justice, economic development
Total	\$3,033,000	

Individual impacts to a property owner in the RDN will vary greatly depending on where you live and what RDN services are provided in your area, e.g. you only pay for water services if you are provided with RDN water. The Nanaimo Regional Hospital District (NRHD) 2019 budget will also be developed during this time and brought forward to the NRHD Select Committee and Board for approval.

Costs for the financial planning process estimated at \$8,000 excluding staff wages are included in the annual budget. These are costs for newspaper advertising and graphic design to produce summary budget documents to be placed on the website and included in property tax notices to electoral area property owners.

STRATEGIC PLAN IMPLICATIONS

Although there are areas of the financial plan where provincial and federal regulations for services such as solid waste, water and wastewater have a significant impact on plans and requisitions, the financial planning process provides opportunity for the Board to review business plans and allocate resources to the key priority areas of the strategic plan.



Wendy Idema (widema@rdn.bc.ca)
August 9, 2018

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Bylaw 1771, 2018 to 2022 Financial Plan
2. Summary of Forecast Tax Rates by Member 2018 to 2022

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1771

A BYLAW TO ADOPT THE 2018 TO 2022 FINANCIAL PLAN

WHEREAS the Regional District of Nanaimo shall, in accordance with the the *Local Government Act*, adopt by bylaw a five year financial plan;

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

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

1. Definitions

“**Emergency**” means a present or imminent event that:

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

2. Financial Plan

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2018 to December 31, 2022.

3. Financial Plan Amendments

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

4. Citation


This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018”.

Introduced and read three times this 27th day of February, 2018.


Third reading rescinded this 27th day of March, 2018.

Read a third time, as amended, this 27th day of March, 2018.

Adopted this 27th day of March, 2018.



CHAIR



CORPORATE OFFICER



**CONSOLIDATED FINANCIAL PLAN
2018 TO 2022**

Schedule 'A' to accompany "Regional District of Nanaimo Financial Plan 2018 to 2022 Bylaw No. 1771, 2018"

Chair

Corporate Officer

	2017 Budget	2018 Proposed	2019	2020	2021	2022	Total
Operating Revenues		6.6%	5.7%	3.7%	3.0%	3.2%	
Property taxes	(44,980,223)	(48,086,314)	(50,785,674)	(52,711,009)	(54,269,156)	(55,995,323)	(261,847,476)
Parcel taxes	(4,763,907)	(4,970,691)	(5,291,329)	(5,465,081)	(5,642,429)	(5,810,844)	(27,180,374)
Municipal agreements	(350,645)	(363,015)	(375,991)	(390,152)	(392,179)	(400,022)	(1,921,359)
	(50,094,775)	(53,420,020)	(56,452,994)	(58,566,242)	(60,303,764)	(62,206,189)	(290,949,209)
Operations	(3,566,245)	(3,877,345)	(3,788,006)	(3,821,623)	(3,854,008)	(3,888,770)	(19,229,752)
Interest income	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Transit fares	(4,486,982)	(4,480,232)	(4,573,182)	(4,656,357)	(4,792,965)	(4,889,041)	(23,391,777)
Landfill tipping fees	(7,600,000)	(8,200,000)	(8,282,000)	(8,282,000)	(8,364,820)	(8,364,820)	(41,493,640)
Recreation fees	(608,156)	(642,808)	(656,202)	(669,559)	(683,230)	(697,577)	(3,349,376)
Recreation facility rentals	(541,795)	(546,190)	(562,576)	(579,453)	(596,837)	(614,742)	(2,899,798)
Recreation vending sales	(4,500)	(5,900)	(5,900)	(5,900)	(5,900)	(5,900)	(29,500)
Recreation concession	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(25,000)
Recreation other	(453,415)	(500,450)	(515,464)	(530,927)	(546,854)	(562,361)	(2,656,056)
Utility user fees	(4,830,285)	(5,007,661)	(5,208,178)	(5,368,337)	(5,533,688)	(5,703,050)	(26,820,914)
Operating grants	(6,216,146)	(6,858,751)	(6,584,590)	(6,579,641)	(6,905,360)	(7,167,412)	(34,095,754)
Planning grants	(301,898)	(370,667)	(875,693)	(1,045,130)	(385,421)	(157,100)	(2,833,411)
Grants in lieu of taxes	(149,290)	(149,290)	(149,290)	(149,290)	(149,290)	(149,290)	(746,450)
Interdepartmental recoveries	(6,346,161)	(7,075,064)	(7,310,072)	(7,407,658)	(7,489,510)	(7,740,799)	(37,023,103)
Miscellaneous	(8,652,686)	(7,973,181)	(8,465,798)	(8,160,952)	(8,421,080)	(8,369,859)	(41,390,870)
Total Operating Revenues	(94,007,334)	(99,261,959)	(103,584,945)	(105,978,069)	(108,187,727)	(110,671,910)	(527,684,610)
Operating Expenditures							
Administration	4,521,662	4,733,548	4,809,215	4,841,894	4,915,459	4,991,709	24,291,825
Community grants	787,764	131,940	101,940	101,940	101,940	101,940	539,700
Legislative	511,635	769,731	728,992	741,445	754,127	942,042	3,936,337
Professional fees	2,464,845	3,306,734	2,310,015	2,017,677	1,964,209	1,998,027	11,596,662
Building ops	3,286,717	3,329,749	3,394,261	3,451,666	3,517,445	3,583,934	17,277,055
Veh & Equip ops	7,722,123	7,499,287	7,628,166	7,771,379	7,919,754	8,068,946	38,887,532
Operating costs	17,341,000	18,708,616	20,514,680	21,323,902	22,680,991	23,553,283	106,781,472
Program costs	1,109,238	1,417,666	1,389,938	1,266,705	1,278,634	1,290,756	6,643,699
Wages & benefits	32,313,526	34,034,732	34,850,603	35,552,609	36,263,654	36,958,938	177,660,536
Transfer to other gov/org	6,916,996	7,374,277	7,399,509	7,554,857	7,713,635	7,915,934	37,958,212
Contributions to reserve funds	8,369,629	10,433,016	9,772,110	8,835,084	7,776,667	7,466,786	44,283,663
Debt interest	4,533,834	4,627,007	4,241,826	3,996,881	3,832,919	3,766,722	20,465,355
Total Operating Expenditures	89,878,969	96,366,303	97,141,255	97,456,039	98,719,434	100,639,017	490,322,048
Operating (surplus)/deficit	(4,128,365)	(2,895,656)	(6,443,690)	(8,522,030)	(9,468,293)	(10,032,893)	(37,362,562)
Capital Asset Expenditures							
Capital expenditures	65,901,871	72,943,091	52,665,198	27,701,763	21,777,302	8,511,095	183,598,449
Transfer from reserves	(36,654,987)	(41,022,039)	(16,873,642)	(15,659,029)	(4,569,052)	(5,013,720)	(83,137,482)
Grants and other	(5,973,767)	(12,856,726)	(9,685,679)	(1,656,000)	(10,000)	(1,388,633)	(25,597,038)
New borrowing	(19,144,870)	(15,119,726)	(23,164,764)	(8,046,655)	(15,045,793)	(463,280)	(61,840,218)
Net Capital Assets funded from Operations	4,128,247	3,944,600	2,941,113	2,340,079	2,152,457	1,645,462	13,023,711
Capital Financing Charges							
Existing debt (principal)	4,371,769	4,958,635	4,595,643	4,588,207	4,304,759	4,162,453	22,609,697
New debt (principal & interest)	191,448	151,198	1,323,528	2,961,031	3,652,350	4,668,297	12,756,404
Total Capital Financing Charges	4,563,217	5,109,833	5,919,171	7,549,238	7,957,109	8,830,750	35,366,101
Net (surplus)/deficit for the year	4,563,099	6,158,777	2,416,594	1,367,287	641,273	443,319	11,027,250
Add: Transfer from appropriated surplus		(2,635,433)					(2,635,433)
Add: Prior year (surplus) / deficit	(12,163,067)	(12,146,812)	(8,623,468)	(6,206,874)	(4,839,587)	(4,198,314)	(36,015,055)
(Surplus) applied to future years	(7,599,968)	(8,623,468)	(6,206,874)	(4,839,587)	(4,198,314)	(3,754,995)	(27,623,238)

REGIONAL DISTRICT OF NANAIMO
 FORECAST OF RESIDENTIAL TAX RATES
 2018 TO 2022
 (BASED ON 2018 AVERAGE RESIDENTIAL VALUE)

JURISDICTION	2018 Average Residential Value	2018	2019	2020	2021	2022
City of Nanaimo	\$447,025	\$418	\$442	\$456	\$463	\$473
Dollar Change		\$45	\$24	\$14	\$7	\$10
% change		12%	6%	3%	2%	2%
District of Lantzville	\$640,711	\$535	\$555	\$567	\$569	\$574
Dollar Change		\$28	\$20	\$12	\$2	\$5
% change		6%	4%	2%	0%	1%
City of Parksville	\$413,304	\$619	\$630	\$632	\$634	\$637
Dollar Change		\$10	\$11	\$2	\$2	\$3
% change		2%	2%	0%	0%	0%
Town of Qualicum Beach	\$544,372	\$687	\$700	\$701	\$704	\$707
Dollar Change		\$18	\$13	\$1	\$3	\$3
% change		3%	2%	0%	0%	0%
Electoral Area A	\$429,057	\$552	\$570	\$581	\$586	\$592
Dollar Change		\$12	\$18	\$11	\$5	\$6
% change		2%	3%	2%	1%	1%
Electoral Area B	\$353,415	\$353	\$359	\$363	\$365	\$367
Dollar Change		\$19	\$6	\$4	\$2	\$2
% change		6%	2%	1%	1%	1%
Electoral Area C	\$549,738	\$612	\$628	\$638	\$645	\$651
Dollar Change		\$21	\$16	\$10	\$7	\$6
% change		4%	3%	2%	1%	1%
Electoral Area E	\$688,052	\$654	\$677	\$689	\$698	\$705
Dollar Change		\$15	\$23	\$12	\$9	\$7
% change		2%	4%	2%	1%	1%
Electoral Area F	\$383,737	\$487	\$505	\$515	\$523	\$528
Dollar Change		\$14	\$18	\$10	\$8	\$5
% change		3%	4%	2%	2%	1%
Electoral Area G	\$551,994	\$700	\$717	\$730	\$739	\$744
Dollar Change		\$15	\$17	\$13	\$9	\$5
% change		2%	2%	2%	1%	1%
Electoral Area H	\$487,660	\$565	\$575	\$582	\$588	\$592
Dollar Change		\$25	\$10	\$7	\$6	\$4
% change		5%	2%	1%	1%	1%

The designated signing authorities as outlined in this report would also apply should the Regional District open new financial instrument accounts.

The updated signing authorities are listed in the recommendation.

The practical application of the signing authorities involves issuing cheques for goods and services and investing sums with the Municipal Finance Authority and other banking institutions as allowed under the *Local Government Act*. Two signatures are required as follows:

- Cheques less than \$1,000 have two signatures automatically printed through the finance software;
- Cheques over \$1,000 have one signature printed and are reviewed and signed manually for the second signature by the Manager, Accounting Services;
- Cheques with a value of more than \$250,000 have no preprinted signatures and must be signed individually by two signing officers, typically the Director of Finance and the Manager, Accounting Services.

ALTERNATIVES

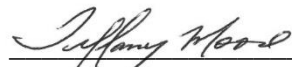
1. Approve the signing authorities as presented to be applicable to the Regional District of Nanaimo.
2. Recommend an alternative list of signing authorities.

FINANCIAL IMPLICATIONS

There are no financial implications to these measures. The number of designated authorities is sufficient to ensure that two signatures can be obtained in an efficient manner.

STRATEGIC PLAN IMPLICATIONS

There are no strategic plan implications to this report.



Tiffany Moore
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August 20, 2018

Reviewed by:

- W. Idema, Director of Finance
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

economy along with concerns about trade actions are having some impact on the Canadian dollar; however, the Bank of Canada indicates these impacts are factored into the projected 2% (GDP) growth rate.

British Columbia²

B.C.'s economy grew at an eye-popping 3.9% rate in 2017, capping a tremendous four-year stretch for the province. Nearly every major industry recorded gains, paced by a 10% surge in construction output. Production was weaker in some resource-based sectors. Still, these account for a relatively small portion of GDP. 2018 GDP is forecast at 2.4%.

While B.C.'s economy was on fire in 2017, this likely marked the high point for growth. Several indicators point to a cooling in activity in recent months. Fulltime job growth has gone from being off the charts to merely decent. At the same time, wage growth is picking up significantly. Ongoing job growth and rising wages should ensure continued healthy household spending going forward, though 2017's spending spree will be a tough act to follow.

Home sales are significantly lower year-to-date, slammed by the recent backup in interest rates, the B-20 implementation, and a litany of provincial measures. Additional near-term downward pressure is likely as provincial policies continue to weigh, although markets should stabilize in the latter part of the year. Notably, the B.C. government eased up on the new housing speculation tax amid public backlash, lowering the rate faced by Canadians and B.C. residents and applying it less broadly. Weaker housing demand should result in a slower pace of housing construction, as builders' pullback after two extremely busy years. However, solid population growth and an ultra-low supply of unsold inventories should limit the extent of the decline. In the non-residential sector, the on-going Site C dam project will continue to support spending.

Exports were flat in the first quarter relative to their year-ago level, weighed down by energy and forestry products, with the latter contending with U.S. tariffs on softwood lumber. Ultimately, firm U.S. and Chinese demand should allow exports to keep their head above water during the next few years, although recently imposed tariffs on aluminum products by the U.S., if maintained, should weigh on related shipments.

Regional District of Nanaimo

The positive economic indicators for the Regional District of Nanaimo (RDN) continue with 680 building permits issued by the RDN in the second quarter vs. 718 in 2017; however, growth is predicted to slow somewhat over 2018. The impacts of the new foreign buyer's tax and the speculation tax contained in the BC Budget, as well as the revised mortgage stress test rates are impacting housing markets somewhat. In the Nanaimo area, unit sales decreased 28% from 151 in July 2017 to 109 in July 2018 and in the Parksville/Qualicum area, unit sales decreased by 30% from 94 to 66. As of July, the Vancouver Island Real Estate Board is still reporting an 8% increase in average sale prices for the Nanaimo (\$565,388) and 17% in Parksville/Qualicum areas (\$621,305)³. Vancouver Island demographics positively impact the RDN housing market because of the number of retirees who move here mortgage free. The BC Real Estate Association is forecasting a decline of 9% for 2018 residential sales in BC.

² TD Economics Provincial Economic Forecast (March, 2018)

³ Vancouver Island Real Estate Board Monthly Statistics, July 2018

The unemployment rate on Vancouver Island for June 2018 of 4.9% remains strong and is below the Provincial rate of 5.2%, which was the lowest in Canada during the month⁴. Although BC Ferries June 2018, year-to-date passenger and vehicle traffic declined by -2.5% and -2.5% at Departure Bay; it increased by 4.2% and 4.9% at Duke Point compared to 2017 which continues to indicate strong demand for the Island's tourism sector.⁵

There are a number of factors that will impact the Canadian, BC and Vancouver Island economies in 2018 and forward including federal and provincial regulations, interest rate changes, the Canadian dollar fluctuations, trade agreements and global politics. However, at this time, BC and Vancouver Island are expected to continue to show growth, although likely slower growth than was experienced in 2017.

Overall Summary by Division (Attachment 2)

The Overall Summary by Division provides an overview of the year-to-date results at a divisional level.

Capital Accounts

Overall capital spending is at 20% of budget due to the timing of capital projects, in particular the \$43 million allocated for 2018 to the secondary treatment project at the Greater Nanaimo Pollution Control Centre for which the construction is currently underway. The timing of capital projects also impacts professional fees (19%). Capital projects use a drawdown accounting approach where grant revenues and transfers from reserves and Development Cost Charge revenues are recorded when project expenses are incurred which in turn impacts transfers from reserves (6%), capital grant revenues (51%), and new borrowing (32%). Other major capital works underway or beginning in 2018 are the Nanoose Bulk Water Joint Venture project, the Bowser Village Sanitary Sewer project, design work for the French Creek Pollution Control Centre, San Pareil Water Treatment upgrades, the Landfill Gas Collection System Expansion and the design work for Anders Dorrit Community Park and Huxley Park Skatepark.

Operating Accounts

Total operating revenues are at 52% of the budget, with Building Inspection operating revenues at 84% of the budget and Solid Waste revenues at 56% of the budget. Total operating revenues in Regional and Community Utilities (55%) reflect the first utility services billing completed at the end of May which includes full-year revenue for garbage and recycling.

Operating expenditure accounts are at 40% or more of budget other than professional fees (19% impacted by capital as noted above), community grants (2%) and program costs (29%). Community Grants (2%) reflect the timing of grants to various organizations which will be disbursed fully over the summer and the fall. Program costs reflect the Drinking Water/Watershed Protection rebate programs in Regional & Community Utilities (37%) and the Green Buildings rebate programs in Strategic & Community Development (28%) which are currently underway and will be fully allocated through the fall and winter. Recreation and Parks program costs (33%) are impacted by the timing differences in recording expenses for summer community and youth grant programs.

Expenditures for Debt Interest (42%) and Debt Principal (44%) are lower than budget because of the timing of debt payments made on behalf of municipalities and the Vancouver Island Regional Library.

⁴ BC Stats, Labour Force Statistics Highlights, June 2018

⁵ BC Ferries, Traffic Statistics System Total Vehicle and Passenger Counts by Route for June 2018

Transfers to Reserve (2%) approved in the annual budget are completed and recorded in August when tax revenues are received from the Province and the municipalities.

On a consolidated basis, total operating expenditures are \$40 million or 40% of budget, which reflect the items discussed above and those in Attachment 1.

Summary of Operating Results by Department (Attachment 3)

The Summary of Operating Results by Department lists the total year-to-date revenues and expenditures for services within each organizational division at June 30. The majority of the variances are due to the timing of capital and operating projects and the related revenue accruals.

Contract Awards

During the second quarter, the following contracts (greater than \$50,000) were awarded by the Regional District of Nanaimo totaling over \$3,367,703.

Date	Description	Awarded Vendor	Awarded Amount
April 2018	French Creek Pollution Control Centre Digester Cleaning	Walco Industries	\$68,039
April 2018	Landfill Skid Steer	Westerra Equipment	\$75,712
April 2018	Emergency Management Consultant - Risk Assessment	CCEM Strategies Ltd.	\$141,300
April 2018	Anchor Way Water Main Replacement	Windley Contracting Ltd.	\$262,710
May 2018	Wastewater Services - Liquid Aluminum Supply	Chemtrade Chemicals Canada Ltd.	\$300,560
May 2018	Wastewater Services department on call electrical work	Shaw Electrical	\$600,000
May 2018	Landfill Compactor Loader	Marcel Equipment	\$580,000
May 2018	Coombs to Parksville Rail Trail Improvements – Additional Work	Stalker Excavating	\$70,000
May 2018	Church Road Transfer Station Hauling	Magnum Disposal	\$680,000
June 2018	Chase River Forcemain Engineering Design	CH2M Hill Canada Ltd.	\$199,682
June 2018	Wastewater Services - Biosolids Transportation Services	DBL Disposal	\$162,000
June 2018	Coombs-Hiller Fire Protection SCBA equipment	Guillevin International	\$227,700

ALTERNATIVES

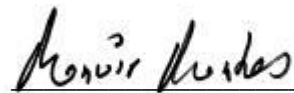
1. Receive the financial report for the period January 1, 2018 to June 30, 2018 for information.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no significant variances impacting the overall budget for the period ending June 30, 2018. Capital projects are on-going and all RDN services are forecast to be within budget for 2018.

STRATEGIC PLAN IMPLICATIONS

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



Manvir Manhas
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May 23, 2018

Reviewed by:

- W. Idema, Director of Finance
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments:

1. List of variances for June 30, 2018 quarterly reporting
2. Overall Summary by Division June 30, 2018
3. Summary of Operating Results by Service June 30, 2018

Services with variances as at June 30, 2018 are as follows:

Services	Revenues	Expenditures	Explanation of variance
CORPORATE SERVICES			
Community Grants	35% revenues	2% expenditures	Revenues reflect timing of transfer in from appropriated surplus from prior year. Expenditures are impacted by the timing of grants which will be disbursed fully over the summer and the fall.
Community Works Funded Projects - Corporate Services	197% revenues	197% expenditures	Both revenues and expenditures reflect the issuance of Board approved additional grants to third party grants over the budgeted amount.
Municipal Debt Transfers	43% revenues	43% expenditures	Impacted by timing of debt payments made to the Municipal Finance Authority on behalf of municipalities.
STRATEGIC & COMMUNITY DEVELOPMENT			
Economic Development South	17% revenues	0% expenditures	Revenues reflect timing of transfer from reserve pending outcome of service review. Expenditures reflect timing of grant payments to Gabriola Chamber of Commerce which happen after August 1.
Economic Development North	26% revenues	2% expenditures	Revenues reflect timing of transfer from reserve pending grants being issued. Expenditures reflect timing of grant payments to recipients which happen after August 1.
Regional Growth Strategy	48% revenues	26% expenditures	Expenditures are impacted by timing of Green Building program costs and transfer to reserves which will be completed in August.
Strategic Initiatives/Asset Management	25% revenues	25% expenditures	Both revenues and expenditures reflect the timing of grant funded asset management replacement cost study project as well as timing of regional service review.
Building Inspection	87% revenues	43% expenditures	Higher than expected building permit revenues and positive variance impact of 2017 carry forward surplus.
Hazardous Properties	24% revenues	2% expenditures	Revenues reflect carry forward surplus from 2017. Expenditures reflect that there have been no hazardous property cleanup costs incurred to date this year.
REGIONAL & COMMUNITY UTILITIES			
Liquid Waste Management Planning	75% revenues	38% expenditures	Revenues are impacted by 2017 carryforward surplus. Expenditures are impacted by timing of rebate programs which will be fully allocated by the year end.
Southern Community Wastewater	30% revenues	27% expenditures	Timing of major projects impacts capital expenditures and recognition of reserve/DCC revenues. GNPCC Secondary Treatment project will incur significant costs through the summer and the fall which will increase both revenues and expenses.
Northern Community Wastewater	49% revenues	21% expenditures	Timing of major projects impacts capital expenditures and recognition of reserve/DCC revenues. FCPCC Plant expansion project will incur more costs later in the year which will impact both revenues and expenses.
Bowser Village Wastewater	5% revenues	5% expenditures	Timing of Bowser wastewater capital project impacts capital expenditures and recognition of grants/DCC revenues.
Drinking Water/Watershed Protection	64% revenues	35% expenditures	Impact of larger 2017 carry forward surplus creates positive variance for revenues. Expenditures impacted by rebate programs which are currently underway and will be fully allocated by year end.
Nanoose Bay Bulk Water	10% revenues	4% expenditures	Timing of transfer to Parksville for RDN share of ERWS joint venture impacts reserve fund transfers to revenue as well as expenses.
Water Services	15%-68% revenues	4%-50% expenditures	Higher operating revenues reflect the first water billing that is completed in May. Services showing lower revenues/expenditures are impacted by timing of projects resulting in lower capital expenditures which also impacts the revenues transferred in from reserves.

Services with variances as at June 30, 2018 are as follows:

Services	Revenues	Expenditures	Explanation of variance
Sewer Fairwinds/Wastewater Nanoose	73% revenues	27% expenditures	Annual utility billing completed in May and 2017 carry forward surplus generates a positive variance for revenues. Timing of projects impacts capital expenditures and professional fees.
Solid Waste Management	51% revenues	34% expenditures	Revenues reflect better than expected tipping fee revenues at 56% of budget. Expenditures are impacted by capital project timing.
Solid Waste Collection & Recycling	75% revenues	43% expenditures	Revenues reflect annual utility billing completed in May each year generating significant revenues at that time. Expenditures are impacted by timing of hauler invoices.
RECREATION & PARKS SERVICES			
Regional Parks	38% revenues	22% expenditures	Timing of major projects impacts capital expenditures and recognition of reserve revenues. Expenditures are impacted by timing of capital projects and by transfer to reserves which will be completed in August.
Community Parks	42%-70% revenues	24%-46% expenditures	The 2017 carry forward surplus amounts generate higher revenues. Timing of capital and development projects impacts expenses. Major capital works underway or beginning in 2018 are the Dunsmuir Community Park construction (EA H), Anders Dorrit Community Park design (EA C East Wellington) and Huxley Park skatepark design (EA B).
Area A Recreation & Culture	72% revenues	9% expenditures	2017 carry forward surplus generates positive variance for revenues. Expenditures are impacted by timing of projects and transfer to reserves which is completed in August.
Southern Community Recreation & Culture	51% revenues	1% expenditures	Expenditures are impacted by transfer to City of Nanaimo for facilities and sportsfields agreement completed in August.
TRANSIT & EMERGENCY SERVICES			
Fire - Coombs Hilliers	27% revenues	20% expenditures	Timing of capital projects impacts expenditures and related transfer from reserve revenues.
Fire - Nanoose Bay	52% revenues	30% expenditures	Expenditures will increase later in the year due to payment of allowances to volunteers at year end.
Fire - French Creek, Wellington and Parksville Local	51%-63% revenues	3%-4% expenditures	2017 carry forward surplus generates positive variance for revenues. Expenditures reflect fire service contracts with Parksville, Qualicum and Nanaimo where funds are transferred in August.
Fire -Extension	13% revenues	9% expenditures	Timing of engine truck purchases impacts expenditures and related transfer from reserve revenues.
Fire - Bow Horn Bay	19% revenues	24% expenditures	Delay in receipt of crown land tenure from province for satellite hall construction impacts expenditures and related transfer from reserve revenues.
Emergency Planning	30% revenues	19% expenditures	Timing of capital projects and grant funded operational planning projects impacts expenditures and related grant and reserve transfer revenues.
D69 E911	52% revenues	99% expenditures	Expenditures reflect the transfer to the North Island 911 corporation completed in March.
District 68 and District 69 Community Justice	40% to 50% revenues	0% expenditures	Expenditures are impacted by timing of transfer to Victim Services and Community Justice providers which will be completed in August.



GENERAL REVENUE FUND
As of June 30, 2018

	CORPORATE			SERVICES			STRATEGIC & COMMUNITY DEVELOPMENT		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
	2018	2018	Var	2018	2018	Var	2018	2018	Var
OPERATING REVENUES									
TAX REQUISITION	(2,290,554)	(4,581,104)	50%	(1,202,761)	(2,405,517)	50%			
OPERATING GRANTS	(379,254)	(260,935)	145%	(44,128)	(354,695)	12%			
OPERATING REVENUE	(12,055)	(23,094)	52%	(1,179,107)	(1,606,640)	73%			
OTHER REVENUE	(4,991,214)	(11,169,002)	45%	(321,343)	(1,089,749)	29%			
TOTAL OPERATING REVENUES	(7,673,077)	(16,034,135)	48%	(2,747,339)	(5,456,601)	50%			
OPERATING EXPENDITURES									
OFFICE OPERATING	87,894	231,893	38%	201,283	436,114	46%			
COMMUNITY GRANTS	2,500	131,940	2%	0	0	0%			
LEGISLATIVE	308,080	768,231	40%	0	0	0%			
PROFESSIONAL FEES	165,824	426,576	39%	113,280	863,830	13%			
BUILDING - OPER & MAINT	308,065	341,303	90%	18,657	40,813	46%			
VEH & EQUIP - OPER & MAINT	110,443	236,051	47%	36,451	77,831	47%			
OTHER OPERATING COSTS	538,891	1,469,367	37%	288,173	846,468	34%			
WAGES & BENEFITS	2,002,168	4,466,200	45%	1,451,692	3,254,432	45%			
PROGRAM COSTS	0	0	0%	118,068	415,150	28%			
DEBT - FINANCING - INTEREST	1,281,161	2,966,469	43%	0	0	0%			
DEBT - FINANCING - PRINCIPAL	1,280,533	3,188,064	40%	0	0	0%			
TRANSFER TO RESERVE FUND	597	209,770	0%	3,000	246,643	1%			
TRANSFER TO OTHER GOV'T/AGENCIES	1,271,193	2,296,191	55%	5,000	245,542	2%			
TOTAL OPERATING EXPENDITURES	7,357,349	16,732,055	44%	2,235,604	6,426,823	35%			
CAPITAL ASSET EXPENDITURES									
CAPITAL EXPENDITURES	214,774	926,450	23%	37,490	11,700	320%			
TRANSFERS FROM RESERVES	(49,564)	(637,800)	8%	(34,474)	0	0%			
CAPITAL GRANTS AND OTHER	0	0	0%	0	0	0%			
NEW BORROWING	0	0	0%	0	0	0%			
NET CAPITAL ASSETS FUNDED FROM OPERATIONS	165,210	288,650		3,016	11,700				
ACCUMULATED SURPLUS									
NET (SURPLUS) DEFICIT	(150,518)	986,570		(508,719)	981,922				
TRANSFER FROM APPROPRIATED SURPLUS	0	(212,548)		0	(378,011)				
PRIOR YEARS (SURPLUS) DEFICIT	(1,144,338)	(1,144,338)		(1,713,648)	(1,713,648)				
CURRENT YEAR UNAPPROPRIATED (SURPLUS) DEFICIT	(1,294,856)	(370,316)		(2,222,367)	(1,109,737)				



GENERAL REVENUE FUND
As of June 30, 2018

	REGIONAL & Actual 2018	COMMUNITY Budget 2018	UTILITIES % Var	RECREATION & Actual 2018	PARKS Budget 2018	SERVICES % Var
OPERATING REVENUES						
TAX REQUISITION	(9,697,907)	(19,395,804)	50%	(5,419,670)	(10,839,337)	50%
OPERATING GRANTS	(137,144)	(97,806)	140%	(63,850)	(60,410)	106%
OPERATING REVENUE	(9,654,936)	(15,248,075)	63%	(785,684)	(1,730,128)	45%
OTHER REVENUE	(735,240)	(2,029,990)	36%	(6,673)	(98,802)	7%
TOTAL OPERATING REVENUES	(20,225,227)	(36,771,675)	55%	(6,275,877)	(12,728,677)	49%
OPERATING EXPENDITURES						
OFFICE OPERATING	903,187	1,883,851	48%	310,107	629,460	49%
COMMUNITY GRANTS	0	0	0%	0	0	0%
LEGISLATIVE	0	0	0%	0	1,500	0%
PROFESSIONAL FEES	285,354	1,316,178	22%	31,171	402,300	8%
BUILDING - OPER & MAINT	734,952	1,693,082	43%	344,065	754,602	46%
VEH & EQUIP - OPER & MAINT	955,544	1,788,276	53%	69,329	175,846	39%
OTHER OPERATING COSTS	4,431,043	11,347,631	39%	403,743	1,284,257	31%
WAGES & BENEFITS	4,315,066	9,260,472	47%	2,322,498	4,864,775	48%
PROGRAM COSTS	59,746	161,700	37%	232,278	712,316	33%
DEBT - FINANCING - INTEREST	444,895	1,215,182	37%	203,191	419,387	48%
DEBT - FINANCING - PRINCIPAL	590,667	1,138,352	52%	234,524	416,450	56%
TRANSFER TO RESERVE FUND	6,720	6,963,004	0%	0	1,751,834	0%
TRANSFER TO OTHER GOV'T/AGENCIES	0	0	0%	182,905	1,804,742	10%
TOTAL OPERATING EXPENDITURES	12,718,829	36,767,728	35%	4,333,811	13,217,469	33%
CAPITAL ASSET EXPENDITURES						
CAPITAL EXPENDITURES	12,958,155	60,610,469	21%	783,012	5,334,770	15%
TRANSFERS FROM RESERVES	(743,985)	(33,182,843)	2%	(636,597)	(2,845,834)	22%
CAPITAL GRANTS AND OTHER	(6,496,877)	(11,667,824)	56%	(36,577)	(908,762)	4%
NEW BORROWING	(4,858,170)	(13,424,726)	36%	0	(1,000,000)	0%
NET CAPITAL ASSETS FUNDED FROM OPERATIONS	859,123	2,335,076		109,838	580,174	
ACCUMULATED SURPLUS						
NET (SURPLUS) DEFICIT	(6,647,275)	2,331,129		(1,832,228)	1,068,966	
TRANSFER FROM APPROPRIATED SURPLUS	0	(1,236,460)		0	(281,519)	
PRIOR YEARS (SURPLUS) DEFICIT	(5,323,835)	(5,323,835)		(1,721,594)	(1,721,594)	
CURRENT YEAR UNAPPROPRIATED (SURPLUS) DEFICIT	(11,971,110)	(4,229,166)		(3,553,822)	(934,147)	



GENERAL REVENUE FUND
As of June 30, 2018

	TRANSIT &	EMERGENCY	SERVICES	TOTAL	REVENUE	FUND
	Actual	Budget	%	Actual	Budget	%
	2018	2018	Var	2018	2018	Var
OPERATING REVENUES						
TAX REQUISITION	(8,099,132)	(16,198,258)	50%	(26,710,024)	(53,420,020)	50%
OPERATING GRANTS	(3,286,777)	(6,604,262)	50%	(3,911,153)	(7,378,108)	53%
OPERATING REVENUE	(2,405,614)	(4,657,649)	52%	(14,037,396)	(23,265,586)	60%
OTHER REVENUE	(813,116)	(1,596,096)	51%	(6,867,586)	(15,983,639)	43%
TOTAL OPERATING REVENUES	(14,604,639)	(29,056,265)	50%	(51,526,159)	(100,047,353)	52%
OPERATING EXPENDITURES						
OFFICE OPERATING	762,270	1,557,230	49%	2,264,741	4,738,548	48%
COMMUNITY GRANTS	0	0	0%	2,500	131,940	2%
LEGISLATIVE	0	0	0%	308,080	769,731	40%
PROFESSIONAL FEES	35,635	301,850	12%	631,264	3,310,734	19%
BUILDING - OPER & MAINT	319,762	499,949	64%	1,725,501	3,329,749	52%
VEH & EQUIP - OPER & MAINT	2,363,760	5,238,379	45%	3,535,527	7,516,383	47%
OTHER OPERATING COSTS	1,633,653	3,787,963	43%	7,295,503	18,735,686	39%
WAGES & BENEFITS	6,750,441	12,919,081	52%	16,841,865	34,764,960	48%
PROGRAM COSTS	0	128,500	0%	410,092	1,417,666	29%
DEBT - FINANCING - INTEREST	84,034	177,167	47%	2,013,281	4,778,205	42%
DEBT - FINANCING - PRINCIPAL	85,696	215,769	40%	2,191,420	4,958,635	44%
TRANSFER TO RESERVE FUND	179,798	1,261,765	14%	190,115	10,433,016	2%
TRANSFER TO OTHER GOV'T/AGENCIES	1,691,894	3,027,802	56%	3,150,992	7,374,277	43%
TOTAL OPERATING EXPENDITURES	13,906,943	29,115,455	48%	40,552,536	102,259,530	40%
CAPITAL ASSET EXPENDITURES						
CAPITAL EXPENDITURES	882,643	6,061,702	15%	14,876,074	72,945,091	20%
TRANSFERS FROM RESERVES	(835,078)	(4,355,562)	19%	(2,299,698)	(41,022,039)	6%
CAPITAL GRANTS AND OTHER	0	(280,140)	0%	(6,533,454)	(12,856,726)	51%
NEW BORROWING	0	(695,000)	0%	(4,858,170)	(15,119,726)	32%
NET CAPITAL ASSETS FUNDED FROM OPERATIONS	47,565	731,000		1,184,752	3,946,600	
ACCUMULATED SURPLUS						
NET (SURPLUS) DEFICIT	(650,131)	790,190		(9,788,871)	6,158,777	
TRANSFER FROM APPROPRIATED SURPLUS	0	(526,895)		0	(2,635,433)	
PRIOR YEARS (SURPLUS) DEFICIT	(2,243,397)	(2,243,397)		(12,146,812)	(12,146,812)	
CURRENT YEAR UNAPPROPRIATED (SURPLUS) DEFICIT	(2,893,528)	(1,980,102)		(21,935,683)	(8,623,468)	



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2018

	Revenues	Revenues	Variance	Expenditures	Expenditures	Variance	Surplus	Surplus
	2018	2018		2018	2018		2018	2018
	Actuals	Budget		Actuals	Budget		Actuals	Budget
CORPORATE SERVICES								
Administration								
Corporate Administration Summary	4,299,271	8,314,604	52%	3,350,574	8,032,373	42%	948,697	282,231
Community Grants	57,951	166,040	35%	2,500	166,040	2%	55,451	0
Community Works Fund Projects - Corporate Services	196,783	100,000	197%	196,783	100,000	197%	0	0
Electoral Area Administration	638,902	1,057,673	60%	360,141	969,589	37%	278,761	88,084
Regional Library	1,376,889	3,103,164	44%	1,376,889	3,103,164	44%	0	0
Feasibility Studies	20,280	51,780	39%	8,337	51,780	16%	11,943	0
Municipal Debt Transfers	2,265,950	5,213,660	43%	2,265,950	5,213,660	43%	0	0
House Numbering	10,950	21,900	50%	10,950	21,900	50%	0	0
TOTAL	8,866,976	18,028,821	49%	7,572,124	17,658,506	43%	1,294,852	370,315
STRATEGIC & COMMUNITY DEVELOPMENT								
EA Community Planning	1,309,324	2,258,905	58%	849,048	2,070,804	41%	460,276	188,101
Economic Development South	32,500	195,847	17%	0	195,847	0%	32,500	0
Economic Development North	12,918	50,000	26%	929	50,000	2%	11,989	0
VIHA Health Network Funding	10,432	44,695	23%	10,432	44,695	23%	0	0
OHWN Special Project Grant	14,984	0	0%	14,984	0	0%	0	0
Strategic Initiatives/Asset Management	173,066	695,502	25%	173,066	695,502	25%	0	0
Regional Growth Strategy	425,571	883,848	48%	206,717	809,553	26%	218,854	74,295
Building Inspection	2,045,202	2,346,698	87%	668,359	1,541,451	43%	1,376,843	805,247
Bylaw Enforcement								
Bylaw Enforcement	163,775	366,557	45%	163,775	366,557	45%	0	0
Animal Control EA A,B,C,LANTZ	43,580	77,996	56%	22,502	73,244	31%	21,078	4,752
Animal Control E,G & H	58,259	115,534	50%	35,350	111,572	32%	22,909	3,962
Animal Control EA F	19,138	30,123	64%	6,594	23,725	28%	12,544	6,398
Unsanitary Premises	99,506	162,111	61%	99,072	162,111	61%	434	0
Hazardous Properties	51,292	212,370	24%	4,613	189,599	2%	46,679	22,771
Noise Control	35,911	58,074	62%	17,650	53,862	33%	18,261	4,212
Community Works Fund Projects - Strategic & Community Deve	0	50,000	0%	0	50,000	0%	0	0
TOTAL	4,495,458	7,548,260	60%	2,273,091	6,438,522	35%	2,222,367	1,109,738



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2018

	Revenues	Revenues	Variance	Expenditures	Expenditures	Variance	Surplus	Surplus
	2018	2018		2018	2018		2018	2018
	Actuals	Budget		Actuals	Budget		Actuals	Budget
REGIONAL & COMMUNITY UTILITIES								
RCU - Administration	189,348	382,631	49%	189,348	382,631	49%	0	0
RCU - Engineering	143,581	402,763	36%	143,581	402,763	36%	0	0
Wastewater Management								
Liquid Waste Management Planning	341,470	453,760	75%	116,237	308,689	38%	225,233	145,071
Wastewater Southern Community	16,710,071	55,010,445	30%	14,475,095	54,251,152	27%	2,234,976	759,293
Wastewater Northern Community	3,927,597	8,051,575	49%	1,461,249	7,054,866	21%	2,466,348	996,709
Wastewater Duke Point	301,367	460,347	65%	124,159	337,288	37%	177,208	123,059
Wastewater Bowser Village	99,099	2,000,000	5%	99,099	2,000,000	5%	0	0
Water Supply								
Water - Surfside	14,604	38,661	38%	10,067	35,776	28%	4,537	2,885
Water - French Creek	80,871	226,036	36%	57,675	219,220	26%	23,196	6,816
Water - Whiskey Creek	92,122	607,292	15%	45,689	599,585	8%	46,433	7,707
Water - Decourcey	9,907	14,619	68%	3,626	11,763	31%	6,281	2,856
Water - San Pareil	439,927	870,340	51%	370,902	854,208	43%	69,025	16,132
Water - Driftwood	2,729	5,458	50%	2,729	5,458	50%	0	0
Water - Englishman River	78,241	137,647	57%	36,098	133,773	27%	42,143	3,874
Water - Melrose Place	31,517	59,925	53%	10,657	52,773	20%	20,860	7,152
Water - Nanoose Peninsula	1,076,800	2,493,654	43%	623,084	2,383,630	26%	453,716	110,024
Water - Bulk Water Nanoose Bay	763,169	7,369,183	10%	313,330	7,311,277	4%	449,839	57,906
Water - Bulk Water French Creek	34,909	72,359	48%	34,909	71,107	49%	0	1,252
Water - San Pareil Fire	36,968	74,212	50%	37,106	74,212	50%	(138)	0
Water - Westurne Heights	18,170	29,240	62%	6,615	25,651	26%	11,555	3,589
Drinking Water/Watershed Protection	458,377	715,672	64%	206,957	598,481	35%	251,420	117,191
Streetlighting	55,684	119,470	47%	37,424	113,244	33%	18,260	6,226
Sewer Collection								
Sewer - French Creek	731,766	1,128,263	65%	535,881	1,121,882	48%	195,885	6,381
7551 / 2851 SewerFairwinds / Wastewater Nanoose	814,381	1,112,903	73%	217,654	812,434	27%	596,727	300,469
Sewer - Pacific Shores	48,571	85,302	57%	32,895	76,627	43%	15,676	8,675
Sewer - Surfside	33,545	43,610	77%	9,260	41,942	22%	24,285	1,668
Sewer - Cedar	198,256	255,994	77%	79,175	210,289	38%	119,081	45,705
Sewer - Barclay	173,706	260,365	67%	93,733	251,237	37%	79,973	9,128
Sewer - Reid Road Debt	1,812	3,624	50%	1,812	3,624	50%	0	0



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2018

	Revenues	Revenues	Variance	Expenditures	Expenditures	Variance	Surplus	Surplus
	2018	2018		2018	2018		2018	2018
	Actuals	Budget		Actuals	Budget		Actuals	Budget
Sewer - Hawthorne Rise Debt	4,971	9,941	50%	4,970	9,941	50%	1	0
Englishman River Stormwater	8,553	11,161	77%	650	8,300	8%	7,903	2,861
Cedar Estates Stormwater	7,366	9,776	75%	634	7,268	9%	6,732	2,508
Solid Waste								
Solid Waste Management	6,946,552	13,606,332	51%	4,222,620	12,335,317	34%	2,723,932	1,271,015
Solid Waste Collection & Recycling	3,760,771	4,983,088	75%	2,060,755	4,770,071	43%	1,700,016	213,017
Community Works Fund Projects - Regional & Community Utiliti	11,311	501,714	2%	11,311	501,714	2%	0	0
TOTAL	37,648,089	101,607,362	37%	25,676,986	97,378,193	26%	11,971,103	4,229,169
RECREATION & PARKS SERVICES								
Regional Parks	2,336,894	6,208,825	38%	1,286,700	5,939,112	22%	1,050,194	269,713
Community Parks								
Community Parks - Area A	168,450	274,622	61%	86,373	271,588	32%	82,077	3,034
Community Parks - Area B	205,638	367,605	56%	140,709	308,885	46%	64,929	58,720
Community Parks - Area C (Extension)	84,443	120,222	70%	28,229	90,091	31%	56,214	30,131
Community Parks - Area C (East Wellington)	102,521	148,257	69%	32,745	133,073	25%	69,776	15,184
Community Parks - Area E	107,857	181,084	60%	73,221	183,230	40%	34,636	(2,146)
Community Parks - Area F	148,881	233,251	64%	83,433	210,589	40%	65,448	22,662
Community Parks - Area G	92,410	181,921	51%	80,027	174,389	46%	12,383	7,532
Community Parks - Area H	191,334	451,475	42%	97,247	404,548	24%	94,087	46,927
Area A Recreation & Culture	260,853	362,249	72%	27,513	300,895	9%	233,340	61,354
Northern Community Recreation	1,032,187	2,169,727	48%	735,696	2,095,992	35%	296,491	73,735
Oceanside Place	1,527,939	2,933,952	52%	1,248,380	2,784,465	45%	279,559	149,487
Ravensong Aquatic Centre	1,657,218	3,659,573	45%	1,120,754	3,475,379	32%	536,464	184,194
Gabriola Island Recreation	76,125	137,991	55%	51,341	124,369	41%	24,784	13,622
Southern Community Recreation & Culture	667,893	1,310,657	51%	14,454	1,310,657	1%	653,439	0
Community Works Fund Projects - Parks & Recreation Services	10,000	744,975	1%	10,000	744,975	1%	0	0
TOTAL	8,670,643	19,486,386	44%	5,116,822	18,552,237	28%	3,553,821	934,149
TRANSIT & EMERGENCY SERVICES								
Transit								
Transit Southern Community	11,921,536	24,286,034	49%	10,124,997	22,904,326	44%	1,796,539	1,381,708
Transit - Gabriola Transit Contribution	68,000	136,000	50%	133,100	136,000	98%	(65,100)	0
Transit - Gabriola Island Taxi Saver	6,274	8,440	74%	2,584	8,440	31%	3,690	0



SUMMARY OF OPERATING RESULTS
For period ending June 30, 2018

	Revenues	Revenues	Variance	Expenditures	Expenditures	Variance	Surplus	Surplus
	2018	2018		2018	2018		2018	2018
	Actuals	Budget		Actuals	Budget		Actuals	Budget
Transit Northern Community	1,580,090	2,574,758	61%	980,409	2,062,413	48%	599,681	512,345
Gabriola Island Emergency Wharf	5,350	8,796	61%	3,535	8,796	40%	1,815	0
Fire Protection								
Fire - Administration	115,390	251,252	46%	100,954	251,252	40%	14,436	0
Fire - Meadowood	69,729	139,457	50%	69,729	139,457	50%	0	0
Fire - Nanaimo River	8,900	17,796	50%	818	17,796	5%	8,082	0
Fire - Coombs Hilliers	356,714	1,325,843	27%	262,597	1,301,039	20%	94,117	24,804
Fire - Errington	1,028,157	2,019,365	51%	1,169,498	2,019,365	58%	(141,341)	0
Fire - French Creek	343,970	673,517	51%	19,923	673,517	3%	324,047	0
Fire - Nanoose Bay	506,861	973,053	52%	295,970	970,733	30%	210,891	2,320
Fire - Wellington	44,720	87,064	51%	3,257	84,105	4%	41,463	2,959
Fire - Cassidy Waterloo	123,017	209,718	59%	41,517	201,354	21%	81,500	8,364
Fire - Dashwood	343,702	749,210	46%	382,394	749,210	51%	(38,692)	0
Fire - Extension	87,587	675,173	13%	62,857	675,173	9%	24,730	0
Fire - Parksville Local	93,821	149,596	63%	5,199	145,657	4%	88,622	3,939
Fire - Bow Horn Bay	191,674	988,821	19%	240,499	988,821	24%	(48,825)	0
Emergency Planning	239,702	804,116	30%	146,052	779,035	19%	93,650	25,081
D68 Search & Rescue	27,846	51,003	55%	14,375	48,225	30%	13,471	2,778
D69 Marine Search & Rescue	3,800	7,600	50%	50	7,600	1%	3,750	0
D69 Land Search & Rescue	5,100	10,200	50%	100	10,200	1%	5,000	0
D68 E911	88,375	167,843	53%	51,816	162,450	32%	36,559	5,393
D69 E911	363,273	697,135	52%	677,225	686,725	99%	(313,952)	10,410
Community Justice								
D68 Community Justice	8,063	16,125	50%	63	16,125	0%	8,000	0
D69 Community Justice	51,460	129,344	40%	63	129,344	0%	51,397	0
TOTAL	17,683,111	37,157,259	48%	14,789,581	35,177,158	42%	2,893,530	1,980,101
TOTAL ALL SERVICES	(77,364,277)	(183,828,088)	42%	55,428,604	175,204,616	32%	(21,935,673)	(8,623,472)

2. Do not grant a permissive tax exemption for the 2019 taxation year for the Alberni-Clayoquot Regional District Mt. Arrowsmith Regional Park properties.

FINANCIAL IMPLICATIONS

The 2018 assessed values for the two properties in question (folios 768 002268.420 and 768 002268.416) total \$2,222,000. Had the exemption not been in place for the 2018 taxation year, the properties would have been assessed Regional District taxes of approximately \$2,430. However, if the properties were no longer to be statutorily exempt, the assessment value could increase and the property taxes payable would also be higher. Despite this implication, there is an intent and expectation that local governments will be exempt on any land they own directly. These properties represent the only permissive tax exemption provided by the Regional District of Nanaimo.

STRATEGIC PLAN IMPLICATIONS

Adopting the property tax exemption for Alberni-Clayoquot Mt. Arrowsmith Regional Park is consistent with the Regional District of Nanaimo Strategic Plan under Focus on Relationships – we look for opportunities to partner with other government to advance our region.



Tiffany Moore
tmoore@rdn.bc.ca
July 27, 2018

Reviewed by:

- W. Idema, Director of Finance
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Bylaw No. 1775
2. Map showing ACRD Mt. Arrowsmith Regional Park

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1775

**A BYLAW TO AUTHORIZE A PROPERTY
TAX EXEMPTION FOR THE YEAR 2019**

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 391(3), in accordance with Section 391(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:

- a) District Lot 2000, Cameron Land District
- b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 391(4)(g) of the *Local Government Act* for the year 2018.

2. This bylaw may be cited as the "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1775, 2018".

Introduced and read three times this __ day of _____, 2018.

Adopted this __ day of _____, 2018.

CHAIR

CORPORATE OFFICER

ELECTORAL AREA F

Cameron Lake

**MOUNT ARROWSMITH
REGIONAL PARK (ACRD):
Lot 1, Block 1324,
Cameron District, Plan 28909
and District Lot 2000,
Cameron District**

Mount Arrowsmith
Regional Park
(ACRD)

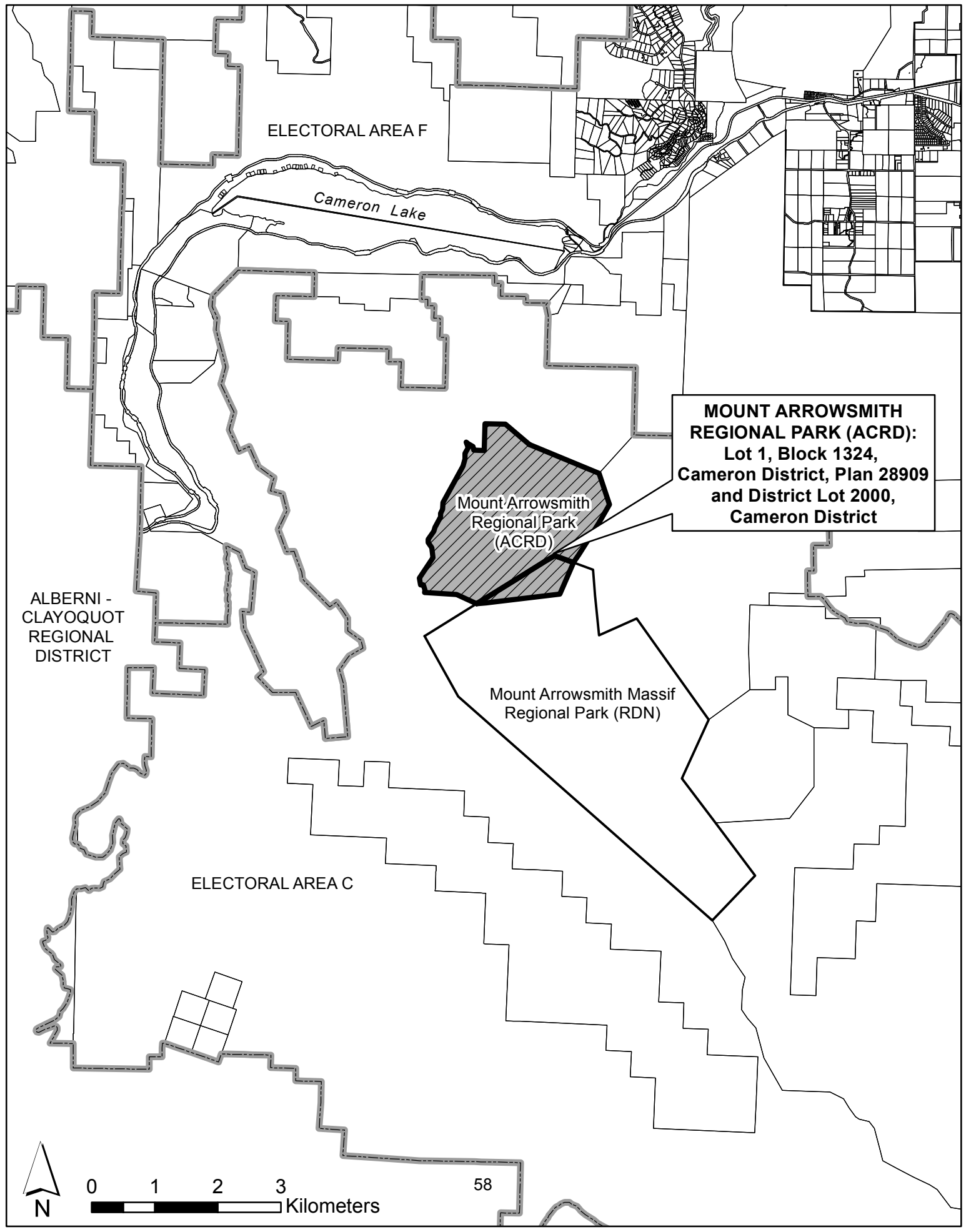
Mount Arrowsmith Massif
Regional Park (RDN)

ALBERNI -
CLAYOQUOT
REGIONAL
DISTRICT

ELECTORAL AREA C



0 1 2 3 58 Kilometers



be extended through to the end of 2019 or 2020 in order to ensure potential losses discovered after the end of 2018 are covered. The coverage includes general liability as well as errors and omissions insurance.

The alternative to obtaining this Associate Member coverage is to essentially self-insure for any claims made as a result of the election that could be attributed to the actions of a temporary election worker. Although the risk is relatively low for such claims and the RDN's existing \$100,000 deductible would still be applicable, the cost to defend such an action could be significant without the MIABC coverage. As the cost of the additional coverage is only \$250.00, staff recommend proceeding with the Associate Member policy. A copy of the Service Provider Agreement to be completed with MIABC is attached.

ALTERNATIVES

1. Approve the purchase of Associate Member liability coverage from MIABC for RDN election workers.
2. Do not approve the purchase of Associate Member liability coverage from MIABC for RDN election workers and self-insure for any claims resulting from the actions of temporary election workers engaged for the 2018 election.

FINANCIAL IMPLICATIONS

The cost of adding this coverage is minimal at \$250 annually and it provides additional coverage to the RDN for those engaged as election workers on a temporary basis.

STRATEGIC PLAN IMPLICATIONS

Ensuring there is adequate liability insurance coverage in place for the 2018 Election is supported by a number of governing principles of the RDN's 2016 to 2020 Strategic Plan including:

Through enhanced financial planning, the Board will ensure long-term viability of the RDN through prudent use of tax dollars, delivering services expected by residents of the Region as cost effectively as possible.

As a proactive organization, we will monitor regional trends, access the best information available, and aim to prevent problems before they arise.



Wendy Idema, (widema@rdn.bc.ca)
August 14, 2018

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments:

1. MIA BC Associate Member Coverage Service Provider Agreement



MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA

SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this XX day of September, 2018 by and in between The Regional District of Nanaimo (the “Local Government”) and 2018 Regional District of Nanaimo Local Government Election Officials (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:
Services in relation to administering the October 20, 2018 Regional District of Nanaimo local government election in accordance with the Local Government Act and in accordance with the sworn election worker oath.

The term of the Agreement is from the 1st day of August, 2018 and the 31st day of December, 2019.

The term of the Agreement is perpetual commencing the _____ day of _____.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or

damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

ON BEHALF OF *REGIONAL DISTRICT OF NANAIMO*

Name: Jeannie Beauchamp

Title: Director of Finance

Signature:

Date:

ON BEHALF OF *ELECTION WORKERS*

Name: Jacquie Hill

Title: Deputy Election Officer & Manager
Administrative Services, Regional District of
Nanaimo

Signature:

Date:

End of Election Period	Friday, September 21, 2018
Start of Campaign Period	Saturday, September 22, 2018
Advance Voting Opportunity	Wednesday, October 10, 2018
Second Advance Voting Opportunity	Wednesday, October 17, 2018
End of Campaign Period	Saturday, October 20, 2018
General Voting Day	Saturday, October 20, 2018
Determination of Official Election Results	Monday, October 22, 2018
Financing Disclosure Statement Filing Deadline	Friday, January 18, 2019

ALTERNATIVES

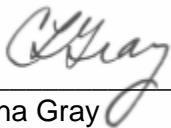
There are no alternatives as this report is for information.

FINANCIAL IMPLICATIONS

\$25,000 has been allocated for election marketing and advertising, a portion of which is invoiced to other organizations as per our election agreements with Islands Trust and School District 68 and 69.

STRATEGIC PLAN IMPLICATIONS

General Local Election marketing through advertising and other online promotional tools supports the Board's focus on improved two-way communication within the RDN and with our communities, as well as the opportunity to partner with other local governments in the delivery of service.



Christina Gray
cgray@rdn.bc.ca
August 13, 2018

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Election 2018 Communications Calendar

Promo Tool	Provider	Dates	Details
Newspaper Ad	Nanaimo News Bulletin	Aug 14, 21, 28	Notice of Nomination Directors - ad Full page if needed, colour
Newspaper Ad	Parksville Qualicum Beach News	Aug 14, 21, 28	Notice of Nomination Directors - ad Full page if needed, colour
Newspaper Ad	Gabriola Sounder	Aug 14, 21, 28	Notice of Nomination Trustees - ad Full page if needed, colour
Newspaper Ad	Nanaimo News Bulletin	Sept 25, Oct 2 & 9	Notice of Election Directors - ad Full page if needed, colour
Newspaper Ad	Parksville Qualicum Beach News	Sept 25, Oct 2 & 9	Notice of Election Directors - ad Full page if needed, colour
Newspaper Ad	Gabriola Sounder	Sept 25, Oct 2 & 9	Notice of Election Trustees - ad Full page if needed, colour
Newspaper Wrap	Nanaimo News Bulletin Election Wrap	Oct 2	The wrap will include election date and times, location, voter qualifications and an example of the ballot voters will be given
Newspaper Wrap	Parksville Qualicum Beach Election Wrap	Oct 4	The wrap will include election date and times, location, voter qualifications and an example of the ballot voters will be given
Online Advertising	Nanaimo News Now	Sept 20 - Oct 20	Website banner ads
Online Advertising	RDN Website	Aug - Oct 20	Elections Quick Link will remain at the top of the Quick Links; a countdown clock will be added to the main page
Bus Advertising	RDN Transit Bus ad	Sept 20 - Oct 20	50 11x17 laminated posters Posts will inform public about the current stage, advanced polling, election locations and any other relevant, timely information.
Social Media	RDN Facebook	Sept 4 - Oct 20	Posts will inform public about the current stage, advanced polling, election locations and any other relevant, timely information.
Social Media	RDN Twitter	Sept 4 - Oct 20	Posts will inform public about the current stage, advanced polling, election locations and any other relevant, timely information.
Social Media	RDN Instagram	Sept 4 - Oct 20	Posts will inform public about the current stage, advanced polling, election locations and any other relevant, timely information.

Cowichan Valley Regional District	\$4,827	Single tenant (Central Island 911)
City of Nanaimo Ice Centre	\$10,500	Single tenant (TELUS)
Regional District of Nanaimo	\$13,860	Single tenant (Rogers)
Comox Valley Regional District	\$26,000	Multiple tenants (2)
City of Nanaimo College Heights	\$31,900	Multiple tenants (2)

ALTERNATIVES

1. To accept the offer from Rogers Communications Inc. of \$13,860 per year for the 2018 – 2023 term and to allow two additional five-year extensions commencing June 1, 2028 for the Statutory Right of Way Agreement.
2. To not accept the new Rogers Communications Inc. offer for the 2018 – 2023 term and attempt to negotiate a better rate.

FINANCIAL IMPLICATIONS

Alternative 1 From 2018 – 2023, the yearly income would be \$13,860 for the Rogers Cell Tower under the Statutory Right of Way Agreement.

All subsequent renewal options shall be the greater of Consumer Price Index adjustments – All Items for British Columbia or 10% for each renewal option.

Alternative 2 From 2018 – 2023 the yearly income would be contingent on an alternately negotiated rate.

STRATEGIC PLAN IMPLICATIONS

This Statutory Right of Way Agreement aligns with the RDN Strategic Plan key focus area “Focus on Economic Health”, specifically by supporting technology based industries. Allowing for the continuance of wireless telecommunications infrastructure to ensure wireless device users are well served in our region creates economic opportunities for individuals and businesses.



Mike Moody
mrmood@rdn.bc.ca

July 27, 2018

Reviewed by:

- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

shift identified in the progress towards RGS Goal 6 intended to increase the portion of households living in housing that meet their needs¹. The following motion was passed:

It was moved and seconded that the Regional Growth Strategy policies relating to affordable housing be included in the approved Focused Regional Growth Strategy Review.

What follows is an overview on affordable housing, current conditions in the region and approaches that the RDN can use to proactively influence non-market and market affordable housing needs across the region.

What is Affordable Housing?

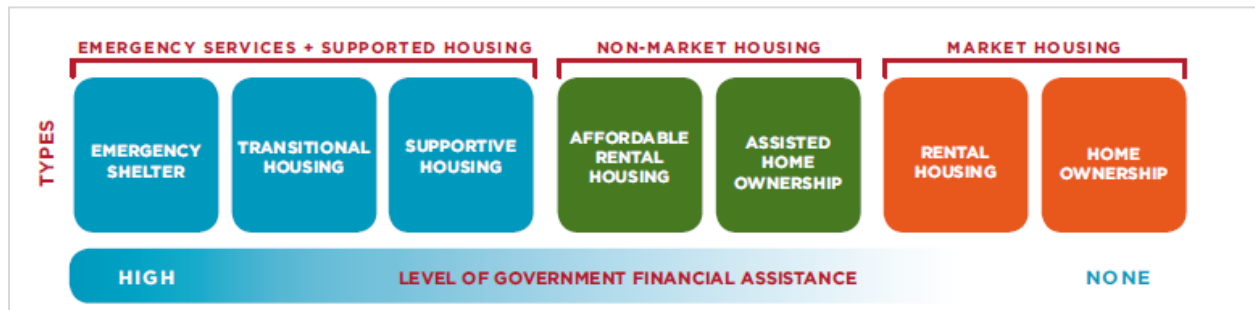
The RDN recognizes the BC Housing definition of affordable housing:

Housing is considered to be "affordable" when it costs less than 30% of before-tax household income. Housing is not affordable when it costs so much that individuals and families have trouble paying for other necessities such as food, health and transportation.

For renters, shelter costs include rent and any payments for electricity, fuel, water and other municipal services. For owners, shelter costs include mortgage payments (principal and interest), property taxes, and any condominium fees, along with payments for electricity, fuel, water and other municipal services (Canada Housing and Mortgage Corporation).

The Housing Continuum (Figure 1) is commonly used to understand housing affordability. It shows a range of housing types and tenures, inferring that all residents should have the opportunity to move across the housing continuum and find housing that is suitable, appropriate and affordable and meets their needs and circumstances.

Figure 1: The Housing Continuum



Source: Nanaimo Affordable Housing Discussion Paper, April 2018

¹ The 2017 RGS Annual Report data is for the [Nanaimo and Parksville Census Agglomeration](#) and includes the City of Nanaimo, City of Parksville, Town of Qualicum Beach, French Creek, District of Lantzville, Electoral Area A, Electoral Area C, Snuneymuxw First Nations Lands, and Snaw-Naw-As First Nations Lands.

Regional Perspective on Housing Needs

In the RDN the shortage of affordable housing has historically been attributed to the widening gap between the cost of housing relative to incomes and the shortage of adequate rental stock². According to 2016 census data, real estate market statistics and other sources referenced below, this condition persists and is on the rise as a result of the recent increase in housing costs in the region.

Between 2015 and 2017 the average price for a single residential dwelling increased from:

- \$391,313 to \$518,449 for Nanaimo (Zone 4), an increase of 33%
- \$404,700 to \$548,378 for Parksville/Qualicum Beach (Zone 5)³, an increase of 36%

In terms of the affordability threshold (less than 30% of before tax income), both home owners and renters are impacted, with renter households facing the greatest challenge. Of the 50,930 owner households in the region 8,149 (16%) of households spent 30% or more on shelter compared to 17% on Vancouver Island. Of the 17,830 renter households 8,558 (48%) spent 30% or more on shelter compared to 45% on Vancouver Island⁴. As a result, the Canadian Rental Index places the region fifth in their list of “Top 10 Most Critical Scores” when compared to other regional districts in BC⁵.

To better understand the housing need, the BC Non-profit Housing Association⁶ has published a report estimating the current need for housing in BC broken down by region. According to the report, the current rental supply backlog in the RDN is 1,779 units. This total includes core housing need households (average income \$18,501) and middle income households (average income \$51,978). The report also provides a break down of the total average annual investment needed to support current and future affordable housing supply needs. In the RDN, it is estimated that the annual cost is \$68 million, of which 25% or \$17 million is considered the community's share.

Given that provisions for affordable, adequate and suitable housing remains a challenge in the RDN and other areas in BC, the recently launched Strategy and funding programs presents new opportunities for all levels of government to help address housing needs across the housing continuum.

Overview of the National Housing Strategy

The [National Housing Strategy: A Place to Call Home](#) is an ambitious 10 year, \$40 billion commitment to address housing needs from shelters and transitional housing to affordable rentals and homeownership. The Strategy's goals include:

- reducing chronic homelessness by 50 percent;

² Regional District of Nanaimo Housing Needs Overview, January 2009 https://www.rdn.bc.ca/dms/documents/planning/affordable-housing/meeting-regional-housing-needs/phase_1_-_housing_needs_overview.pdf

³ Zone 4 & 5 is the classification used by the Vancouver Island Real Estate Board. When combined, the two zones represent the RDN electoral areas and member municipalities.

⁴ Statistics Canada, 2016 Census

⁵ Canadian Rental Housing Index http://rentalhousingindex.ca/en/#rhi_cd

⁶ BC Affordable Housing Plan Regional Breakdown: Nanaimo Regional District http://bcnpha.ca/wp_bcnpha/wp-content/uploads/2017/04/Nanaimo.pdf

- removing more than 530,000 households from housing needs;
- creating four times as many new housing units as built under federal programs from 2005 to 2015;
- repairing three times as many existing housing units as repaired under federal programs from 2005 to 2015; and
- protecting an additional 385,000 households from losing an affordable place to live.

To achieve these goals, the Strategy features at least 20 targeted initiatives to advance the intended outcomes. The provinces and territories are the primary partners in the Strategy, while local governments, and private and non-profit sectors are identified for select initiatives. Local governments are eligible to apply for, or become a funding partner in, the National Housing Co-Investment Fund and the Affordable Housing Innovation Fund.

The National Housing Co-Investment Fund (including \$4.7 billion in capital grants and \$11.2 billion in low-interest loans), is composed of two streams: new construction, and housing repair and renewal. Partnerships are a required feature of this fund to maximize investment and to ensure efforts are coordinated. To be eligible for this fund the federal funding must be supplemented by investment from provincial or local government and can include in-kind and cash contributions.

The second program, the Affordable Housing Innovation Fund (\$200 million fund) is designed to support the development of innovative approaches to affordable housing, including innovations in building design and/or financial models. Eligibility is limited to individuals, corporations and organizations. While a local government would not be eligible, a non-profit housing organization or a corporate entity, such as a Regional Housing Corporation would be eligible.

The new Strategy represents a shift in federal housing policy away from the traditional 'social housing' model towards mixed-income developments. Mixed-income housing is a widely accepted approach to creating affordable housing options because it includes diverse types of housing units (eg., apartments, townhouses, duplex and single dwellings) for a range of income levels. The Strategy also sets out opportunities for all levels of government to get involved in implementation, including direct delivery of housing programs as illustrated by the Co-Investment Fund.

Aligned with the federal approach, the Province of BC has already allocated \$7 billion over the next ten years to create and preserve affordable housing in BC. The two main funding programs are the Community Housing Fund and the Community Partnership Initiatives. The Community Housing Fund is aimed at non-profit housing or for-profit firms that partner with non-profit societies to build and operate new rental units. The Community Partnership Initiative differs in that it provides financing to help non-profit societies create affordable housing developments. Local governments are not eligible to apply, but they can be an investment partner or as in the case of the Community Partnership Initiative can participate through a Regional Housing Corporation.

While the recent shift in federal and provincial direction provides more options, what remains to be decided is how the RDN can become involved, or more specifically, what role the RDN should play in affordable housing? To provide background for this discussion, the remainder of this report provides a summary of the RDN's affordable housing initiatives, ways local governments can get involved and recommendations for potential next steps.

Affordable Housing Initiatives in the RDN

In 2009, the RDN's Housing Needs Overview report confirmed that the supply of affordable housing throughout the region fell short of meeting the needs of those least able to afford adequate housing. Earlier works confirmed that the availability of developable land was not a contributing factor. The 2006 Land Inventory and Residential Capacity Analysis⁷ determined a dwelling unit capacity of 49,063 units across the region. At fault was the widening gap between the cost of housing relative to peoples' incomes and the shortage of rental housing stock.

Following the needs assessment, the report Connecting Housing Needs and Opportunities addressed solutions, which were incorporated into the current RDN Housing Action Plan (the Plan), see Attachment 1.

The Plan sets out opportunities and clear actions to influence affordable housing using existing RDN resources. Within this defined scope, the Plan's focus is on land use provisions and other activities aimed at raising awareness, and to coordinating efforts amongst government agencies, non-profits and private business. A review of the Action Plan reveals that many of the actions have been completed or are considered on-going communication/facilitation activities. A few highlights of this work include:

- integrated affordable housing policies into the RGS
- integrated affordable housing policies into some Official Community Plans (OCP) (e.g., Area A OCP includes provisions for housing agreements to secure affordable housing units and Area H OCP acknowledges acquiring affordable housing as a community amenity contribution),
- adopted regulations in support of secondary suites in most rural and residential zones in Areas A, C, E, F, G and H⁸,
- on-going actions to support initiatives of others (Oceanside Task Force on Homelessness and the City of Nanaimo Affordable Housing Strategy),
- waiving fees for non-profit organizations associated with development applications (eg., Bowser Seniors' Housing Project), and
- awareness raising through annual updates of the housing resource list, extreme weather shelter brochure/poster and the RDN affordable housing webpage at www.rdn.bc.ca/rdn-affordable-housing

In addition to these efforts, the RDN has been an investment partner in the development of one housing project in particular. In partnership with the Province, RDN, City of Parksville, and Town of Qualicum Beach, funding was provided for the purchase of a property in Parksville for the purpose of building a 50 unit supportive housing facility. The RDN's contribution was made possible through the Community Grants provisions in the Local Government Act.

⁷ To continue to monitor the region's land resources, the RDN's Land Inventory and Capacity Study is scheduled to be updated as part of the scheduled 2018-19 Regional Growth Strategy Review.

⁸ Secondary Suites Bylaw Amendment No. 389, adopted May 27, 2014.

Rural Character and Current Conditions

Housing issues in rural areas are quite diverse and are heavily influenced by a region's proximity to major urban areas; whether it has been designated as a potential resort or retirement community; and whether there has been population decline or growth in recent years.

In addition to these external factors, low population density can restrict transportation options and lower incomes of some rural residents, which often puts them at a disadvantage in finding suitable accommodations. The RDN shares many of these same rural characteristics and is also attributed with a lack of rental housing and general high market appeal that serves to maintain high property values. Consequently, the RDN has developed select policies and regulations in support of affordable housing. The intended outcomes however have been slow to develop. This may be attributed in part to limitations of the current policies and regulations and limited implementation. However, of greater influence is the lack of diversity in rural housing types and the intentionally low volume of development in rural areas compared to urban areas.

Traditionally, the rural housing market is quite homogenous, limiting residents' options regarding type and tenure of housing. In the RDN, the current dominant structural type and tenure is owner households of single detached dwellings. The current housing capacity of single dwelling units is considered adequate to meet projected housing demand until 2031. In comparison, ground-oriented dwelling unit capacity is only adequate to meet the projected housing demand to 2021⁹. Despite policies and regulations in place to encourage different types of housing, the uptake has been insufficient to help address the increased need for affordable rental and market housing options. Secondary suites is one example where the provisions are in place, but the uptake has been low. Since 2014, only 38 building permits have been issued for secondary suites. Even so, secondary suites are a proven option for affordable housing and should continue to be encouraged along with other types of ground-oriented dwellings.

Another obstacle to improving affordable housing in rural areas is the lack of multi-residential development that would lead to securing additional community amenities. Local governments can incorporate policies to encourage amenity contribution negotiations as part of the rezoning process. This type of policy is successfully used in many urban areas (eg., City of Nanaimo), but to a lesser extent within the rural areas in the RDN. Generally, amenity contributions would be triggered by rezoning for a multi-residential development, which may only occur once a year, or not at all. This is further hindered by the current lack of amenity policies that seek affordable housing as an amenity contribution. In the rural context, amenities are generally acquired for park land, trails, bus stops and road dedication. The exception to this is the recently adopted Area H OCP, which provides the strongest policy direction by seeking a broad array of amenities, inclusive of affordable housing units or a financial contribution to a RDN affordable housing fund (should one be established).

In the RDN, many of the current policy and regulatory approaches in place provide fringe benefits. They also set a precedent for seeking solutions, and make room for enacting larger changes towards long-term planning for sustainable affordable housing.

⁹ RDN Land Inventory and Residential Capacity Study, 2007

Opportunities and Approaches for Influencing Affordable Housing in the RDN

The implementation hierarchy set out in the Connecting Housing Needs and Opportunities report is a useful starting point for investigating potential next steps and further approaches best suited to the residents and areas within the RDN. As illustrated in Figure 2, just over half of the strategies have been completed or are on-going (green) through the implementation of the RDN Housing Action Plan.

Figure 2: Housing Implementation Hierarchy

Potential Strategies To Support Development Of Affordable Housing In The RDN	
Completed and/or ongoing	1 Raise Awareness. Of existing housing needs. Of existing housing programs.
	2 Support for Others' Initiatives. Assist non-profit societies that are actively pursuing government funding for special needs groups. Encourage non-market housing providers to "regenerate" existing social housing sites.
Not started	3 Research and Networking. Work with major employers and business associations to investigate an "employer assisted housing program". Seek funding from BC Real Estate Foundation
Completed	4 Policy. Continue to support infill/development, including manufactured housing, in serviced Village Centres.
	5 Policy. Include housing policies in RGS. Include housing policies in OCPs.
	6 Policy. Develop a region-wide policy on secondary units (suites, secondary dwellings) in Village Centres and rural parts of Electoral Areas.
Some progress	7 Policy. Continue to implement the 2006 Manufactured Home Park Redevelopment Policy.
	8 Regulatory Tool – Amenity Rezoning. Develop a policy / program to generate affordable home ownership through new development. AKA known as "Inclusionary Housing".
Not currently being advanced	9 Regulatory Tool – Zoning. Update zoning bylaws in serviced Village Centres to encourage small houses on small lots / infill or new subdivisions. Meets other sustainability objectives.
	10 Financial Measure. Investigate the establishment of a Regional Housing Trust Fund.
	11 Regional Housing Corporation. Build and maintain rental housing.

Of the remaining strategies (yellow/orange), there is an opportunity to pursue a combination of policy, regulatory, financial and housing management strategies that are consistent with affordable housing best practices. Pursuing this course would be a shift for the RDN, but it would also establish a more strategic and regional approach to affordable housing that brings economic, environmental and social returns. Each dollar invested by the region can be leveraged to access provincial and federal funding resulting in new construction. Housing production creates design opportunity to include energy conservation and each new unit generates local employment. The key components of a regional approach to affordable housing are detailed below.

Policy Considerations

The RGS provides the policy framework for managing growth within the RDN. Within the 11 goals of the RGS, Goal 6 provides the policy context intended to support and facilitate the provision for appropriate, adequate, affordable, and adaptable housing. Under the current conditions, it is both timely and necessary to strengthen the RGS policies relating to affordable housing. Acknowledging this need, the applicable policies have recently been added to the 2018-2019 RGS review.

Were the Board to support advancing a regional approach to affordable housing, it is recommended that this work is included as a sub-project to the RGS review to coordinate with the review of the RGS affordable housing policies.

Zoning Considerations

In order to strengthen and clarify land use provisions for affordable housing, additional types of provisions can be considered, such as:

- a. encourage pre-zoning within an OCP to support development within Rural Village Centers and to provide developers with more certainty;
- b. encourage inclusionary zoning to require affordable units through new multi-residential developments, aligned with mixed-income housing models (eg., Ucluelet and Langford);
- c. as an alternative to pre-zoning or inclusionary zoning, a housing agreement bylaw can be used to secure new affordable housing stock or specific terms such as rental or leasehold rates (eg., Islands Trust);
- d. density-bonus zoning within residential lots to permit a duplex or triplex within the same building footprint as a single dwelling unit, and
- e. consider provisions to accommodate year round residency within alternative housing options, such as recreational vehicles or tiny homes.

Provisions such as pre-zoning, inclusionary zoning and housing agreements may be more suitable to urban areas within the Growth Containment Boundaries and the Rural Village Centers. Density-bonus zoning, in much the same way as secondary suites, allows a number of households to be housed on a single residential lot without creating an additional building footprint. This design increases the affordability of housing as the cost of land is shared between the households and it may reduce sprawl by encouraging a form of in-fill suitable for rural villages in the RDN.

Long-term stay provisions enable year-round residency within recreational vehicles or tiny homes and are suitable to both rural and some urban areas. By regulating the use this may help to address issues arising in areas where this type of residency is already occurring and facilitate new opportunities. Managing alternative housing options through a temporary use permit or rezoning process is key. As a condition of approval, a standard of public health and safety can be achieved to provide adequate, suitable, as well as affordable housing options for some residents.

Financial Measures - Regional Affordable Housing Service and Reserve (Trust) Fund

The establishment of a financial contribution service and reserve fund is a proven and increasingly used approach in BC to help address region-wide housing needs. The service would be used to build a capital reserve fund, from which non-profit housing providers could access funding for new affordable housing projects, or renovations to existing affordable housing that benefit communities in the region.

The Capital Regional District (CRD) is one of the first regional districts in BC to implement a Regional Housing Trust Fund (RHTF), which has proven to be pivotal in moving forward on their key housing priorities. Within the first five years of the program \$3.4 million was granted, generating 281 units over 17 projects. These funds are also used to leverage other funds from federal and provincial providers.

Following the success of the CRD's program, other regional districts facing the same challenges have implemented similar approaches, including the Comox Valley Regional District in 2015. More recently, the Cowichan Valley Regional District is evaluating the establishment of a regional service. Experience shows that there are a number of benefits to establishing a service. A top benefit is the ability to adopt a strategic approach to meeting housing priorities across the region and to develop the necessary long-term relationship with housing developers and housing agencies to implement 'brick and mortar' housing projects. RHTFs are also complementary to existing municipal trusts (eg., City of Nanaimo Housing Legacy Reserve Fund) as they can use regional funds to leverage other funding, which can further assure that funding is distributed equitably throughout the region.

The main challenge with a RHTF is there must be a commitment to a regular and ongoing source of funding. The source of funding may come from new sources such as an amenity contribution for new multi-unit residential developments. The associated amount may be seen as the cost of doing business to developers, but may not be adequate to address the level of need. Alternatively, a regional affordable housing service could be created that would spread the cost across the region. If the Board were to support a RHTF in principal, it is recommended that the RDN work with the member municipalities and non-profit housing organizations to further investigate this opportunity.

Housing Management - Regional Housing Corporation

A regional housing corporation enables a regional district to become a shareholder of the corporation, which owns and operates a range of housing units. This housing is often a mixture of market rental units and subsidized housing, allowing the regional district to maintain affordability of housing units. One challenge is that the corporations have to compete for funding unless they have access to permanent, on-going government support such as a RHTF as in the case of the CRD and the Capital Region Housing Corporation.

Establishing a housing corporation is not integral to establishing a successful affordable housing program and may be worth exploring at a future date in the event that the RDN were to establish an affordable housing service and reserve fund.

The Changing Role of the RDN in Affordable Housing

In addition to the financial consideration of establishing an affordable housing service, there may be some reluctance from some decision-makers and residents to expand the existing role of the RDN in influencing affordable housing. To some extent this position is understandable since traditionally housing policy has been the responsibility of the federal and provincial governments. This changed in the late 1980s when the federal policy direction shifted by assuming the free-market economy would adjust to fill the gap. Since affordable housing is not considered by developers to be the highest and best use of the land, developers did not respond as envisioned. Instead, local governments in BC and elsewhere have gradually become more active in housing. This is evident by the examples in this report as well as the accumulated works of the RDN that have resulted in the RDN's Housing Action Plan.

While much has been achieved through the implementation of the Action Plan, it is clear that additional tools are needed to help address the growing need in affordable rental and owned housing in the region. While some additional policy and regulatory tools can be considered, the greatest opportunity for the RDN to influence affordable housing rests in establishing financial measures with housing management as a possible future development. Experience shows that a regional approach to housing has accumulated community benefits and enables local

government to become an investment partner through programs like the National Housing Co-Investment Fund and/or any subsequent federal and provincial funding programs.

ALTERNATIVES

1. Receive this report for information and provide direction to create a regional approach to affordable housing that considers partnership development, and the creation of a regional affordable housing service and reserve fund.
2. Provide alternative direction.

FINANCIAL IMPLICATIONS

The financial implications would include retaining a consultant to investigate a regional housing approach and financial contribution service. To support this work, the RDN would seek opportunities for applying for a grant from the Real Estate Foundation. In addition, funds have been established to conduct service reviews for RDN functions. These funds have not been allocated to any one service and, with the Board's approval, could be used to investigate an affordable housing service.

STRATEGIC PLAN IMPLICATIONS

The Board 2016-2020 Strategic Plan includes a strategic focus on service and organizational excellence with a priority to invest in regional services that are effective and efficient. It also has a focus on relationships where the RDN looks for opportunities to partner with other governments and community groups to advance the region, which could be achieved once an affordable housing service is established. Further to this, the Board has made a commitment to plan for the impact of our aging population. Affordable housing is a priority for all ages. As residents age, meeting the future housing needs of seniors is projected to outpace other age groups because of the size of the population.

The recommendation in this report, builds on previous RDN affordable housing studies, aligns with the objectives of the RDN's Housing Action Plan and with the RDN's governing principles of 'Represent the Interests of the Region', 'Work Effectively as a Team' and 'Focus on Solutions'.



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August 23, 2018

Reviewed by:

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Attachment:

- Regional District of Nanaimo Housing Action Plan

Housing Action Plan

Meeting Regional
Housing Needs

December 30th 2010



Background

The provision of appropriate, adequate, attainable, affordable and adaptable housing throughout the region is being increasingly recognized as an essential component of social and economic sustainability. As documented in the State of Sustainability Report¹, the Regional District of Nanaimo (RDN) has been experiencing increasing shortages of affordable rental and owned housing for those with low to moderate incomes over the last ten years.

The shortage of affordable housing is due to widening gaps between the cost of housing relative to incomes and a shortage of adequate rental stock. As the market continues to fail to provide suitable affordable rental and ownership options, the number of people requiring access to ‘Affordable Non-Market Housing’ and ‘Government Subsidized Housing’ has been increasing.

The Regional District of Nanaimo (RDN) 2010 Board Strategic Plan recognizes access to housing as part of the vision for a more sustainable region. The Board Strategic Plan vision reflects the 2006 State of Sustainability Report which identified housing affordability as one of the characteristics of social sustainability.

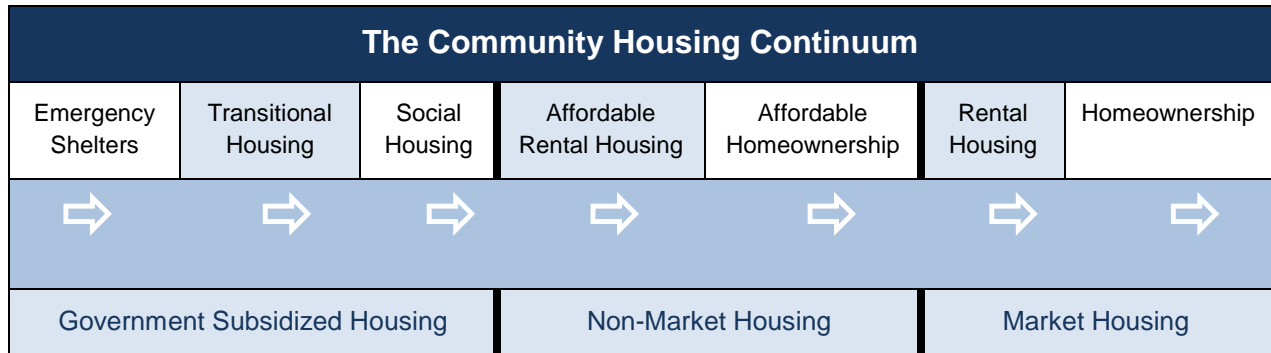
2010 Board Strategic Plan	
<p>Vision</p> <p><i>.....Housing is affordable, and a variety of different types and sizes of housing are available to accommodate the current and future needs of residents.</i></p>	<p>Goal 6</p> <p><i>Increase affordable housing and housing choices that support “ageing in place”</i></p> <ul style="list-style-type: none"> <i>a) Build on the Regional Housing Affordability Study to develop strategies that promote the development of affordable housing and housing that supports “ageing in place”.</i> <i>b) Develop region-wide strategies, incentives and options for increasing density in current and planned neighbourhoods to increase the cost-effectiveness of infrastructure, services and transit.</i> <i>c) Explore ways to encourage higher density development on land inside the Growth Containment Boundary.</i> <i>d) Ensure future costs of infrastructure are allocated fairly.</i> <i>e) Lobby senior governments to provide resources and support for affordable and senior’s housing.</i>

Consistent with the findings of the State of Sustainability Report and the Board’s direction in the 2010 Strategic Plan, the December 30th 2010 Draft Regional Growth Strategy (RGS) contains goals and policies that directly address affordable housing.

¹ 2006 Regional District of Nanaimo State of Sustainability Report (Prospering Today, Protecting Tomorrow: The State Of Sustainability of the Regional District of Nanaimo)

Housing Continuum

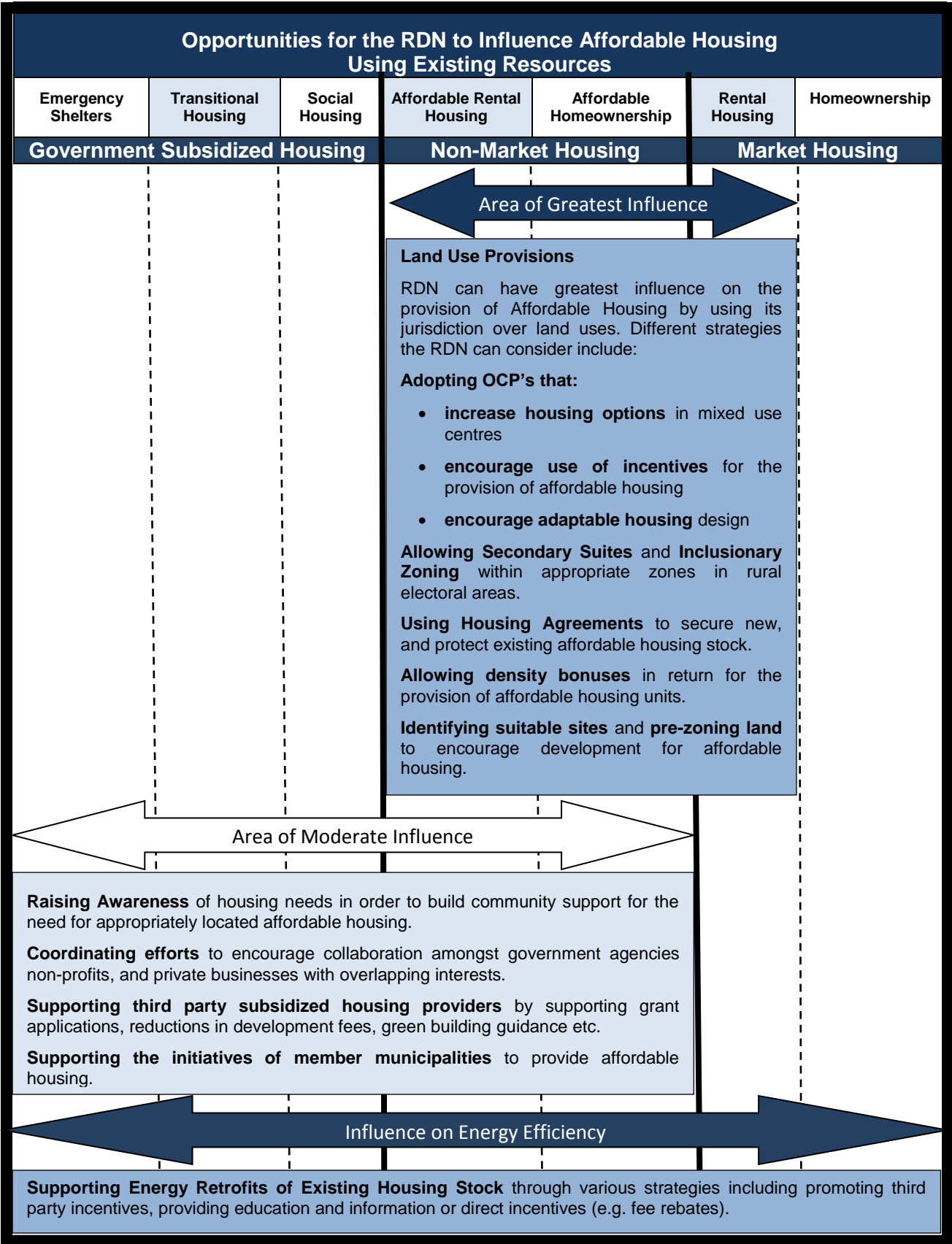
Canada Mortgage and Housing Corporation (CMHC) use a graphic tool called *The Community Housing Continuum* to understand housing affordability (see the diagram below). *The Community Housing Continuum* shows a range of housing and tenures, inferring that there are options for people to move along a continuum of housing types ranging from Government-Subsidized Housing to Market Housing.



Given an understanding of the RDN’s organizational mandate, jurisdiction, expertise and resources, the RDN can most effectively focus efforts to address regional housing needs by:

1. Influencing the provision of market rental housing.
2. Influencing the provision of non-market housing (both rental and owned) through the RDN’s regulatory authority.
3. Continuing to support and encourage the provision of government subsidized housing.

The diagram below shows how the RDN can influence the provision of housing at different intervals on *The Community Housing Continuum* within the scope of existing functions, budget and resources.



This *Housing Action Plan* sets out clear actions that the RDN can take to work towards reaching the Board's vision and meet the housing needs identified by the RDN's 2009 *Regional Housing Affordability Study*. The Plan focuses on effective actions that can be accomplished using existing budgets and staffing resources.

Goal

To increase the number and choice of affordable rental and market housing units designed to meet the needs of lower income residents with different household sizes, ages and special needs.

Objectives

Based on previous work on affordable housing, this Action Plan identifies a number of objectives related to the construction, attainment and provision of affordable housing.

1. To support and facilitate the provision of appropriate, adequate, affordable, attainable and adaptable housing.
2. To raise public awareness of regional housing needs and understanding of ways to address these needs.
3. To promote and support the efforts of existing organizations and partnerships mandated to address housing needs within the region.
4. To lobby other levels of governments to provide adequate resources and take concrete measures to support those experiencing homelessness and with high core housing needs.
5. To build partnerships to address regional housing needs.
6. To inform landlords and tenants about ways to improve housing and lower costs for tenants.
7. To inform employers about the benefits of providing or supporting the provision of affordable and adequate employee housing.
8. To identify barriers to constructing and maintaining affordable rental and owned housing units.
9. To encourage the development and construction industries to undertake projects that include affordable rental and owned housing units as well as market based rental units.
10. To identify and consider incentives to encourage the construction, provision and maintenance of affordable housing units (both rental and owned).
11. To increase the supply of housing in the region to meet the needs of seniors, youth, those with special needs, those with moderate or low incomes, and the homeless.
12. To reduce the number of people in core housing need, especially low income renters.
13. To reduce the number of people experiencing homelessness and support the transition out of homelessness.

Actions

1. Documenting Housing Resources

The RDN will consider maintaining a list of organizations and the resources they provide to support meeting different housing needs. The purpose of this is to monitor regional housing resources and how well they are meeting needs identified in the RDN's *Regional Housing Affordability Study* and to use this information to promote the programs and resources provided by these organizations to RDN residents and member municipalities.

2. Providing Information on Housing Resources

The RDN will consider undertaking the following actions as part of an education and awareness program. The purpose of undertaking these actions are to raise awareness of existing housing needs

so that future initiatives receive community support and to promote maximum use of currently available third party programs and initiatives.

a. Developing and distributing brochures and web-based data:

The RDN will consider publishing and distributing one or more brochures and having online information about affordable housing. The purpose of this is to provide information about:

- Current and predicted regional housing needs.
- Third party programs and opportunities to help RDN partners and non-profits meet housing needs.
- Organizations, programs and resources for those with low incomes or other specialized housing needs (e.g. modifying the City of Nanaimo's *'Surviving in Nanaimo Guide'* to include other regional resources).
- Programs to help create, maintain and improve the quality and availability of affordable, appropriate housing stock for private landlords and non-profits.
- Techniques and resources for landlords and tenants to improve the energy efficiency of rental housing stock.
- Techniques and resources for landlords, tenants and home owners to build and retrofit existing homes to enable 'aging in place'.
- The role of employers in supporting affordable housing within close proximity to places of work.

As appropriate and available, the RDN will use existing information and brochures produced by third parties or partner with other agencies with shared interests in promoting similar information (e.g. Habitat for Humanity, Nanaimo Citizen Advocacy Association, Canada Housing and Mortgage Association, Central Vancouver Island Multi-cultural Society).

b. Conducting information sessions on affordable and adaptable housing:

The RDN will consider conducting one or more information sessions for builders and community members on adaptable housing to facilitate 'ageing in place'. The purpose of the sessions is to provide information about:

- Methods for building owned and rental housing designed to adapt as the needs of householders change (e.g. family size, physical ability, income levels) and to improve energy efficiency.
- Available funding or programs to support building or converting homes designed to adapt as the needs of householders change.

c. Conducting information sessions on secondary suites:

Based upon the outcome of the secondary suites study and subsequent changes to RDN bylaws, the RDN will consider conducting one or more information sessions for builders and community members on secondary suites in electoral areas.

3. Building Partnerships through a Regional Housing Working Group

The RDN will consider establishing a Regional Housing Working Group. The purpose of the Working Group is to build partnerships and coordinate efforts to address short and long term housing needs. A key mandate of the Working Group would be to develop and implement a Regional Housing Strategy.

The RDN will consider pursuing grants and other sources of funding to establish a Regional Housing Working Group and hiring a consultant to develop a Regional Housing Strategy.

4. **Developing a Regional Housing Strategy**

As noted above, the RDN will consider hiring a consultant to develop a Regional Housing Strategy. The purpose of the strategy is to prioritize and coordinate efforts to address regional housing needs.

5. **Supporting the initiatives of others**

The RDN will consider assisting third party organizations in their efforts to provide affordable and adaptable housing in designated centres. The RDN can assist and support the efforts of non-profit and for profit organizations to provide housing by:

- Encouraging collaboration between different groups to avoid duplication of effort and maximize best use of resources.
- Continuing to participate and support the efforts of existing working groups including the City of Nanaimo's Homelessness Working Group and the Oceanside Homelessness Task Force coordinated by the City of Parksville.
- Providing guidance and information on RDN studies, policies and land use bylaws will help ensure that initiatives are aligned to meet identified needs and regional regulations.

6. **Provide Incentives for Creating and Maintaining Affordable and Adaptable Housing**

The RDN will consider undertaking a study to identify incentives that the RDN and member municipalities could provide to encourage the creation of new and maintenance of existing affordable and adaptable housing units. Incentives could include expedited permitting, lower development cost charges and density bonuses in return for making commitments to maintain determined levels of rent or ownership costs over a set period of time.

7. **Updating Official Community Plans and Zoning Bylaws to support Affordable and Adaptable Housing**

The RDN will consider undertaking a process to review and update all electoral area Official Community Plans (OCPs) and zoning bylaws to support the provision of affordable and adaptable housing. The purpose of this is to ensure that RDN bylaws adequately support the provision of suitably located affordable and adaptable forms of housing.

8. **Adopting a Secondary Suites Bylaw**

The RDN will consider undertaking a study to identify where secondary suites and carriage homes should be permitted in the electoral areas of the RDN. The study would also consider appropriate land use regulations (e.g. parking spaces, floor area).

Based upon the outcome of the study above, the RDN will consider updating OCPs and zoning bylaws to allow secondary suites.

9. **Supporting the efforts of municipalities to maximize secondary suites**

The RDN will consider encouraging and assisting municipalities (that have adopted bylaws permitting secondary suites) in their efforts to increase the number of suites in new and existing single family dwelling units. The purpose of this would be to maximize efforts already underway to make use of existing housing stock and infrastructure in growth centres that are well served by transit, shopping and other services.

Activities to support this could include:

- Sharing educational information (e.g. documents, brochures, posters)
- Co-hosting seminars on the benefits of secondary suites and ways of including them in existing and new homes

- Helping identify barriers to constructing suites and ways of overcoming them (e.g. reducing parking requirements or providing incentives such as reduced development cost charges or fee reductions for solid and liquid waste).

10. Promoting the maintenance of existing and increasing the provision of new market rental stock

The RDN will consider encouraging the maintenance of existing rental housing and the provision of new rental housing by providing information to developers and landlords about:

- Where different forms of rental housing would be supported in the region (e.g. mobile homes, apartments, carriage homes, secondary suites, condominiums).
- Access to funding to support improving the quality of existing rental housing.
- The importance of maintaining mobile home parks as a form of affordable housing in rural areas.

The purpose of this would be to ensure that the lifespan and energy efficiency of existing affordable homes and rental housing is maximized, so that longer term use is possible. This is far more cost effective and sustainable compared to having to replace or re-build new dwellings.

11. Promoting third party programs that support the provision of new affordable housing units and improving existing housing in rural areas

The RDN will consider promoting third party programs that support the provision of new affordable housing units and improving existing housing in rural areas. For example, Canada Mortgage and Housing Corporation (CMHC) offers:

- The Residential Rehabilitation Assistance Programs (RRAPs) to provide financial assistance for maintaining the quality of affordable housing units for homeowners and renters and the creation new affordable units for renters including seniors and those with disabilities.
- The Emergency Repair Program (ERP) to help low-income households in rural areas, for emergency repairs required for the continued safe occupancy of their home.

12. Supporting the efforts of higher levels of government and non-profits to build the resilience of those most at risk of experiencing homelessness

The RDN will consider advocating for the provincial and federal governments to take the lead in coordinating efforts to monitor and reduce the risk of individuals and households at risk of experiencing homelessness. The purpose of this would be to mitigate increases in the numbers of people experiencing homelessness by increasing the resilience of fragile individuals and households.

This could involve coordinating the efforts of various ministries and programs that have overlapping involvement with the health and welfare of individuals, families and children work with non-profit agencies to ensure that:

- There is a coordinated team of agencies monitoring and assisting those at risk of experiencing homelessness.
- Available resources can be accessed through one primary source so that those needing support are not overwhelmed by complicated processes or multiple referrals. For example the Nanaimo Area Resources for Families (NARSF) outreach workers that were supported by federal funding.

13. Supporting the efforts of others to adequately house and provide support to those experiencing homelessness

The RDN will consider supporting the efforts of provincial and federal agencies, member municipalities, non-profits and addressing the needs of those experiencing homelessness. This includes:

- Advocating for the creation of a multi-disciplinary community outreach team to provide services for the 'hidden' homeless in rural electoral areas. Such a team or position would ensure that

other service providers provide information and coordinate services to minimize people 'slipping through the cracks'.

- Advocating for a multi-faceted and coordinated approach beyond providing shelter to meeting the mental, physical and spiritual needs of those experiencing homelessness.

14. Working with employers to provide 'employer assisted housing'

The RDN will consider working with employee groups and employers to raise awareness of the need for employees to have access to adequate, affordable housing and encourage employers to participate in strategies and undertake actions to ensure their employees are adequately housed. For new developments, incentives could be considered to obtain employee housing.

B u d g e t

The RDN will consider the allocation of staffing resources and funds to implement selected components of the Action Plan as a part of the budget approval process for each year.

T i m e l i n e

The RDN Board will consider undertaking one or more action items each year, starting in 2011, as a part of the budgetary process for each year.

over the past two years towards its goals, in preparation for developing a new strategic plan in the coming months.

OHWN's structure includes a Circle of Partners as the core group of 15 from government, organizations and community; a wider Network which now includes more than 100 members; and an Action Group for each of the three strategic priorities. RDN elected officials in District 69 are invited to all Network meetings, a senior planner from Long Range Planning sits on the Circle of Partners, and a recreation programmer sits on the Network Development Action Group. The Circle of Partners and Action Groups meet monthly and the Network meets one or two times per year.

The Circle of Partners provides strategic direction to the Network and Action Groups, oversees the goals, objectives and strategies identified for the Network, and monitors metrics related to key determinants of health in Oceanside. The composition of and election to the Circle of Partners has recently been formalized. The Circle of Partners has 15 members of which the Circle of Partners elects 12 for a two-year term, and appoints two from Island Health, and one from the RDN.

Island Health plans to support the establishment of a community health network in each of its local health areas and is currently working towards one in Local Health Area 68 – Nanaimo. Local Health Area 68 is aligned with the School District 68 boundaries and includes Electoral Areas A, B, and C the City of Nanaimo and District of Lantzville. Island Health would like the RDN to manage the contract for a coordinator for that health network, when it is established.

ALTERNATIVES

1. That the Regional District of Nanaimo enter into a second three year contract with Island Health, from November 1, 2018 to October 31, 2021, to administer funds for subcontracting with a coordinator for the Oceanside Health and Wellness Network.
2. That the Regional District of Nanaimo not continue to administer funds for subcontracting with a coordinator for the Oceanside Health and Wellness Network.

FINANCIAL IMPLICATIONS

There will be no direct cost to the RDN as the Coordinator sub-contract cost of \$30,000.00 per year is fully covered by the funds from Island Health. The Coordinator provides their own office space and equipment.

Administering the funding from Island Health involves staff support from the Finance and Long Range Planning departments. The time spent varies, but typically involves processing monthly invoices from the Coordinator, managing the budget, reviewing quarterly reports from the Coordinator to Island Health, and managing website updates as the RDN hosts webpages for OHWN. From time to time additional staff time is required for such things as hiring a new coordinator should the position become vacant, and reviewing and submitting OHWN-prepared grant applications.

As well, the RDN disburses a \$15,000.00 seed funding account pursuant to a 2015 Memorandum of Understanding between Island Health and the RDN, of which approximately \$4,000.00 remains. This account typically covers expenses such as advertising for the coordinator position if vacant, meeting supplies, and monthly phone bill. Average annual

expenditures from the seed funding in the first three years was approximately \$760.00 with the majority for advertising for the Coordinator position. In 2018, the OHWN Circle of Partners allocated \$7,257.40 to wages for administrative support provided by staff from a partner organization (\$5,000); and further support for the 2018 Forum beyond that covered by the Community Wellness Grant (\$2,257.40). The \$4,000.00 remaining in the account is sufficient to cover normal expenses over the term of the renewed contract to October 31, 2021, but will not cover a continuation of the wages for administrative support, or additional wages for special projects. Beyond 2021, additional funds may be required for expenses.

STRATEGIC PLAN IMPLICATIONS

The Board's Strategic Plan recognizes "focus on relationships", and supporting OHWN advances the goals to "look for opportunities to partner with other branches of government / community groups to advance our region" and to "facilitate / advocate for issues outside of our jurisdiction".



Courtney Simpson
csimpson@rdn.bc.ca
July 31, 2018

Reviewed by:

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

Attachments

1. Service Contract Renewal between Island Health and RDN 2018-2021

- Ensure broad and equitable participation at all levels of their network structure including participation from multi-sector community partners with active participation from Foundations, Charitable Organizations, Island Health, Local Government, Local First Nations, School Districts/Boards, Post-Secondary Institutions, Local Business organizations, existing collaborative groups, and other institutions and sectors representing a spectrum of expertise, ages, and population perspectives spanning the ENTIRE region.
- Collaborate with Island Health regarding ongoing alignment of evolving priorities tied to strategic Initiatives of the Ministry of Health and Island Health which may change over time such as:
 - The Primary Care Networks (PCN) Initiative (requiring PCNs and Collaborative Services Committees (CSCs) to partner with the community sector regarding upstream prevention of locally prevalent illnesses and risk factors). This initiative seeks to link the health priorities identified through PCNs to specific population based initiatives that are mutually reinforcing to improve health and wellness of the population (for example, physical literacy initiatives in response to high incidence of frailty in seniors or air quality improvement strategies in response to high respiratory illness hospitalization rates).
 - The Healthy Communities Initiative (requiring partnerships between Island Health, Local Governments, Aboriginal Communities and other Community Partners on planning for upstream prevention).

The Services provided by the Contractor will be limited to:

- Ensuring that the CHN has approved invoices for the subcontracted coordinator;
- Providing monthly statements to the CHN;
- In kind accounts payable services; and,
- Participating at an advisory level in the CHN.

The costs permitted under this Agreement include:

- Subcontractor fees and expenses;
- CHN Community meeting expenses;
- CHN administration committee meeting expenses; and,
- CHN working group expenses.

The Contractor will consult with the CHN on all aspects of the coordinator's contract/work description and will ensure that the CHN supports the expectations laid out for the coordinator's contract/work description.

Key Performance Measures:

- 1) Quarterly Reports Completed for each quarter and on time
- 2) Annual Reports Completed for each year and on time
- 3) Subcontracted coordinator role is maintained throughout the course of the contract
- 4) Strategic Plan documents are maintained and updated
- 5) Actions related to at least 2 priorities are completed and documented by end of year 3 and process for measuring outcomes is in place
- 6) Confirmation of Multi-sector partnerships tied to MOH initiatives (i.e. Local Governments, Aboriginal Communities, PCNs and CSCs) are documented by end of year 3). (*Partnership with PCNs are in place within a year of establishment of a new PCN in the community*)

SCHEDULE B – FEES AND EXPENSES

Fees: \$90,000.00 is the maximum amount of fees paid for providing the Services during the Term of this Agreement. Payments will be made in lump sum amounts as follows on or about the following dates:

Payment Date	Amount
November 1, 2018	\$30,000.00
November 1, 2019	\$30,000.00
November 1, 2020	\$30,000.00

Should there be any break in the Services due to the unavailability of the subcontractor, Island Health may recover unspent funds.

SCHEDULE C – REPORTING ACCOUNTABILITIES

On a quarterly basis, the Contractor will ensure that Island Health receives a summary report from the CHN outlining:

- The amount of funds that have been spent to date;
- Key accomplishments made possible through funding the coordinator role including a shared understanding and agreement on shared priorities stemming from the Local Health Area Profile;
- The anticipated expenditures to the end of the funding period; and
- Any change to the coordinator status or unplanned break in service.

In addition, the Contractor will ensure the coordinator contributes to evaluation activities regarding CHN outcomes and processes. This includes ensuring the completion of an annual process evaluation as well provision of qualitative and quantitative data to inform CHN outcome evaluation as needed.

Key Performance Measures:

- 1) Quarterly Reports Completed for each quarter and on time
- 2) Annual Reports Completed for each year and on time
- 3) Subcontracted coordinator role is maintained throughout the course of the contract
- 4) Strategic Plan Documents are maintained and updated
- 5) Actions related to at least 2 priorities are completed and documented by end of year 3 and process for measuring outcomes is in place
- 6) Confirmation of Multi-sector partnerships tied to MOH initiatives (i.e. Local Governments, Aboriginal Communities, PCNs and CSCs) are documented by end of year 3). (*Partnership with PCNs are in place within a year of establishment of a new PCN in the community*)

SCHEDULE D – APPROVED SUB-CONTRACTOR(S)

The approved sub-contractor(s) to whom the Contractor may sub-contract under this Agreement include:

<u>Name of Sub-Contractor</u>	<u>Type of Service</u>
TBD	Facilitation

SCHEDULE E – INSURANCE (S)

The Contractor shall ensure that subcontractors, at their own expense, provide and maintain necessary insurance with insurers licensed in British Columbia.

SCHEDULE F – PRIVACY (H)

Please review Schedule F - Terms and Conditions Not Applicable

SCHEDULE G – WCB INSURANCE (M)

The Contractor will comply with the *Workers' Compensation Act* of the Province of British Columbia and in particular will ensure that its subcontractors hold Personal Optional Protection.

Signed, sealed and delivered this _____ day of _____, 2018.

SIGNED AND DELIVERED on behalf of Island Health by an authorized representative of Island Health:	SIGNED AND DELIVERED by or on behalf of the Contractor (or by an authorized signatory if a corporation):
_____	_____
Authorized Representative: (signature)	Contractor or Authorized Signatory: (signature)
_____	_____
Authorized Representative: (print name)	Contractor or Authorized Signatory: (print name)
_____	_____
Authorized Representative: (print title)	Contractor or Authorized Signatory: (print title)

One of the most popular programs is the Wood Stove exchange program that encourages the installation of high efficiency wood stoves to reduce particulate matter in the atmosphere and improve air quality. There has not been the same level of uptake in the other rebates although there has been an increased interest in rebates related to home energy assessments and renewable energy. As the Province is moving towards regulating net zero building, staff recommend a review of the current rebates and consider new rebates that will continue to incentivize behavioural change to encourage homeowners to build energy efficient homes.

The Program has been offered to residents in the RDN's Electoral Areas (EAs) and the District of Lantzville since 2011. There are six Green Building Incentive Programs administered by the RDN and these are outlined below:

1. Woodstove Exchange Program - \$250 & \$400

Many homes in the RDN have traditionally used wood as a heating source and this is why the Woodstove Exchange Program is the RDN's most popular Green Building Incentive Program. This rebate program encourages investment in renewable energy systems while supporting local businesses across the region. For 2017, the RDN received \$19,750 in funding from the BC Lung Association for the Woodstove Exchange Program and \$7,500 of this grant funding was transferred to the City of Nanaimo so they can offer a similar program to their residents.

2. Home Energy Assessment - \$150-\$200

The Home Energy Assessment is our next most popular program and with the changes to the building code in December 2017 the RDN has received a number of inquiries from Energy Advisors and owner-builders with respect to the BC Energy Step Code. Builders can now choose to achieve Step 1 or higher. The home energy assessment program allows homeowners to access a rebate during mid-construction and additional incentives are available upon completion. With changes in the BC Building Code, the popularity of this program will likely increase.

The home energy assessment program is a valuable tool for homeowners to learn about the most cost effective energy efficiency measures they can take. The RDN rebate covers roughly 50% of the cost of an initial assessment, up to \$150. This incentive sends a strong signal to RDN residents that home energy efficiency is worthwhile to understand; and that investing in energy efficiency, renovations and retrofits benefits the homeowner while making an important contribution to the local economy.

3. Oil to Heat Pump Rebate - \$250

The busiest time for the Oil to Heat Pump Incentive Program is the fall. The home energy assessments provide residents with information on RDN and Provincial rebates to encourage homeowners in the RDN Electoral Areas and the District of Lantzville to transition from oil heating to heat pumps. The rebate is an additional incentive from the RDN for those who complete the upgrade from oil to heat pump and are eligible for the Provincial Oil to Heat Pump Incentive Program administered by City Green Solutions.

4. Graded Site-Cut Timber - \$250

The Graded Site-Cut Timber Rebate is not very popular as only those homeowners with access to marketable timber on their property come forward to inquire about this particular rebate.

Homeowners can access a rebate of up to \$250 when using graded site-cut timber for structural use in renovations and new construction requiring a building permit. Homeowners in the RDN EAs and the District of Lantzville who harvest and use timber on the same site can take advantage of this rebate.

5. Sustainable Development Checklist - \$500 - \$1,000

The Sustainable Development Checklist is intended to help homeowners and builders in the RDN's Electoral Areas and the District of Lantzville to develop high-performance building projects. Homeowners who achieve a high score on the completed checklist may qualify for incentives valued between \$500 and \$1,000.

The RDN's Home Energy Assessment and Sustainable Development Checklist Incentives both reference the EnerGuide® rating system. Homeowners and owner-builders can earn incentives for achieving a high checklist score. The dollar value of the incentives offered by the RDN is from \$500 - \$1,000.

With funding provided by BC Hydro to promote energy efficient homes the RDN will be participating in a program to educate developers and homeowners about the Sustainability Checklist. By linking the education from the BC Energy Step Code more projects are anticipated to take advantage of this particular rebate program. Many enquiries are received about the Sustainability Checklist. However, as the checklist is voluntary most homeowners do not follow through on pursuing this rebate. With the proposed changes in the BC Building Code new home builders may wish to pursue an application for the Sustainable Development Checklist rebate and this can be initiated at the pre-application meeting.

6. Residential Electric Vehicle Charging Station - \$250

Since 2016, we have received much interest in the Residential Electric Vehicle Charging Station rebate program that was due to the Province of BC's EV charging station incentive program, which has now been disbanded. With the upcoming increases in Provincial rebates to incentivize purchases of electric vehicles the RDN is poised to respond to the potential increased demand for residential EV charging stations. This program enables residents to install a residential Level 2 Electric Vehicle Charging Station, providing immediate emission reductions and encouraging clean energy vehicle deployment in a residential setting in the RDN EAs and the District of Lantzville.

To provide an overview of the funds distributed through the Green Building Incentive Program, Table 1. Provides a comparison between the woodstove exchange program to all of the other incentives and outlines the value of the incentives disbursed from 2013 to 2018.

Table 1. Comparison of Green Building Incentives distributed from 2013-2018.

Incentive Program	2013		2014		2015		2016		2017		2018*	
	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)	No.	Value (\$)
Woodstove Exchange	154	38,500	60	15,000	174	43,500	163	40,750	127	31,500	43	11,400
Home Energy Assessment	57	8,670	6	930	9	1,500	22	3,270	18	2,850	10	1,550
Site-cut Timber	2	488	1	200			3	700	1	250		
Renewable Energy Systems	4	1,250	3	750	8	2,000	2	500	6	1,500	3	750
Oil to Heat Pump							5	1,250	1	250	3	750
EV Charging Station									1	250	3	500
Sustainability Checklist	4	4,050	2	1,500								
Totals	217	\$48,900	69	\$18,380	191	\$47,000	195	\$46,470	154	\$36,600	62	\$14,950
Woodstove Rebates as a percentage of total Green Building Incentives	72.70%		82.50%		92.50%		80%		86.10%		76.40%	

*2018 – Total Expenses as of July 2018

ALTERNATIVES

1. Receive this report for information only.
2. Receive this report for information and initiate a review of the existing Green Building Incentives.

FINANCIAL IMPLICATIONS

The annual funding sources for the Green Building Series are from the Building Inspection service. In addition, the RDN applies for external funding from the BC Lung Association to support the Woodstove Exchange component of the Green Building Incentive Program. The total number of incentives allocated towards the Woodstove Exchange Program accounts for roughly 80% of the Green Building incentives dispersed annually.

RDN incentives are available on a first come first served basis. Once the annual funding is exhausted for the Woodstove Exchange Program and other incentive programs they will be unavailable until the next budgetary cycle for 2019.

Based on the 2018 incentives distributed to date, we are on track to use the funds currently budgeted. As long as funding through the BC Lung Association is available the RDN will continue to apply for funding as the woodstove exchange program as it is the most popular program and provides significant benefits to reducing particulate matter and improving local air quality. One major change for 2018 is that the Province has increased the incentive amount from \$250 to \$400 for homeowners exchanging an old wood burning stove for a qualifying electric, gas, or pellet-fueled stove. This is to encourage residents to install stoves that use cleaner fuel sources. Currently, all the rebates are available to residents and the budget will continue to be monitored throughout 2018.

STRATEGIC PLAN IMPLICATIONS

The Green Building Incentive Program supports the Board's 2016 – 2020 Strategic Plan's sustainability objectives. The Program is consistent with a number of the Board's strategic priorities to enhance collaboration and cooperation between municipalities and electoral areas, and is aligned with the strategic priority to use a collaborative regional model for providing services.

The Green Building Incentive Program has been developed by the RDN to support residents' commitment to building a sustainable and resilient future. This program generates local investment in energy efficiency and in the development of the green business sector. Conversations with interested residents show that the interest in alternative energy systems and high performance buildings is strong, and represents opportunities to build local capacity and create economic benefits to the region.



Sharon Horsburgh
shorsburgh@rdn.bc.ca
July 27, 2018

Reviewed by:

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

The amendment of an RGS may proceed in one of two ways: through a regular amendment process or a minor amendment process. The regular amendment process is outlined in the *Local Government Act* and requires acceptance by all affected local governments. The process for approving a minor amendment is outlined in Section 1.5.2 of the RGS, see Attachment 2. The process for a minor amendment has fewer steps and requires less consultation than a regular amendment to the RGS.

An RGS amendment resulting from an OCP review must be requested by the municipality. For an amendment to be considered minor, it is first assessed in terms of the “Criteria for Minor Amendments” in Section 1.5.1 of the RGS, and the Board may resolve, by an affirmative vote of 2/3 of the Board members attending the meeting, to proceed with the amendment bylaw as a minor amendment, see Attachment 3.

As the proposed amendments to implement the Town’s OCP bylaw are the result of a “full Electoral Area or Municipal Official Community Plan review process”, the amendment meets the first set of criteria to be considered minor. The RGS amendments resulting from the Town’s OCP review are as follows:

- RGS Appendix A Maps 1, 2 and 5 amended so that the RGS GCB is the same as the municipal boundary.
- Map 3 and Map 4 amended so that the RGS GCB is the same as the municipal boundary and all of the land within the municipal boundary is shown as Urban Area.
- Sheets 5 and Sheet 6 of Appendix B amended so that the GCB is the same as the municipal boundary.

A draft bylaw to amend the RGS as per the above list is included as Attachment 4.

ALTERNATIVES

1. That the amendment required to the “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018” proceed through the minor amendment process, the Consultation Plan be endorsed and the Regional Context Statement accepted.
2. That the amendments required to the “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011” to implement the “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018” not proceed through the minor amendment process and the Consultation Plan be amended to reflect the additional steps required for the regular amendment process.
3. Provide alternative direction.

LAND USE IMPLICATIONS

Development Implications

One of the primary tools for managing growth is to establish a GCB that defines where growth will be directed. The GCB must be the same in both the RGS and the municipal OCP, which means that a change to the GCB in the RGS is required before the Town can finalize the change to the GCB in its OCP.

The RGS currently recognizes that Urban Centres, which are to be fully serviced with community water and sewer systems, are the primary locations for growth and development in the region. The Town has stated that it still intends to have an Urban Containment Boundary (UCB) in the OCP. This means that while the GCB will be located at the Town boundary there will still be an UCB that surrounds the areas where urban type growth will develop. Further to this, the Town's OCP Policy 2.1.1.3 states: "*The Town shall not provide sewer services to areas located outside of the designated UCB or municipality boundary, except where existing development threatens public health or the environment.*" This approach to growth management is consistent with the RGS policies on Urban Centres (RGS Section 4.7 – 4.9).

Based on this understanding the inclusion of all of Qualicum Beach within the GCB would not be inconsistent with the general premise that the majority of new growth will take place within the municipalities. Of all the municipalities, Qualicum Beach currently has the smallest percentage of its land within the GCB: only 51% as compared to Nanaimo with 96%¹, Parksville with 77% and Lantzville with 60%.

In accordance with the *Local Government Act*, the Town's OCP includes a Regional Context Statement that outlines the relationship between the OCP and the RGS. Given this information, no inconsistencies between the two policy documents are identified.

Environmental Implications

The Town has stated that moving the GCB is an issue related to governance and not land use. Moving the GCB to the Town boundary gives the Town more autonomy and allows them to evaluate proposals for higher levels of development on all lands within the Town without involving the RDN or other municipalities. Further, the Town will continue to evaluate proposals to amend the OCP and subsequent zoning amendments as they arise. For each proposal, the Town will conduct a thorough evaluation including protection of environmentally sensitive areas and impacts on the aquifers.

Public Consultation Implications

The RGS Policy 1.5.2 requires the determination of an appropriate form of consultation. For public consultation, a distinction has to be made between the Town's OCP review process and the RDN's RGS minor amendment process. Each has its own requirements with respect to public consultation. Unlike an OCP, for an RGS amendment there is no specific requirement to consult with the public. There is however a requirement to determine the appropriate form of consultation. Depending on the circumstances the appropriate consultation can consist of notifying the affected local governments before the first reading to the proposed amendment bylaw.

In the case of a minor amendment request originating in a municipality, the RDN's role is limited to the process to amend the RGS. Opportunities for the public to comment on the specifics of the change to the OCP are provided during the municipal OCP review process. As significant consultation has already occurred through the OCP review process, a similar level of consultation is not warranted for the RGS minor amendment. The proposed consultation consists of the following:

- Notification of the proposed amendment to the affected local governments as per Section 1.5.2 of "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011".

¹ Within the boundaries of the City of Nanaimo, only a few small islands (eg. Jesse's Island) are not within the GCB.

- Staff written reports and the bylaw to amend the RGS will be available to the public at the RDN main administration office and on the RDN website.
- One advertisement in local newspapers will be posted to advertise the date, time and place of the Board meeting at which the amending bylaw will be considered for first reading.
- Ensuring RDN staff are available to answer questions from the public and others regarding the proposed RGS minor amendment.

In accordance with the minor amendment criteria, the proposed bylaw may be adopted without a public hearing after second reading in the event that the amending bylaw receives an affirmative vote of all Board members attending the meeting. Once the bylaw receives third and final reading a letter is sent to the affected local governments informing them of the Board's decision. For further details of the approach to public consultation, see Attachment 5: Consultation Plan.

FINANCIAL IMPLICATIONS

Should the RGS amendment process proceed through the minor amendment process there are no anticipated financial implications to the RDN.

Should the request proceed through the regular amendment process then there are some financial implications for the RDN and the Town. The implications for the RDN are that a significantly higher amount of staff time is required to process the request. For the Town, in addition to the staff time there are a number of professional reports that are required to accompany the request.

STRATEGIC PLAN IMPLICATIONS

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



Jamai Schile
jschile@rdn.bc.ca
August 15, 2018

Reviewed by:

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

Attachments:

1. Letter of Request from the Town of Qualicum Beach
2. RGS Section 1.5.2 Process for Approving Minor Amendments
3. RGS Section 1.5.1 Criteria for Minor Amendments
4. Draft Bylaw No.1615.03

5. Consultation Plan

Attachment 1



TOWN OF QUALICUM BEACH

INCORPORATED 1942

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P.O. Box 130
Qualicum Beach, B.C.
V9K 1S7

Telephone: (250) 752-6921
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E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

June 21, 2018

Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
corpsrv@rdn.bc.ca

Dear Board Members,

2016-2018 OCP Review – Growth Containment Boundary and Regional Context Statement

It is my pleasure to inform the Regional District of Nanaimo that “Town of Qualicum Beach Official Community Plan (OCP) Bylaw No. 800, 2018 was adopted on June 18, 2018, after nearly two years of public consultation. In addition to the procedural requirements of the *Local Government Act*, this OCP review included extensive public engagement. Approximately 2000 people responded to the 2017 Quality of Life Survey, and the Town also provided numerous opportunities for individuals and groups to take part in other ways:

- Five large-format meetings at the Civic Centre;
- Nine small focus group meetings hosted by the Town;
- Thirteen small group meetings in various formats and locations, including groups such as the Qualicum Beach Elementary School Parent’s Advisory Committee, students at Kwalicum Secondary School, School District 69 Board, residents’ associations, Town committees and local parent groups;
- Three kitchen table conversations hosted by community members;
- Informal “popup” engagement at the Farmers’ Market;
- Online engagement on Facebook; and,
- Five Committee of the Whole Meetings.

Included with this correspondence are two printed copies of the complete OCP. One change from the 2011 OCP is that the Town will manage growth through an Urban Containment Boundary that is independent of the Growth Containment Boundary in the Regional Growth Strategy (Regional Context Statement page B-3). Map Schedule 2.1 also reflects this pending change, along with a notation that these changes are subject to an amendment to the Regional Growth Strategy.

The complete 2018 Official Community Plan is also available for review online at www.qualicumbeach.com/ocp.

Attachment 1

2016-2018 OCP Review - Growth Containment Boundary and Regional Context Statement

June 21, 2018

Page 2

The Town hereby requests that the Growth Containment Boundary, as identified in "Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615, 2011", be amended to include the entirety of the Town of Qualicum Beach following the process identified in Section 1.5.1 "Process for Approving Minor Amendments". The Town also requests acceptance of the Regional Context Statement to ensure continuing alignment with the Regional Growth Strategy

If you have further questions, please do not hesitate to contact me at Town Hall, 250.752.6921.

Yours truly,



Luke Sales, MCIP, RPP
Director of Planning

att. Official Community Plan Bylaw No. 800, 2018

cc Paul Thompson, Manager of Long-range Planning, RDN
Daniel Sailland CAO, Town of Qualicum Beach
Heather Svensen, Corporate Administrator, Town of Qualicum Beach

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Attachment 2

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

1.5.2 Process for Approving Minor Amendments

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

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

Attachment 3

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

1.5.1 Criteria for Minor Amendments

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

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

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

Attachment 4 Draft

REGIONAL DISTRICT OF NANAIMO BYLAW NO. 1615.03, 2018

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

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

1) TITLE

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

2) AMENDMENT

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

- a) Delete Appendix A, Maps 1, 2 and 5, and replace with Attachment 1, that show the Regional Growth Strategy Growth Containment Boundary is the same as the Town of Qualicum Beach municipal boundary.
- b) Delete Appendix A, Map 3 and Map 4, and replace with Attachment 2, that show the Regional Growth Strategy Growth Containment Boundary is the same as the Town of Qualicum Beach municipal boundary, and that all the land within the municipal boundary is shown as Urban Area.
- c) Delete Appendix B, Sheets 4, 5 and 6, and replace with Attachment 3, that shows the Regional Growth Strategy Growth Containment Boundary is the same as the Town of Qualicum Beach municipal boundary.

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

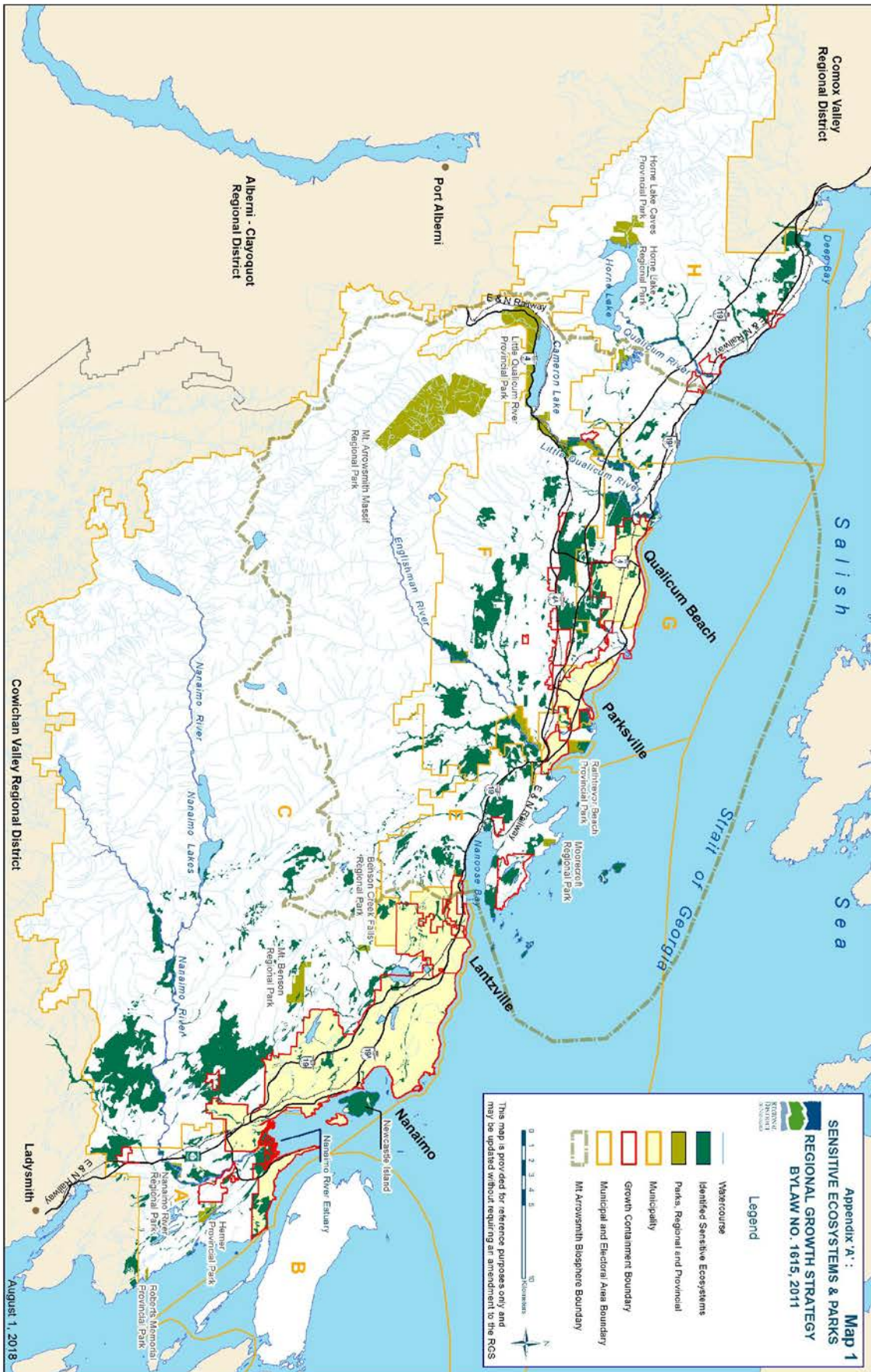
Read a third time this ____ day of _____, 20 XX.

Adopted this ____ day of _____, 20 XX.

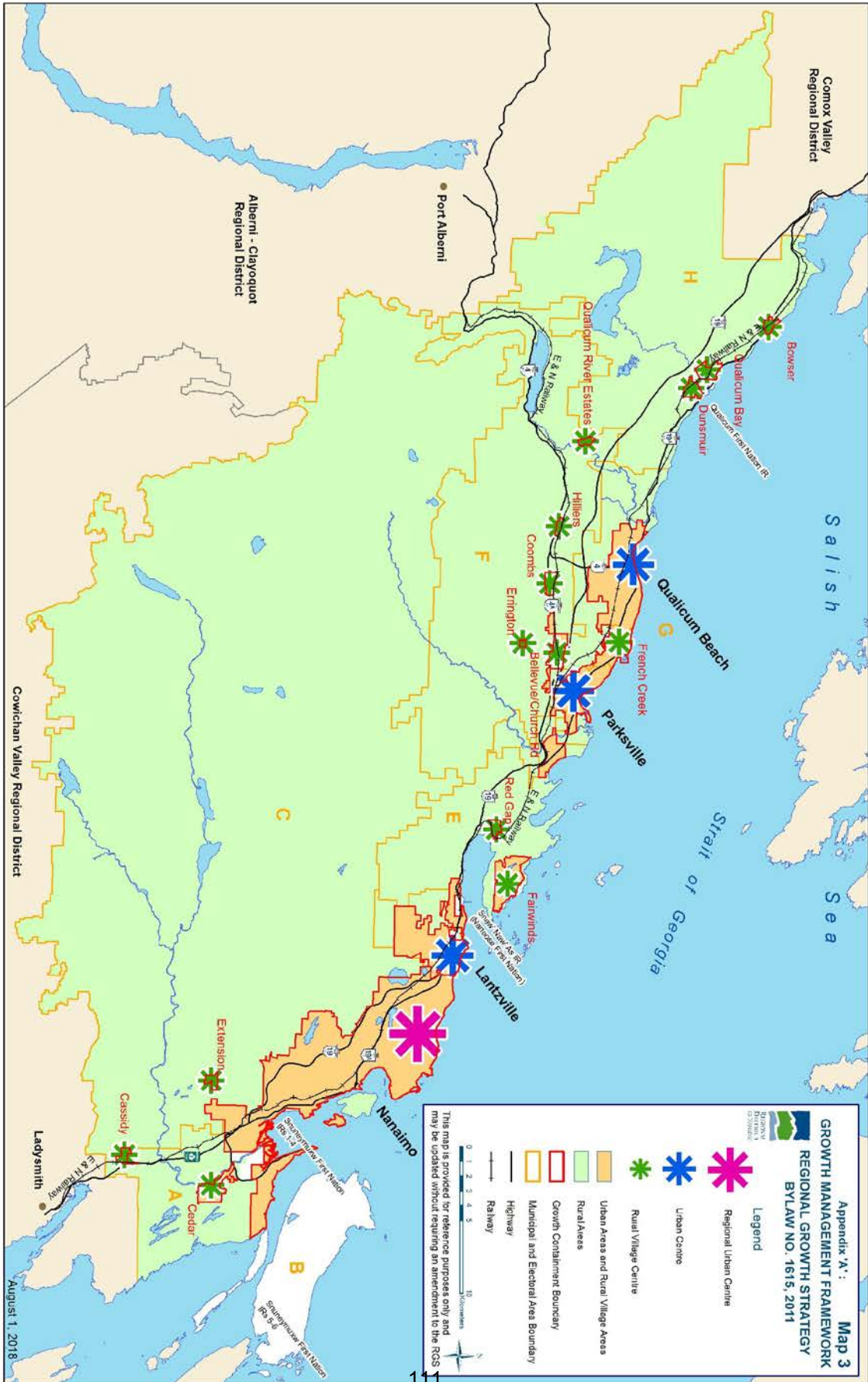
Chair

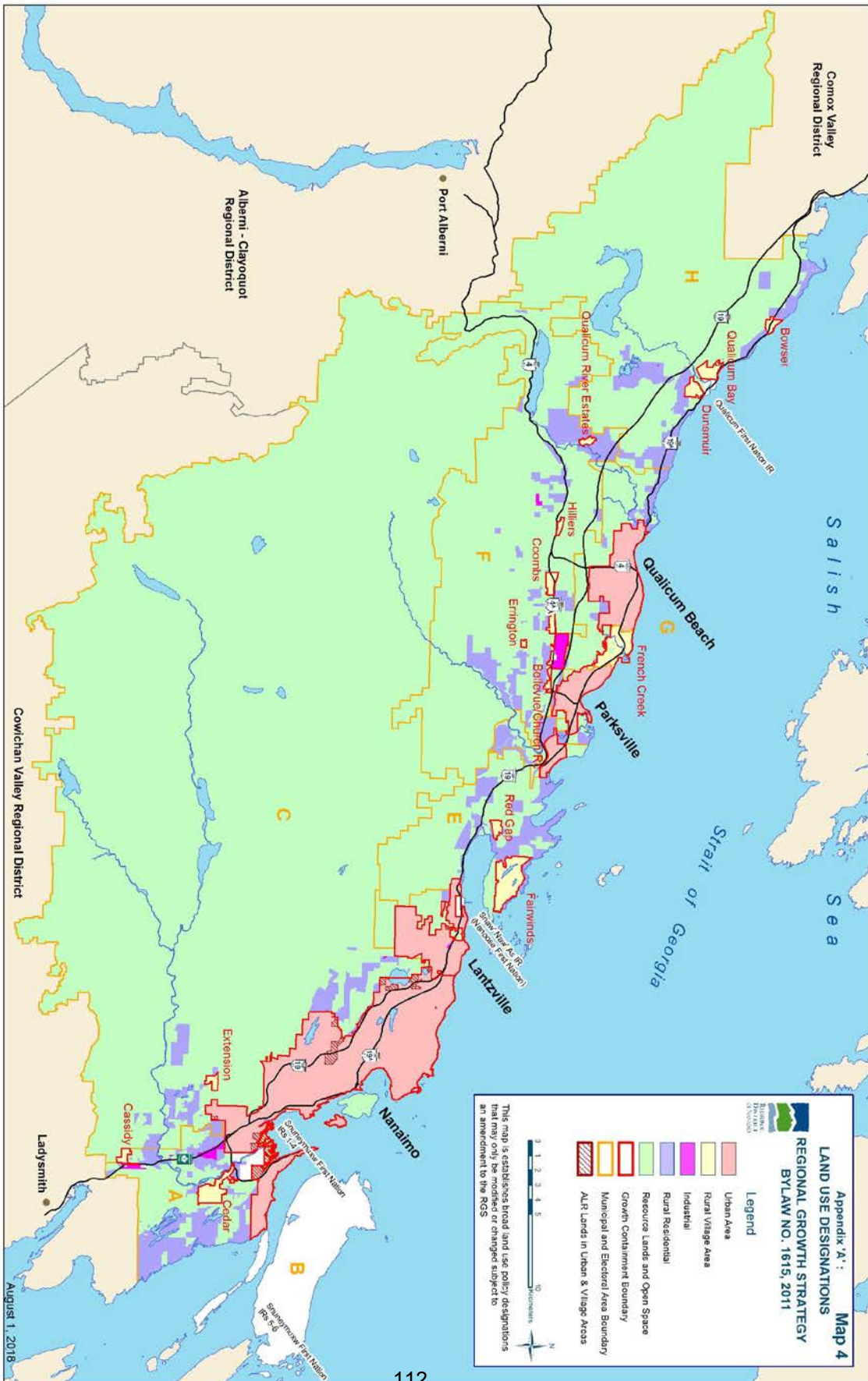
Corporate Officer

Appendix A: RGS Maps 1 to 5



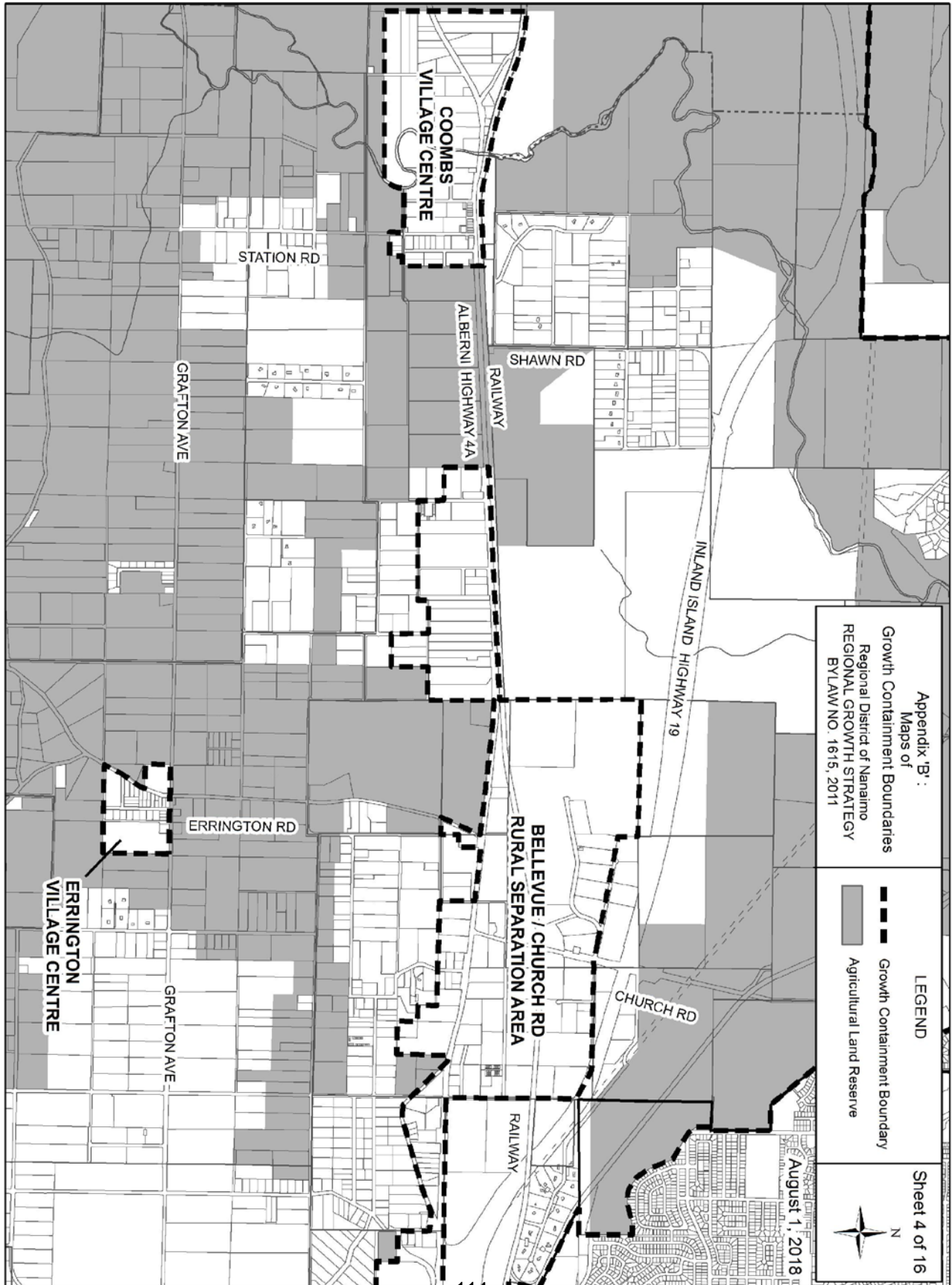








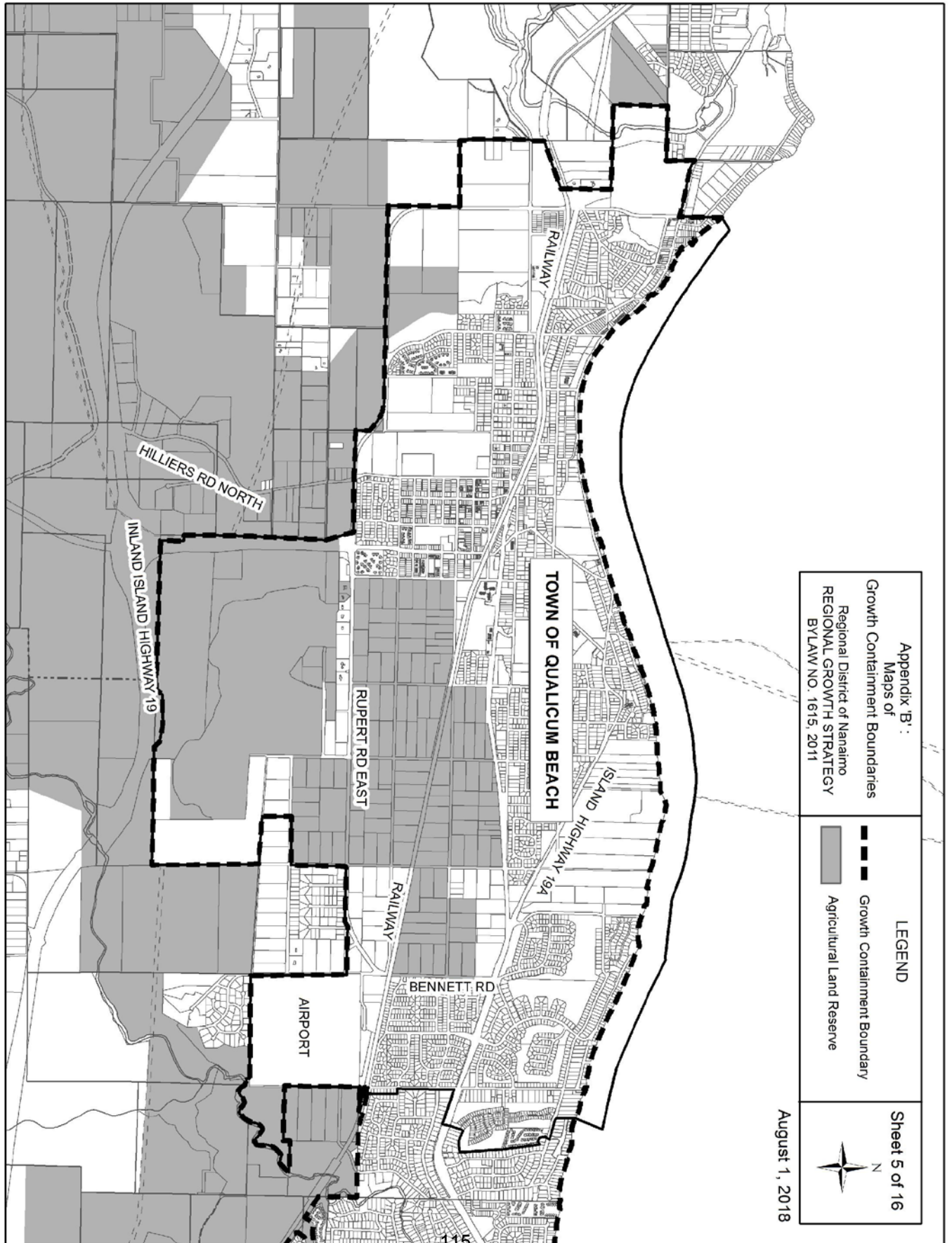
Appendix B: RGS Sheets 4 to 6



Appendix 'B':
Maps of
Growth Containment Boundaries
Regional District of Nanaimo
REGIONAL GROWTH STRATEGY
BYLAW NO. 1615, 2011

LEGEND
--- Growth Containment Boundary
■ Agricultural Land Reserve

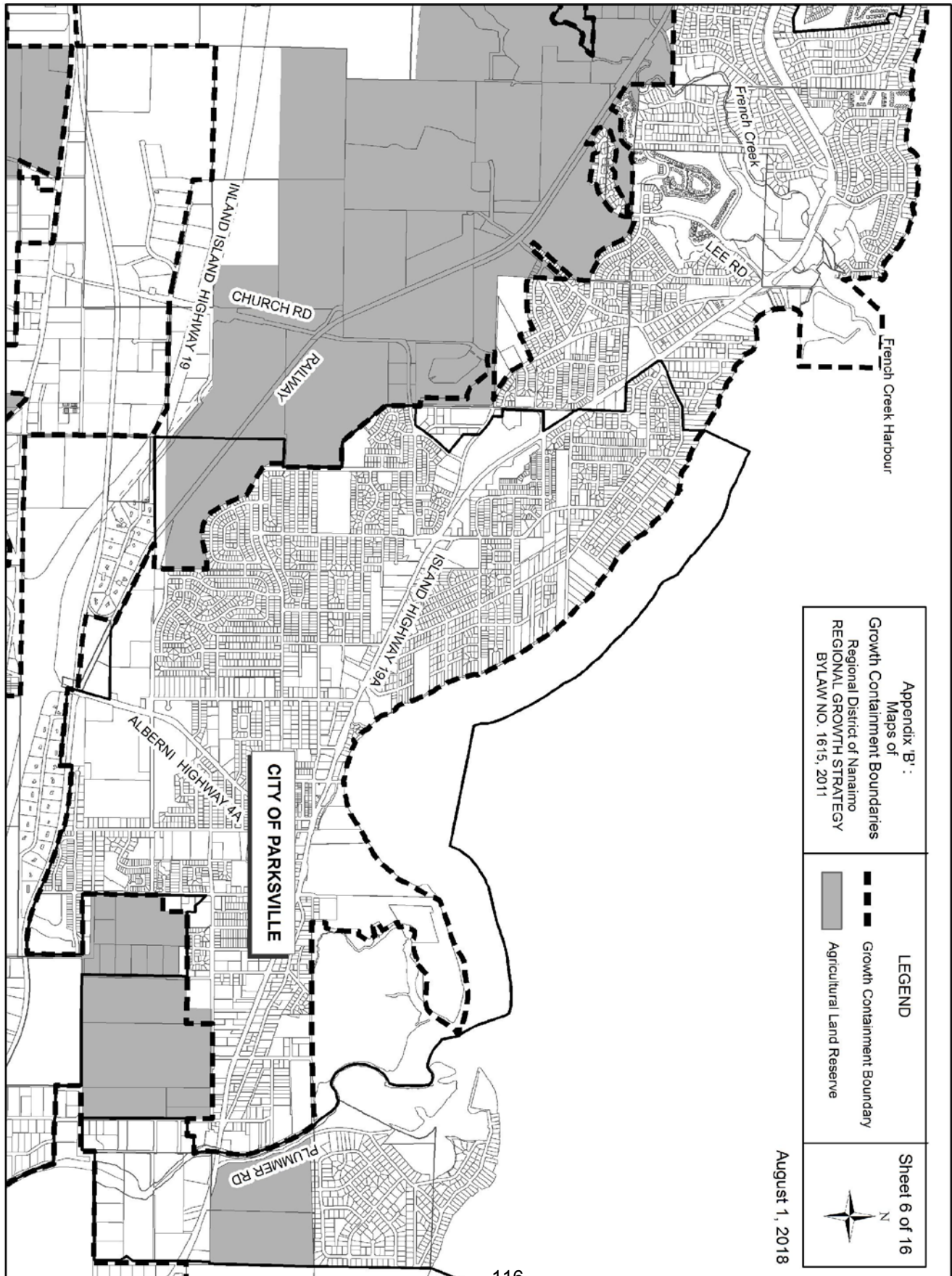
Sheet 4 of 16
August 1, 2018
N



Appendix 'B':
Maps of
Growth Containment Boundaries
Regional District of Nanaimo
REGIONAL GROWTH STRATEGY
BYLAW NO. 1615, 2011

LEGEND
--- Growth Containment Boundary
--- Agricultural Land Reserve

Sheet 5 of 16
N
August 1, 2018



Appendix 'B':
Maps of
Growth Containment Boundaries
Regional District of Nanaimo
REGIONAL GROWTH STRATEGY
BYLAW NO. 1615, 2011

LEGEND

- Growth Containment Boundary
- Agricultural Land Reserve

Sheet 6 of 16

August 1, 2018

CONSULTATION PLAN

Regional Growth Strategy Amendment to Implement the Town of Qualicum Beach Official Community Plan



July 30, 2018

INTRODUCTION

An amendment to the Regional Growth Strategy (RGS) is being undertaken to implement the Town of Qualicum Beach Official Community Plan (OCP) resulting from its review ending in 2018. Given the extensive public engagement over the two-year OCP review project, consultation on the subsequent RGS amendment is focused on making information available to interested parties. This Consultation Plan is based on the RGS amendment proceeding through the minor amendment process. See Appendix A: Summary of a RGS Minor Amendment process.

OBJECTIVES

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

METHODS AND TASKS

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

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

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

Attachment 5

Staff reports and the bylaw to amend the RGS will be available to the public at the RDN main administration office and on the [RDN Regional Growth Strategy](#) website. One advertisement in local newspapers will be posted to advertise the date, time and place of the Board meeting at which the amending bylaw will be considered for first reading.

A public hearing is only required if at second reading, the amending bylaw does not receive an affirmative vote by all Board members attending the meeting.

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

BUDGET

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

Attachment 5

APPENDIX A: SUMMARY OF RGS MINOR AMENDMENT PROCESS

Legislated Amendment Process for the Regional Growth Strategy – Initiated by a member municipality	
1. OCP Review is Completed	Municipality completes a full OCP review process which results in a need to amend the RGS.
2. Municipality submits request for RGS Amendment to the RDN	Council forwards request to RDN Board to amend the RGS through the Minor Amendment Process.
3. Committee of the Whole (CoW)	Committee reviews the request and makes a recommendation to the RDN Board
4. RDN Board Meeting a. Receive recommendation from CoW b. Decide on whether the proposed RGS Amendment is Minor c. Adopt consultation plan	A minimum of 2/3 of the Board must vote in favour to proceed as a Minor Amendment. If proceeding as a Minor Amendment, Board adopts a consultation plan.
5. Notify Affected Local Governments	Notice of the proposed RGS Minor Amendment is provided to the RDN’s member municipalities and adjacent regional districts. They have up to 45 days to respond.
6. RDN Board Meeting a. Receive comments from affected local governments b. Give 1 st reading to bylaw c. Give 2 nd reading to bylaw, and maybe 3 rd d. Give 3 rd reading to bylaw	Board receives and considers comments from affected local governments Board gives 1 st reading to bylaw If unanimous vote for 2 nd reading then no public hearing required and can give Bylaw 3 rd reading Board gives 3 rd reading to bylaw.
7. Public Hearing (only if required)	A public hearing is only required if there is <u>not</u> a unanimous Board vote in favour of giving the bylaw 2 nd reading.
8. RDN Board Meeting a. Give final reading to bylaw Or b. Receive report from public hearing c. Give 3 rd reading to bylaw d. Give final reading to bylaw	Final reading if 3 rd reading given at last meeting or Board receives report from public hearing and proceeds with giving 3 rd and final readings to the bylaw.
9. Notice to Municipality	A letter is sent to the municipality and other local governments informing them of the Board decision on the RGS bylaw.

The proposed Bylaw 1777 provide for alternates, in addition to other housekeeping items. The overall mandate of the Commission would be per Sections 13 and 14 below and as provided in Attachment 1.

13. The Commission shall make recommendations to the Board on the following:
 - (a) the development, establishment, operation and discontinuation of recreational, leisure and associated cultural programs within School District 69;
 - (b) the formulation of policies regarding the operation, equipping, maintenance and management of the District 69 Arena located within the Parksville Community Park, Arena Multiplex located at Wembley Centre and the District 69 Swimming Pool located in Qualicum Beach;
 - (c) the provisional and annual budget for the operation of the Facilities and the operation of recreational, leisure and associated cultural programs and services within School District 69;
 - (d) fees and charges for participation in recreation, leisure and associated cultural programs and services within School District 69 operated by the Regional District of Nanaimo and for the use of the Facilities;
 - (e) policies on schedules for the use of the Facilities operated in connection with community recreational, leisure and associated cultural programs within School District 69;
 - (f) youth and community recreation grants.
14. The Commission may establish any sub-committee, as it deems necessary from time to time, to assist the Commission in the performance of its responsibilities. The Commission may where it considers it appropriate, appoint to a sub-committee persons from the community at large who are not members of the Commission.

The term for appointees to the Commission would be for two years, with the appointment terms commencing January 1st and with half the members appointed each year. This is an adjustment from the current three-year term that was in place when election cycles were for that same period of time.

ALTERNATIVES

1. That the "District 69 Recreation Commission Bylaw No. 1777, 2018" be introduced, read three times and adopted.
2. That the "District 69 Recreation Commission Bylaw No. 1777, 2018" not be introduced and alternative direction be provided.

FINANCIAL IMPLICATIONS

There are no financial implications to the proposed changes.

STRATEGIC PLAN IMPLICATIONS

Updating the Bylaw for the District 69 Recreation Commission is in line with the RDN Board Strategic Plan which provides for the development of a governance structure to reflect the regions unique municipal and electoral area demographics and to improve public involvement in the decision-making process.



Tom Osborne
tosborne@rdn.bc.ca
August 22, 2018

Reviewed by:

- T. Mayea, Legislative Coordinator
- P. Carlyle, Chief Administrative Officer

Attachment

1. District 69 Recreation Commission Bylaw No. 1777, 2018

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1777

A BYLAW FOR THE ESTABLISHMENT OF A
DISTRICT 69 RECREATION
COMMISSION FOR THE CITY OF PARKSVILLE,
THE TOWN OF QUALICUM BEACH AND
ELECTORAL AREAS 'E', 'F', 'G' AND 'H'

WHEREAS the Regional District of Nanaimo may, by bylaw, establish commissions to operate regional district services and manage property and may delegate powers, duties and functions;

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

1. In this bylaw:

"Board" means the Board of the Regional District of Nanaimo.

"Commission" means the District 69 Recreation Commission.

"Facilities" means those facilities listed in Schedule 'A' attached hereto and forming part of this bylaw.

"School District 69" means that area of the Regional District constituted as a school district by the School Act, R.S.B.C. 1996, c. 412 or a former School Act under the name School District 69 (Qualicum).

2. A Recreation Commission, to be known as the District 69 Recreation Commission, is hereby established.

3. The Commission shall consist of eight members with eight alternates.

(a) The following members shall be appointed by the Board:

- (i) one member who is entitled under the *Local Government Act* to vote for Electoral Area 'E';
- (ii) one member who is entitled under the *Local Government Act* to vote for Electoral Area Director in Electoral Area 'F';
- (iii) one member who is entitled under the *Local Government Act* to vote for Electoral Area Director in Electoral Area 'G';
- (iv) one member who is entitled under the *Local Government Act* to vote for Electoral Area Director in Electoral Area 'H';
- (v) one member and alternate who is a member of the Board.

- (b) one member and alternate shall be appointed by the Council in the City of Parksville.
 - (c) one member and alternate shall be appointed by the Council in the Town of Qualicum Beach.
 - (d) one member and alternate shall be appointed by the Board of Trustees of School District 69.
4. The alternates for the electoral areas will be the Electoral Area Director from the respective electoral area.
 5. Alternates appointed in accordance with sections 3 and 4 may take the place of, vote and generally act in all matters for an absent Commission member.
 6. The term of office for members appointed under Section 3 shall be two (2) years, with the appointment terms commencing January 1st and with half the members appointed each year.
 7. In the event of the death, resignation, or disqualification of a member of the Commission, a successor for the remainder of that member's term shall be appointed in accordance with section 3.
 8. The Commission shall, at its first meeting, elect a chair and a vice-chair from among its members.
 9. A quorum of the Commission is a majority of all members.
 10. The rules of procedure for the Commission shall be consistent with the rules of procedure for the Board.
 11. The Board shall have the power, by an affirmative vote of not less than two-thirds of all of the Directors of the Board which represent an area which participates in the function of a District 69 Recreation Commission, to remove any member of the Commission from office at any time.
 12.
 - (a) Discussion on all matters of business and all affairs of the Commission shall be open to all members of the Commission subject to section 12 (b).
 - (b) The member appointed under 3. (d) shall not be entitled to participate in a discussion or vote on any matter directly involving only the District 69 Swimming Pool.
 13. The Commission shall make recommendations to the Board on the following:
 - (a) the development, establishment, operation and discontinuation of recreational, leisure and associated cultural programs within School District 69;
 - (b) the formulation of policies regarding the operation, equipping, maintenance and management of the District 69 Arena located within the Parksville Community Park, Arena Multiplex located at Wembley Centre and the District 69 Swimming Pool located in Qualicum Beach;

- (c) the provisional and annual budget for the operation of the Facilities and the operation of recreational, leisure and associated cultural programs and services within School District 69;
 - (d) fees and charges for participation in recreation, leisure and associated cultural programs and services within School District 69 operated by the Regional District of Nanaimo and for the use of the Facilities;
 - (e) policies on schedules for the use of the Facilities operated in connection with community recreational, leisure and associated cultural programs within School District 69;
 - (f) youth and community recreation grants.
14. The Commission may establish any sub-committee, as it deems necessary from time to time, to assist the Commission in the performance of its responsibilities. The Commission may where it considers it appropriate, appoint to a sub-committee persons from the community at large who are not members of the Commission.
15. Bylaw No. 935, a Bylaw for the Establishment of a Joint Civic Properties and Recreation Commission for the City of Parksville, The Town of Qualicum Beach and Regional District of Nanaimo Electoral Areas 'E', 'F', 'G' and 'H', is hereby repealed.
16. This bylaw may be cited as "District 69 Recreation Commission Bylaw No. 1777, 2018".

Introduced and read three times this ___ day of _____, 20XX

Adopted this ___ day of _____, 20XX

CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany "District 69 Recreation Commission Bylaw No. 1777, 2018".

Chair

Corporate Officer

SCHEDULE 'A'

Facilities

1. District 69 Swimming Pool known as Ravensong Aquatic Centre
2. District 69 Arena known as Parksville Curling Club
3. Arena Multiplex known as Oceanside Place

1. Water Connection Charge

The Water Connection Charge is intended to recover the cost of the labour, equipment, and materials required to install a water meter, install a protective road box, and turn on the water service at a property that has not been previously connected to an RDN community water service. The fee is applied to the property owner’s building permit at the time of application.

For larger water connections (greater than 25mm diameter) the connection fee is set at \$1,000 or the actual cost, whichever is greater. These larger connections are normally required for multi-family dwellings, commercial, industrial, or institutional users. No changes are proposed to this fee.

For typical single household water connections (25mm diameter and less) the connection fee is a specified amount. This fee was last updated in 2004 when the average cost to perform this service was \$577.50. In year-to-date 2018, the average cost to perform this service was \$778.10. It is proposed to change this fee as shown in Table 1.

Table 1: Existing and Proposed Water Service Connection Fees

WATER SERVICES		
	Up to 25 mm Dia.	All Other Connections
Existing Connection Fee	\$580	\$1,000 minimum with actual cost charged to applicant
Proposed Connection Fee	\$780	\$1,000 minimum with actual cost charged to applicant

2. Reconnection Charge

The Reconnection Charge is intended to recover the cost of labour and materials required to reconnect an existing water service that has been disconnected. This fee is currently \$100. No changes are proposed to this fee.

3. Hydrant Use Fees

Hydrant Use Fees are part of a “Hydrant Use Permit” that is issued to an outside agency wishing to utilize a fire hydrant in an RDN Service Area. The fees are intended to cover the cost of ensuring the hydrant is used correctly and the cost of the water consumed. No changes are proposed to these fees.

4. Water Bill Adjustment Fees

Regional District of Nanaimo Policy D1.1 Adjustment for Water Leak was created in 2003 and last amended in 2006. The policy refers to Bylaw No. 1655 and requires a Water Bill Adjustment Administration Fee to be paid on each application. This fee is intended to offset the cost of RDN staff time required to process the application, which includes calculating and adjusting the water bill account and field verification that the leak has been repaired. This fee is currently \$20, which is far less than the value of the time required to complete these tasks. It is proposed that the Leak Policy Administration Fee be increased to \$50 to more closely reflect the cost of the RDN staff resources required to implement the policy. No changes are proposed to the other fees required by this policy.

Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012 requires amendment in order to effect a change to the water services fees. A revised bylaw containing the changes proposed in this bylaw amendment is included with this report for Board review and consideration.

ALTERNATIVES

1. Introduce, give three readings to, and adopt Bylaw No. 1655.08.
2. Do not introduce, give three readings to, and adopt Bylaw No. 1655.08.

FINANCIAL IMPLICATIONS

If the Water Connection Charge is increased as proposed, it will reflect the updated cost of material, labour, and equipment required to complete a service connection. Property owners requiring water connections will pay about \$200 more for their water connection than they do at present.

The increase in the Water Bill Adjustment Fees will more closely reflect the actual staff resources required to process each application. As a result of this policy, applicants typically reduce their costs by an amount far greater than this fee. Increasing the fee will reduce the reliance on RDN operational budgets to accommodate this service.

The proposed changes to fees and charges support a user-pay approach for elective services, preserving budgeted funds to sustain the administration costs of the community water systems.

If the fees and charges for these elective services are not increased, the costs will continue to be subsidized by the general revenue collected from the entire region.

STRATEGIC PLAN IMPLICATIONS

The Board's Strategic Plan recognizes the importance of water in supporting our economic and environmental health. Sufficient recovery of funds from each water service area supports the effective operation of the RDN's nine water systems and allows for the continuous provision of safe, sustainable drinking water.



Murray Walters, P.Eng.
mwalters@rdn.bc.ca
July 18, 2018

Reviewed by:

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

Attachments

1. *Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.08, 2018*

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655.08

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

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

AND WHEREAS the Board of the Regional District of Nanaimo wishes to introduce water services fee increases that reflect the current service costs;

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

1. Citation

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.08, 2018”.

2. Amendments

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

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

Introduced and read three times this day of , 2018.

Adopted this day of , 2018.

CHAIR

CORPORATE OFFICER

Schedule 'B' to accompany "Regional District
of Nanaimo Water Services Fees & Charges
Amendment Bylaw No. 1655.08, 2018".

Chair

Corporate Officer

SCHEDULE 'B'

SERVICE CONNECTION, FIRE HYDRANT USE, AND WATER BILL ADJUSTMENT FEES AND CHARGES

1. Connection Charges

(a)	To existing service connections up to 25mm dia.	\$	780.00
(b)	To all other water service connections (Applicant to pay any additional costs)	\$	1,000.00

2. Reconnection to any water service disconnected pursuant to this bylaw

\$ 100.00

3. Hydrant Use Fees

Application fee payable on receipt of the application	\$	50.00 (plus GST)
Inspection and Maintenance fee	\$	125.00 (plus GST)
Damage deposit on RDN equipment*	\$	500.00
Consumption charge per cubic meter	\$	2.00

* Note: The damage deposit will be returned to the applicant less any other noted charges.

4. Water Bill Adjustment Fees

Administration Fee (all applications)	\$	50.00 (plus GST)
Meter Accuracy Test Fee (if requested by applicant)	\$	50.00 (plus GST)
Meter Re-reading Fee (if requested by applicant)	\$	50.00 (plus GST)
Meter Replacement Fee (if requested by applicant)	\$	200.00 (plus GST)

Table 1: Existing and Proposed Water User Rates

	Minimum Daily Rate	Average Daily Consumption in Cubic Metres					
		Up to 0.7 m ³	0.71 to 1.4 m ³	1.41 to 2.1 m ³	2.11 to 2.8 m ³	2.81 to 3.5 m ³	over 3.50 m ³
2018 Rate	\$0.34	\$1.04	\$1.18	\$1.52	\$1.79	\$2.40	\$3.60
Proposed 2019 Rate (2018 Rate +2%)	\$0.35	\$1.06	\$1.20	\$1.55	\$1.83	\$2.45	\$3.67

ALTERNATIVES

1. Introduce, give three readings to, and adopt Bylaw No. 1655.09.
2. Do not introduce, give three readings to, and adopt Bylaw No. 1655.09.

FINANCIAL IMPLICATIONS

If the water user rates are increased as proposed, then the ongoing maintenance, upgrades and improvements under each water system capital plan can proceed as laid out in the revised 2019 -2023 Financial Plan.

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

STRATEGIC PLAN IMPLICATIONS

Sufficient recovery of funds from each water service area supports the effective operation of the RDN’s nine water systems and allows for the continuous provision of safe, sustainable drinking water. The Board’s Strategic Plan recognizes the importance of water in supporting our economic and environmental health.



Murray Walters, P.Eng.
 mwalters@rdn.bc.ca
 July 25, 2018

Reviewed by:

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

Attachment

1. *Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.09, 2018*

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1655.09

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

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

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the fees and charges;

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

1. Citation

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.09, 2018”.

2. Amendments

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

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

3. Effective Date

The effective date of this Bylaw is May 1, 2019.

Introduced and read three times this day of , 2018.

Adopted this day of , 2018.

CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District
of Nanaimo Water Services Fees & Charges
Amendment Bylaw No. 1655.09, 2018".

Chair

Corporate Officer

SCHEDULE 'A'

WATER RATES

1. (a) Calculated on the average daily consumption per unit:
 - i) For the first 0.7 cubic meters per day, \$1.06 per cubic meter.
 - ii) From 0.71 to 1.4 cubic meters per day, \$1.20 per cubic meter.
 - iii) From 1.41 to 2.1 cubic meters per day, \$1.55 per cubic meter.
 - iv) From 2.11 to 2.8 cubic meters per day, \$1.83 per cubic meter.
 - v) From 2.81 to 3.5 cubic meters per day, \$2.45 per cubic meter.
 - vi) Over 3.50 cubic meters per day, \$3.67 per cubic meter.
- (b) Minimum rate is \$0.35 per day.
- (c) Un-metered connections - \$3.06 per day.
- (d) Schools – As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.

work, and submit their rebate claim. A rebate claim consists of receipts for completed eligible works or purchased materials; photographs illustrating the completed work and a completed checklist that indicates best practices were followed. This process applies to all rebate programs except for the Well Water Testing rebate which takes the form of a one-time-use voucher, that when presented at time of purchase, well owners receive 50% off on well water sample quality analysis at a local laboratory.

At this time, all 2018 Water Stewardship rebates are still available to residents, though most are close to capacity for this budget year. Staff will continue to monitor funding availability and update the RDN Rebate webpage, accessed through www.rdnrebates.ca, to inform residents once the funding is fully dispersed. Rebates are limited to one per property in each category, for the lifetime of each program.

A detailed overview of each Water Stewardship rebate follows.

Septic Maintenance Rebate – Total 2018 Budget Allocated: \$35,000

The Septic Maintenance rebate program has been available since 2014 to all homeowners in the RDN, including member municipalities, who have an onsite septic system. Program goals are to protect water and the environment; make it easier for residents to manage maintenance of their septic systems; promote long-term septic system maintenance habits; and maximize the longevity of existing septic systems.

Table 1 shows the Septic Maintenance rebates offered for 2018. The rebate covers 75% of eligible expenses, to a maximum amount, except for the System Replacement which provides a flat rate rebate of \$600.

Table 1. Summary of the Septic Maintenance Rebate Program

CATEGORY	AMOUNT	DESCRIPTION
Distribution Box	\$200 maximum	Replace or install distribution box with speed levelers to maximize the lifespan of the drain field by distributing effluent evenly to each line and preventing any one line from overload.
Risers	\$300 maximum	Installing risers provides surface access to buried components. Risers make future pumping, inspection, and maintenance much easier.
Effluent Filter	\$100 maximum	Installing an effluent filter to extend system life by reducing the solids that build up in the disposal field.
System Replacement	\$600 flat rate	Most septic systems are designed to last 25-30 years. This rebate is not available to new developments; only for replacement of an existing system.

BONUS	\$100 maximum	As a bonus to encourage workshop attendance, 2018 SepticSmart workshop attendees receive a \$100 boost to their rebate maximum. At least four workshops are offered yearly.
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Rainwater Harvesting – Total 2018 Budget Allocated: \$22,500

The Rainwater Harvesting Incentive program has been available region-wide since 2012 to support residential rainwater collection system installation as a means of conserving groundwater or municipal water. It has proven to be very popular with private well owners, and to a lesser degree with municipal water customers. Applicants must install their system following the tank installation checklist outlined in the RDN Rainwater Harvesting Best Practices Guidebook. The rebate covers 100% of eligible expenses up to a maximum as stated in the table below.

Table 2. Summary of the Rainwater Harvesting Rebate Program

CATEGORY	AMOUNT	DESCRIPTION
Cistern	\$450 maximum	Cistern must be rated for potable use (even if not used for that purpose). Total rainwater storage capacity to be installed must be 1000 imperial gallons or more.
Other eligible components	\$300 maximum	Includes debris trap/ filter, transport piping, installation costs.

Wellhead Upgrades – Total 2018 Budget Allocated: \$3,000

Private well owners have access to rebate funds to support upgrading their wellhead construction to meet standards of the BC Groundwater Protection Regulation or to close an abandoned well on their property. This directly helps to protect surface contaminants from entering the aquifer and polluting groundwater. The rebate covers 100% of eligible expenses up to a maximum as stated in the table below.

Table 3. Summary of the Wellhead Upgrades Rebate Program

CATEGORY	AMOUNT	DESCRIPTION
Secure Well Cap	\$50 - \$150	Vermin-proof caps should be used. Dug wells are eligible for up to \$50 maximum; drilled wells for \$150 maximum.
Well Casing Stick-up	\$200 maximum	To increase well casing stick up to a minimum of 12 inches above grade.
Surface Seal	\$300 maximum	To seal the gap between the well casing and the surrounding ground; generally bentonite clay is used.
Well Closure	\$500 maximum	Deactivate unused wells by backfilling with gravel and clay to ensure it is not a pathway for contamination.

Well Water Quality Testing – Total 2018 Budget Allocated: \$10,000

This rebate applies to private domestic wells only. Residents present the voucher at the point of water sample drop-off at the lab. They receive 50% off their test cost and the RDN is billed for the remaining 50%. There is a limit of one voucher per well for the duration of the program. Well owners can choose to voluntarily share their water quality results with the RDN by checking a box on the voucher. Since 2014, 75% of rebate recipients have shared their well water quality results with the RDN, amounting to a total of 436 data points on groundwater quality. This has proven to be a successful means to build a background dataset on groundwater quality across the region, where data is not otherwise available.

Table 4. Summary of the Well Water Quality Testing Rebate Program

CATEGORY	AMOUNT	DESCRIPTION
Well Water Quality Test	50% off	Must be a “full spectrum” analysis, at minimum sampling for: Total Coliform and Escherichia coli (E. coli), pH, Total Dissolved Solids (TDS), Hardness, Nitrate, Nitrite, Sulphate, Fluoride, Chloride, and 32 element metals scan.

Irrigation Upgrades and Soil Improvements – Total 2018 Budget Allocated: \$8,000

This incentive program helps residents conserve water outdoors by enhancing the water efficiency of automated irrigation systems and/or by improving the water-holding capacity of soil through soil amendments. Only existing automated irrigation systems are eligible for upgrade rebates to replace old components, not new installations. The rebate covers 100% of eligible expenses up to a maximum as stated in the table below, with the exception of Soil / Mulch rebate which covers 50% up to a maximum of \$100.

Table 5. Summary of the Irrigation Upgrades and Soil Improvements Rebate Program

CATEGORY	AMOUNT	DESCRIPTION
Smart Controller	\$100 maximum	Upgrade to an irrigation controller with the following features: ability to connect to a sensor, minimum 4 program capability, multiple start times function, seasonal adjustment (% adjust) option for programming and a 365 day clock.
Sensor	\$75 - \$125 maximum	Install a Rain Sensor (\$75), Soil Moisture or Weather-Based Sensor (\$125) to adjust irrigation programs based on site conditions.
Drip Conversion	\$200 maximum	Change out old inefficient sprinklers to drip irrigation that: delivers water at plant root zone and uses less than 20 gallons of water per hour at less than 25 PSI. Soaker hoses, weeper hoses, and microspray emitters are not eligible.
MP Rotators	\$50 maximum	Change out old inefficient sprinklers to Matched Precipitation Rotators that evenly distribute water across varying spray arcs at an efficient rate.
Soil / Mulch	50% off up to \$100	The addition of nutrient-rich compost, manure, topsoil, and/or organic mulch to increase water holding capacity.

Overall since 2012, nearly 1,200 rebates have been provided to residents to incentivize water stewardship actions and upgrades that protect water health in the long term. A summary of the number of rebates issued per program per year is outlined in Table 6.

There is steady and regular uptake in all of the rebate categories, illustrating the demand and interest from residents. Incentive programs have proven to be an effective supplement to information and education campaigns, by offering financial resources to enable residents to engage in the water stewardship behaviour the RDN promotes through programs like Team WaterSmart, WellSmart and SepticSmart.

Table 6. Summary of all Water Stewardship Rebate programs – Number Issued Per Year to Date

Rebate Category	Number of Rebates							
	2012	2013	2014	2015	2016	2017	2018*	TOTAL
Septic Maintenance	-	-	66	64	74	55	46	305
Rainwater Harvesting	37	52	37	42	46	39	11	227
Wellhead Upgrades	-	-	10	10	9	11	3	43
Well Water Quality Testing	-	-	175	103	112	119	76	585
Irrigation and Soil	-	-	-	-	-	11	22	33

**Up to July 2018*

ALTERNATIVES

This report is provided for information.

FINANCIAL IMPLICATIONS

Septic Maintenance rebates are fully funded through the SepticSmart program¹, which receives \$0.02/Imperial gallon of the septage receiving fee currently set at \$0.24/Imperial gallon. The Septic Maintenance rebate budget has increased over the years to accommodate demand and to reflect the increase in revenue from a rising number of septic tanks pumped out each year.

¹ In 2014 and 2015, the RDN partnered with the Western Canadian Onsite Wastewater Management Association of BC and they contributed \$8,500 each year to boost the Septic Maintenance rebate program. Since 2016, Septic Maintenance rebates have been funded entirely from revenue generated from septage receiving fees.

The other four Water Stewardship rebate programs are fully funded through the RDN's Drinking Water and Watershed Protection service. Budget is assigned based on demand, with Rainwater Harvesting allotted the largest total amount.

Since 2012, the Water Stewardship Rebates have provided more than \$400,000 in assistance to RDN homeowners. It is also projected that, by the end of the year, it will have stimulated more than \$2.1 Million in economic activity over that same period. Framed another way, for every dollar spent on rebate support to-date, over \$5 has been spent in the local economy.

Table 7 below summarizes the value of rebates provided from 2012 up to July 2018.

Table 7. Rebate Dollars Issued and Total Homeowner Investment (2012-2018)

Rebate \$ Issued	2012	2013	2014	2015	2016	2017	2018 (to July)	TOTAL to date
Septic Maintenance	-	-	\$25,815	\$24,981	\$33,043	\$33,272	\$23,970	\$141,081
<i>Total Homeowner Investment</i>	-	-	\$87,220	\$222,674	\$239,366	\$239,315	\$205,600	\$994,175
Rainwater Harvesting	\$25,723	\$37,681	\$27,750	\$31,500	\$33,706	\$28,835	\$8,144	\$193,341
<i>Total Homeowner Investment</i>	\$85,447	\$166,041	\$148,779	\$183,500	\$114,596	\$185,658	\$37,571	\$921,594
Wellhead Upgrades	-	-	\$2,287	\$2,750	\$2,638	\$2,699	\$310	\$10,685
<i>Total Homeowner Investment</i>	-	-	\$19,540	\$36,777	\$6,579	\$12,162	\$401	\$75,461
Well Water Testing	-	-	\$15,282	\$9,145	\$10,383	\$11,890	\$7,940	\$54,642
<i>Total Well Owner Investment</i>	-	-	\$30,564	\$18,290	\$20,766	\$23,780	\$15,880	\$109,284
Irrigation & Soil	-	-	-	-	-	\$2,849	\$3,706	\$6,556
<i>Total Homeowner Investment</i>	-	-	-	-	-	N/A**	N/A**	N/A**
Rebate Total	\$25,723	\$37,681	\$71,134	\$68,376	\$79,770	\$79,545	\$44,070	\$406,299
Homeowner Total	\$85,447	\$166,041	\$286,103	\$461,241	\$381,307	\$460,915	\$259,452	> \$2.1 M

** Data not available at time of writing

STRATEGIC PLAN IMPLICATIONS

RDN rebates support several priorities of the Board's 2016-2020 Strategic Plan. Providing these rebates meets objectives for *Economic Health* by helping residents pay for upgrades to their property that support water stewardship and by stimulating economic growth in industries that provide services for septic system maintenance, landscaping, rainwater harvesting and well maintenance. To date, Water Stewardship Rebates have incented over \$2.1 Million dollars of spending in the local economy.

A goal of all Water Stewardship Rebates is to protect water and the environment. This supports the Strategic priorities for the *Environment* by recognizing the importance of water in supporting our economic and environmental health. Water Stewardship rebates also support objectives for *Relationships* by enhancing partnerships with other agencies and cooperation between municipalities and electoral areas.



Julie Pisani
jpisani@rdn.bc.ca
August 13, 2018

Reviewed by:

- M. Walters, Manager, Water Services
- S. De Pol, Director, Water and Wastewater
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

- Increase the level of knowledge regarding drinking water sources and the challenges to their long term sustainability with respect to development and land use pressures.
- Coordinate efforts of Provincial and Local governments and non-governmental organizations.
- Increase the level of public awareness and conservation regarding drinking water and watershed protection issues and RDN activities.

The DWWP Action Plan provides a roadmap for achieving the objectives through water resource awareness and education, water monitoring and science, and water policy and planning support. It addresses initiatives concerned with water quantity and water quality; for community needs and for ecosystem needs. It outlines key actions and activities and an accompanying budget. Most activities under the plan are understood to require partnership and collaboration for effective implementation.

The current DWWP Action Plan identifies 7 key programs with 26 discrete actions that fall into three general categories: 1) Water education & outreach; 2) Water science: data collection & monitoring; 3) Water policy advocacy and planning support. Many initiatives under these categories have been successfully implemented with several ongoing year-over-year.

As stated above, this *review* project precedes and will inform the DWWP Action Plan *update* project to take place in 2019, which will produce a revised DWWP Action Plan developed for the next 10 years. An updated plan will outline how the DWWP program should evolve to meet current needs, respond to the latest science, adapt to new challenges and acknowledge recent changes to the regulatory landscape, while building on the accomplishments in advancing regional water sustainability initiatives in the first decade. The Board, the public, several RDN departments, and key external stakeholders and rights-holders will be important informants during the Plan revision process next year.

ALTERNATIVES

This report is provided for information.

FINANCIAL IMPLICATIONS

There are no financial implications of this staff report.

STRATEGIC PLAN IMPLICATIONS

The RDN Drinking Water and Watershed Protection program is a strategic function. It aligns with and acts upon the key Board Strategic Plan Focus Areas of “Economic Health”, “Environment” and “Relationships”, including the following strategic priorities:

We recognize the importance of water in supporting our economic and environmental health.

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

We will include conservation of resources as a planning factor.

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

We will facilitate / advocate for issues outside of our jurisdiction.

The project underway to complete the 10 Year Action Plan Review of the DWWP Program is a timely endeavour to ensure the RDN can best direct the delivery of the DWWP program as we progress into the future and build off of the foundational work done to date.



Julie Pisani
jpisani@rdn.bc.ca
August 17, 2018

Reviewed by:

- M. Walters, Manager, Water Services
- S. De Pol, Director, Water and Wastewater Services
- R. Alexander, General Manager, Regional and Community Utilities
- P. Carlyle, Chief Administrative Officer

Attachments

1. Econics Memo: Update on 10-Year DWWP Action Plan Implementation Review



17 August, 2018

From

Kirk Stinchcombe
Econics
777 Fort Street - 4th Floor
Victoria BC V8W 1G9

To

Julie Pisani
Program Coordinator, Drinking Water & Watershed Protection
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Dear Julie

Re: Update on 10-Year DWWP Action Plan Implementation Review

The purpose of this letter is to provide you with an update on our review of RDN's progress on the Drinking Water and Watershed Protection (DWWP) Action Plan as it enters its 10th year of implementation. It is provided to outline our preliminary findings in advance of our final report, which will be completed in draft in mid-September, with the project wrapping up in early October.

BACKGROUND

The DWWP Action Plan was completed in 2007, adopted by the RDN Board in 2008, and first implemented in 2009 following a region-wide referendum that approved creation of a service and funding mechanism. At that time, it had a 10-year scope. On the advent of this ten year milestone, RDN decided to undertake a program review. The intent is to have a third party assess program status to inform an update of the DWWP Action Plan in 2019. My firm, Econics, a small, Victoria-based company that specializes in water sustainability, was selected through a competitive procurement process to conduct this review.

Objectives of the program review include:

- identify what has been completed, to what extent and on what timeline;
- identify what has not been completed, and describe why;
- identify what partnerships and resources have made this implementation possible; and,
- identify key gaps and opportunities that could be addressed in the next operational period

Econics
econics.com
info@econics.com
+1 250 590 8143

Our review began in the last week of June. Over the subsequent six weeks, we gathered data through: two workshops (one with staff from several RDN departments and one with DWWP Technical Advisory Committee (TAC) members); 10 in-depth interviews with key staff and stakeholders (from the Provincial Government, industry, academia, the municipal sector, and a water stewardship group); a literature review; and, a number of meetings and discussions with program staff.

The 2007 DWWP Action Plan identifies seven key programs with 26 discreet actions that fall into three general categories: 1) water science: data collection & monitoring; 2) water education & outreach; and, 3) water policy advocacy & planning support. The summary below of our findings to date is organized by these three categories.

SUMMARY OF FINDINGS TO DATE

The reader should be aware of several limitations. First, the following summary is preliminary, as the data collection phase of our work is not yet complete. Second, due to scope constraints our work is not intended to be a comprehensive, formal audit of the DWWP Program. Rather, it will comprise a general review informed by interactions with a group of key stakeholders and examination of resources largely directed to us by program staff. However, based on the work completed thus far I am very confident that we will be able to provide an objective and well-informed assessment of implementation to date. Finally, the summary below focuses on program highlights - major achievements and identified challenges. It should be noted that a great deal of work has been completed over the past ten years by DWWP staff and partners, far more than what is detailed here. This will be more comprehensively inventoried in our pending final report.

Water Science: Data Collection & Monitoring

The water science theme encapsulates actions under Program 2 of the 2007 Action Plan (Water Resources Inventory & Monitoring) as well as elements of Program 6 (Water Quality Management). The goal of this work is to improve information about the Region's water resources in terms of both quality and quantity, in support of better land-use decisions and public awareness.

Major achievements by the program in this area to date include:

- ✓ **Many Data Gaps Have Been Filled** - our literature review and consultation activities all point to significant strides forward towards better monitoring and understanding of local water resources that are directly attributable to the DWWP Program. This improved understanding encompasses quality and quantity for both surface and groundwater, and to some extent aquatic ecosystem management.
- ✓ **Vulnerable Water Sources and Systems Have Been Prioritized** - Key technical projects carried out over the last ten years have clarified which watersheds and aquifers in the region are most stressed. Enhanced monitoring in these areas has commenced, and there are early signs that the results will beneficially affect land-use decision making in these areas.
- ✓ **Data Has Been Acquired Robustly and Resourcefully** - Several aspects of RDN's approach to acquiring data were lauded by outside observers. For example, the use of volunteers to collect surface water data ("citizen science") has proven cost effective, has boosted the capacity of community groups, and has fostered positive relationships between members of civil society. Similarly, enabling private well owners to share testing results through the incentive of rebates has significantly expanded the number of data points to characterize aquifers, again at low cost. A number of other similar examples can be provided.

Several challenges in this area have also emerged, including:

- **Improving Data Management** - while it is clear that data collection has been quite successful, there are opportunities to better manage data once it has been acquired. RDN staff have attempted to address this over time through various solutions, for example by partnering with the Provincial Government to host data in robust, centralized databases (e.g., EMS and Aquarius). However, in other cases data continues to be housed *in ad hoc*, local, stand-alone systems, in Excel spreadsheets and the like. Moving forward, more attention to data management, potentially by developing a comprehensive plan in partnership with the Province and other partners. (It is worth mentioning, however, that this challenge is common to many, many water management agencies at all levels of government across Canada.)
- **Further Attention to Operationalizing Data** - as the volume of data collected for both surface and groundwater grows, it is clear that greater attention (and budget resources) will need to be devoted to analysis and to turning data into useful knowledge that can inform decision making. This may prove challenging for RDN because it requires highly technical, specialized skill sets. To date, much of the work done in this area has been either outsourced to expert consulting firms, or undertaken through partnerships with appropriate organizations such as Vancouver Island University or the Province. As the analytical workload continues to grow, it is not clear whether the somewhat *ad hoc* approach used to date will continue to be sufficient, or whether a more comprehensive, long term research plan developed with partners in academia and the Province would be preferable. More consideration of how to leverage data produced through the DWWP could be a key focus of an updated DWWP Action Plan.

Water Education & Outreach

The education and outreach theme encapsulates actions under Program 1 of the 2007 Action Plan (Public Awareness and Involvement) as well as components of Program 5 (Water Use Management) and Program 6 (Water Quality Management). The goal of this work is to empower individuals and communities to protect water and the environment.

Major achievements by the program in this area to date include:

- ✓ **Impressive Water Conservation and Sustainability Resources** - RDN's efforts to create and disseminate resources to help people reduce their water use and be good stewards are both extensive and impressive. Many end-uses (indoor and outdoor) are targeted and many communication channels continue to be employed. This is most prominent with Team WaterSmart efforts, and include a broad range of initiatives including print material, web resources, community events, workshops, school education and much more. In comparison with similar British Columbian communities or jurisdictions with a comparable population base, this work can only be characterized as exemplary.
- ✓ **Successful Partnerships for Regional Service Delivery** - RDN staff have done an extraordinary job of developing strong partnerships with other agencies to promote stewardship. These partners include the Province, member municipalities, small water purveyors, and community groups. Noteworthy examples include delivery of Team WaterSmart on behalf of Nanaimo, Parksville, Lantzville, Qualicum Beach, and in particular the development of a regionally consistent outdoor watering restriction frameworks. Another excellent illustration coordination of rebates for water efficient goods and services, which are provided seamlessly across municipal boundaries. Many other examples could be cited. These partnerships clearly leverage the resources RDN brings to bear and contribute to a shared community stewardship ethic.
- ✓ **Innovative Regionally Significant Education Programs** - RDN has developed several "niche" water sustainability programs that merit specific mention. For example, RDN's WellSMART

initiative couples workshops, wellhead upgrade rebates, and water testing incentives with educational resources and auditing offered by trained Provincial Government staff. We are unaware of a comparable program in BC. Similarly, work to promote rainwater harvesting has included a robust design and installation guidebook, workshops, rebates and other tools. These examples are consistent with water sustainability program best practice because they are highly targeted. They also use a variety of policy instruments and promotions to incentivize participation.

Several challenges in this area have also emerged, including:

- **Campaigns are Often Highly Information Intensive** - As noted above, RDN's educational resources are inarguably both extensive and impressive. However, they are often also very information intensive. By this we mean that a great deal of sometimes highly technical material is tightly packed in to communications material. The DWWP and Team WaterSmart website areas, for example, may be overwhelming from the perspective of the general public. A number of other examples can be cited. Research from fields such as environmental psychology and marketing tell us that information alone rarely leads to sustainable behaviour change. RDN has an opportunity in the future to transition to more "best-in-class" outreach methods. For example, it could make more use of well-established community-based social marketing techniques such as social norms, commitments and more vivid marketing communications.
- **Innovative Demand Management Program Delivery** - In a similar vein, much of RDN's demand management (i.e., water conservation) efforts narrowly employ education and incentives (i.e., rebates) instruments. As well, most effort is focused on the single-family residential water sector. This is very much a general observation, as there are certainly good examples of use of other techniques to be found. And again, by local standards the work is exemplary. However, if we apply the much higher standards of the most prominent and successful water conservation programs on the continent, such as examples from the Southern US or, in Canada, Ontario, there are many opportunities to innovate and improve performance. We look forward to detailing this further in our final report.
- **Branding Review** - In our review of DWWP print and web-based collateral, we discovered an issue that we have seen before with other well-developed outreach programs - the phenomena of "brand creep". This occurs when branding is done inconsistently or when the messages you are trying to communicate do not come across vividly and clearly. If this issue is left unattended, the risk is that the brand will no longer have clarity and residents become confused about who you are, what you offer, and why you exist. This problem also dilutes attention away from the entity that should usually be at the centre of communications - the Regional District of Nanaimo (and in some cases partner local governments).

To illustrate, so far we have observed use of at least 11 different logos and wordmarks in DWWP communications. In one instance, eight different logos were used on a single page. In a few cases (e.g., the WellSMART program) it is not immediately clear why a separate brand identify is required at all. This challenge is compounded by the fact that the logos of five different local governments including RDN must sometimes be incorporated into design.

Beyond logo proliferation, we also see other opportunities to improve brand consistency more generally (e.g., consistent use of colour, style elements, fonts, etc.). Our report will recommend that RDN undertake a review of DWWP branding and perhaps consider developing corporate style guidance specifically for the program.

Water Policy Advocacy & Planning Support

The water policy advocacy and planning support theme encapsulates actions under Program 3 (Land Planning and Development) and Program 4 (Watershed Management Planning) of the 2007 Action Plan as well as elements of Program 5 (Water Use Management), and Program 7 (Adapting to Climate Change). The goal of this work is use data, knowledge and public support developed through the DWWP Program to inform better land-use decision making and public policy.

Major achievements by the program in this area to date include:

- ✓ **Foundation Laid for Future Success** - Almost all the informants we spoke to reminded us of the very long time frames needed to build a sufficient information base to adequately characterize watersheds and aquifers, and the challenges of building lasting public support for these endeavors. Over the past 10 years, RDN has created a strong foundation with data, partnerships, education, and program identity. While it is important to understand that we remain in the data building stage and that much analysis remains to be completed, there are good indicators that this foundation is now starting to support more informed decision making.
- ✓ **Specific Successes in Land-Use Planning and Informing Policy**- Particularly in the last several years, we found specific examples of the DWWP Program influencing land-use decision making. A specific example is a technical review commissioned to examine aquifer characteristics in Area H, including identification of sensitive aquifer recharge areas. This report directly influenced the Area H OCP update, which sets clear objectives and policies to protect freshwater resources. DWWP staff also supported RDN's Planning Department with creation of the *Yellow Point Aquifer Protection Development Permit Area* in amendments to the Area A OCP. This requires that new development in that permit area must have additional rainwater storage to protect the sensitive aquifer. More strategically, through DWWP, the RDN also offered the Province comments and feedback on *Water Sustainability Act* development from 2010 through 2015. We have it on good authority from contacts in the Province that this type of stakeholder feedback had a meaningful impact on shaping public policy and legislation in the new Act and its regulations.

Challenges in this area have also emerged, including:

- **Objectives Related to Land-use Planning Have Not Been Fully Realized** - Above, we noted several accomplishments in land-use planning and also discussed extensive work done so far to build a foundation in knowledge and public support for future decisions. At the same time, it is also clear that the ambitions of the 2007 Action Plan in this realm have not yet been fully met. We have seen that the reasons for this are complex, involving an array of organizational and regulatory considerations, a matter that we will delve into more in our final report.

Going forward, this challenge will certainly require further attention in the next iteration of the DWWP Action Plan. A collaborative, inter-departmental effort will be required to ensure that this updated plan reflects attainable and universally supportable goals that strike the right balance between protecting water resources and enabling community growth and development.

Other Observations

Our research has uncovered several other opportunities to improve the impact of the DWWP that we will expand on in the forthcoming report.

- **Stronger First Nations Engagement** - RDN staff frankly concede that more work needs to be done to engage with the Qualicum, Snaw-naw-as, Snuneymuxw and other area First Nations in DWWP implementation. There are many potential opportunities. For example, while we understand invitations have been extended in the past, there are no First Nations representatives on the DWWP Technical Advisory Committee. First Nations could be key partners in watershed monitoring activities (the Qualicum First Nation has assisted with site selection in the past). Traditional ecological knowledge can enhance science-based knowledge created through the program. First Nations communities could be more frequent recipients of outreach support from Team WaterSmart (similar to support already received by municipal governments). However, individual First Nations will certainly have their own perspectives on how (or whether) they want to participate in the program. We recommend that RDN make it a priority to more actively engage with First Nations on a government-to-government basis to identify the ways in which they would like to participate in DWWP implementation in the future.
- **Enhanced Inter-Departmental Coordination** - Organizationally, there are many benefits and synergies to situating the DWWP Program within the Regional and Community Utilities Department. However, going forward, if the program is to continue to evolve into a more strategic role and become more focused on land-use and planning, we see benefits to enhancing coordination with other departments, particularly Strategic and Community Development. We would not immediately recommend reorganization, and in any case such considerations are beyond the scope of our work. However, we suggest considering other means to improve coordination including mechanisms such as inter-departmental working groups and temporary staff cross-appointments. This may result in stronger collaboration and a broader organizational focus for the program.
- **Increase Effort to Communicate the Value of the Program** - A number of informants told us that they believe more effort needs to be invested in communicating the value of the program and the value of watershed protection more broadly. Staff do a very good job of explaining the “what” (what kind of toilet should I buy? what is the water quality situation in the stream? what should I do about my well?). Going forward, we suggest much more effort should go into explaining the “why” (why should I care about watershed protection? why do particular development patterns need to change? why does the parcel tax that I pay represent outstanding value?). Integral to this is explaining clearly and concisely why watershed protection matters, not just in terms of ecosystem values, but also community, financial, and infrastructure management values. As discussed above, this is another reason to refine communications through all channels, make it less information intensive, and become more focused on deliberate key messages. We also anticipate a need to create more opportunities to communicate with RDN Board members and elected officials in partner local governments about the many benefits that the DWWP Program creates. This in turn will enable them to more actively champion the program and ensure community support is maintained.

In closing, despite the challenges outlined in this progress update, like every one of the informants we spoke to over the past six weeks, we see a very promising future for the DWWP Program. There is clear and strong support for this initiative both inside and outside the organization, support that has been strongly maintained for a decade. The result has been a long list of accomplishments, far more than what is detailed in this update memo, and covering the breadth of science and data gathering, education and outreach, and improving land use planning. People recognize that RDN has a tremendous asset in the program staff and that there are very productive partnerships enabling ongoing implementation.

Crucially, unlike virtually all other comparable programs in the province that we have worked with, the DWWP is adequately funded. Staff are able to leverage internal funding with many in-kind and cash contributions from other agencies and the private sector. This enables RDN to do much more than it could on its own.

Sincerely,

A handwritten signature in black ink, appearing to be 'Kirk Stinchcombe', written in a cursive style.

Kirk Stinchcombe
Sustainability Specialist & Chief Executive Officer

(undocumented) agreement until this point. Island Timberlands has offered to formalize this arrangement by linking the RUA to the SRW at no additional cost. The RUA is similar to other agreements recently signed with Island Timberlands and is included as Attachment 2.

ALTERNATIVES

1. The Board approve the Madrona Reservoir Statutory Right of Way agreement with Island Timberlands, including the Road Use Agreement.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The fees for the SRW are budgeted within the Nanoose Bay Peninsula Water Service Area.

STRATEGIC PLAN IMPLICATIONS

This recommendation supports the effective operation of the RDN's Nanoose Bay water system and allows for the continuous provision of safe, sustainable drinking water. The Board's Strategic Plan recognizes the importance of water in supporting our economic and environmental health.



Murray Walters
mwalters@rdn.bc.ca
August 1, 2018

Reviewed by:

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

Attachments

1. RDN Madrona SRW renewal letter - May 2018 (Island Timberlands)
2. Madrona_Reservoir_RUA-May 2018 (Island Timberlands)



Island Timberlands LP
65 Front Street, 4th Floor
Nanaimo, BC V9R 5H9

Tel (250) 755-3520
Fax (250) 755-3540
Email: rorr@islandtimberlands.com

May 9, 2018

DRAFT

Our File: G-1261
Your file: _____

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

Attention: Mr. Sean De Pol, Director of Water and Wastewater Services

Dear Sean:

Re: Renewal of Statutory Right of Way Agreement over PID# 005-629-471: Madrona reservoir

Island Timberlands Limited Partnership (ITLP), hereby offers to renew your Statutory Right of Way Agreement dated April 25, 2008, and any subsequent amendments and renewals, on the following terms and conditions:

1. The term of this renewal shall be for 5 years commencing June 1st, 2014 and expiring May 31, 2019.
2. Fees for 2014-2015 and 2015-2016 have been previously invoiced and payment has been received.
3. Per s. 4.7 of the SRW, fees for 2016-2017, 2017-2018, and 2018-2019 are as follows:
 - a. 2016-2017: \$1,373.26 + 1.2% = **\$1,389.74**
 - b. 2017-2018: \$1,389.74 + 2.2% = **\$1,420.31**
 - c. 2018-2018: \$1,420.31 + 2.2% = **\$1,451.56**

The above fee's are plus G.S.T. Payable upon receipt of invoice.

All other terms and conditions of the Statutory Right of Way Agreement dated April 25, 2008, and any subsequent amendments and renewals, will remain in effect during the term. Please sign where indicated in the space below to indicate your acceptance of these terms and conditions, and return the "original" agreement to the address shown above. The "copy" is for your records.

Island Timberlands Limited Partnership's G.S.T. Registration Number is R860211499 RT0001.

Yours truly,
Island Timberlands Limited Partnership,
by its general partner Island Timberlands GP Ltd.
Real Estate Group

Agreed to and accepted by:
Regional District of Nanaimo

Signature

Print Name

Date

Randy Orr, RI, RFT
Manager, Real Estate



1. **EFFECTIVE DATE:** June 1st, 2014 **EXPIRY DATE:** May 31st, 2019

2. **LICENSOR:** Island Timberlands Limited Partnership ("ITLP")
4th Floor – 65 Front Street
Nanaimo, B.C. Canada
V9R 5H9

3. **LICENSEE:** **Regional District of Nanaimo**
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2
Att: Mr. Sean De pol, Director of Water and Wastewater Services
SDePol@rdn.bc.ca T: 250.390.4111

4. **GRANT:** ITLP is the owner of certain property legally described as: **PID#005-629-471 - BLOCK 563, PID#009-540-334 - BLOCK 152, & PID#009-449-469 - DL 56, PLAN 351 R/W, ALL IN THE NANOOSE LAND DISTRICT**

ITLP grants to the Licensee, its contractors, invitees, licensees, employees, agents and servants, together with vehicles, supplies, and equipment, the non-exclusive license to enter and be upon the roads shown outlined in RED on the attached Schedule 'A' map (the "Lands").

See overview maps attached as Schedule 'A' for location and further details.

5. **PURPOSE:** This License is granted for the purpose of vehicle access to the Madrona water reservoir and the associated infrastructure ("the Improvements") and no other purpose, upon the terms agreed to herein.

6. **LICENCE FEES:** No annual fee. Tied to G#1261.

7. **SECURITY DEPOSIT:** Not required.

The Security Deposit is security for the performance of all obligations by the Licensee under this License. If the Licensee defaults in the performance of any obligation herein, ITLP may, without prejudice to any right or remedy hereunder, apply the said security to the extent necessary.

8. **TAXES:** On demand from ITLP, the Licensee shall pay for any increase in taxes incurred due to any Licensee improvements placed upon the Lands.

9. **MAINTENANCE, THEFT, REPAIR, SEARCH AND RESCUE, AND POLICING:**
 - a) The Licensee shall keep the Lands used in connection therewith in a neat and tidy condition.
 - b) Garbage removal and repair of vandalism found to be directly attributed to the existence of the improvements will be the sole responsibility of the Licensee.

10. **IMPROVEMENTS:**
 - a) The Licensee shall not place any improvements upon, or make any physical changes to, the Licensed Roads without the prior written consent of ITLP, such consent not to be unreasonably withheld.

11. **TIMBER:** The Licensee shall:
 - a) not cut or damage, or allow the cutting or damaging of trees, upon the Lands except in locations where the Improvements are approved by ITLP under section 10 of this Licence and,
 - b) ensure the felling of timber, where required, only occurs using fully certified and trained Fallers and a falling plan approved by ITLP.

12. **ROAD USE RULES:** If any ITLP road is used in connection with this License, the Licensee shall
 - a) strictly observe all speed limits and traffic regulations,
 - b) suspend use of ITLP roads whenever such use is likely to cause excessive damage to them,
 - c) ensure all security gates used in connection with this License remain operational, and
 - d) ensure that motor vehicle access to the Lands is restricted to the Licensee (or Licensee designate) as required for security or maintenance of improvements only.

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

DRAFT

14. **ENVIRONMENTAL RESPONSIBILITY:**
- In exercising its rights under this Licence, the Licensee shall comply with all applicable environmental laws and implement practicable measures to protect environmental quality and human health on the Lands.
 - In exercising its rights under this Licence, the Licensee shall use the Lands in a manner to prevent the occurrence of any adverse environmental events and minimize potential environmental hazards that may affect ITLP and its contractors, invitees, licensees, employees, agents and servants, the public and the environment; and in connection with any adverse environmental event, the Licensee shall implement effective control measures and notify all concerned parties.
 - The Lands used by the Licensee shall be subject to environmental audits, as ITLP, in its sole discretion, thinks advisable.
15. **COMPLIANCE WITH LAWS AND REGULATIONS:** The Licensee shall comply with all laws, by-laws, and regulations, Federal, Provincial or otherwise.
16. **ASSUMPTION OF RISK AND LIABILITY OF LICENSEE:**
- ITLP has made no representations or given any warranties save as set forth herein.
 - The Licensee assumes all risk of damage to property of, or injury including death ("**Licensee Damage**") to, the Licensee and the Licensee's contractors, invitees, licensees, employees, agents and servants in connection with the Licensee's exercise of the privileges hereunder, except to the extent that such the Licensee Damage arises from the negligence ITLP, its contractors, invitees, licensees, employees, agents and servants
 - The Licensee shall pay for all damage to ITLP resulting directly or indirectly from any negligent act or omission of the said Licensee in exercising its privileges hereunder, and shall reimburse ITLP for all expenses incurred by ITLP for fighting fire to the extent that such expenses result directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder.
 - The Licensee shall indemnify and save harmless ITLP against all claims, damages, costs, suits, actions, expenses or liabilities asserted by the public or third party persons resulting directly or indirectly from said Licensee's negligent acts or omissions in exercising its privileges hereunder, except to the extent that such claims, damages, costs, suits, actions, expenses or liabilities arise from the negligence of ITLP, its contractors, invitees, licensees, employees, agents and servants.
17. **INSURANCE:** The Licensee shall obtain and maintain during the term hereof
- Comprehensive general liability insurance including non-owned automobile, covering bodily injury and property damage including loss of use thereof, and loss of use of tangible property which has not been physically injured or destroyed. The policy shall also include coverage for:
 - unlicensed and specially licensed vehicles,
 - forest fire caused by the Licensee, Licensee's invitees, or members of the general public which are accessing the lands,
 - contractual liability covering the Licensee's liability under this License; and
 - Motor vehicle liability covering all said Licensee's licensed vehicles (owned and leased) exercising privileges granted under this License. The minimum limits of liability for (a) and (b) shall be \$5,000,000 inclusive. Such insurance shall be issued by an insurance company acceptable to ITLP, and shall include an endorsement requiring thirty (30) days' notice to ITLP prior to cancellation. The Licensee shall furnish evidence of the insurance prescribed in sub-paragraphs (a) and (b) above to ITLP before exercising any privileges granted hereunder.
- Notwithstanding the foregoing, ITLP acknowledges that the Licensee may satisfy the foregoing insurance requirements through primary coverage or self-insured retention.**
18. **TERMINATION, SUSPENSION AND RENEWAL:**
- Either party may terminate this License by giving the other one-hundred eighty (180) days' written notice, and if ITLP terminates this License for any reason, the unearned portion of any prepaid consideration shall be returned to the Licensee, without interest.
 - If the Licensee defaults, all privileges hereunder terminate ten (10) days after notice of default is given by ITLP to the Licensee, if the default is not remedied within such time. If the default cannot be remedied within ten (10) days, the Licensee must notify ITLP in writing, ITLP may consent to extend the time within which the Licensee must remedy the default for such time as is reasonably required by the Licensee to correct or cure the default, such consent not to be unreasonably withheld. ITLP's termination of this License shall not prejudice ITLP's right to collect damages on account of the Licensee's breach of any term hereof.
 - Any failure to exercise ITLP's right to terminate this License in case of default does not constitute a waiver of the Licensee's obligations to perform strictly in accordance with the terms of this License. Any such right to terminate shall remain in effect and may be exercised as long as the default continues.
 - On termination, the Licensee shall forthwith deactivate and/or remove any improvements placed on the Lands if requested by ITLP. Where requested, if such improvements are not deactivated and/or removed within one-hundred eighty (180) days of termination, ITLP will deactivate/remove the improvements at the Licensee's cost plus 15%.
 - The privileges granted under this License may be suspended and/or modified as ITLP, in its sole discretion, thinks advisable.
 - If the Licensee requests a renewal of this License at least three (3) months before the Expiry Date, ITLP may, but is not obligated to, grant a renewal on terms satisfactory to it.
19. **NON-ASSIGNMENT:** Neither this License nor the privileges hereunder may be assigned in whole or in part by operation of law or otherwise, without the previous written consent of ITLP.
20. **NOTICES:** All notices shall be written and deemed duly given if delivered by hand or mailed by registered mail, postage prepaid, addressed to the party concerned at the address herein set forth or at such other address as may from time to time be communicated by notice. Notices shall be deemed to have been received, if delivered by hand, on the day delivered, and, if mailed, on the third day after posting unless there is between the time of mailing and actual receipt a mail strike, slowdown or other dispute which might affect delivery of the mail, in which case notice shall be only effective when actually delivered.

21. **OTHER TERMS:**

- a) The Licensee will review the attached ITLP INFO-FLIP with their employees, agents, and contractors prior to entering onto any ITLP lands, including without limitation the Licensed Roads.
- b) Where road access already exists, ITLP shall use reasonable efforts to provide the Licensee with reasonable access to the License Area, but ITLP shall not be under any obligation to maintain, re-construct, repair or improve the existing road or right of way, or to clear it of snow or other obstruction.
- c) ITLP will only maintain the Licensed Roads during periods in which ITLP is actively using the Licensed Roads for timber harvesting or other business purpose.
- d) The Licensee shall consult with ITLP before undertaking any significant road improvements or other works on the Licensed Roads, and will undertake such works only after receiving written approval from ITLP, such approval not to be unreasonably conditioned, withheld or delayed.
- e) Wind felled trees which are restricting access may be removed by the Licensee provided those bucking the trees are trained to do so, the trees can be removed safely, and any and all personal protective equipment required is worn by those involved.
- f) The Licensee shall comply with all reasonable rules and regulations that may, from time to time, be issued by ITLP to govern the use of the Licensed Roads.
- g) The Licensee will maintain radio contact on the appropriate frequency while travelling or hauling on the Licensed Roads.
- h) The Licensee agrees to use the Licensed Roads solely for the purpose of access and shall not store any vehicles, good or materials thereon.
- i) It is understood and agreed to between ITLP and the Licensee that gates owned by either party may be modified with an additional lock back to facilitate the other party's lock. Upon request, they shall be modified back to their original state on or before the expiry of this License, all at the cost of the modifying party.
- j) On termination or expiration of this License, the Licensee shall leave the Licensed Roads in a condition acceptable to ITLP, acting commercially reasonably.
- k) Nothing in this Licence, or in the use of or expenditure of public funds upon ITLP lands as contemplated by this Licence, shall be construed as a dedication of ITLP lands as a public park, public lands, highway, or trail.

22.

SIGNED:

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

**Licensee
Regional District of Nanaimo**

Signature

Randy Orr, RI, RFT

Type/Print Name

Manager, Real Estate

Position

Dated

Signature

Type/Print Name

Position





Dated

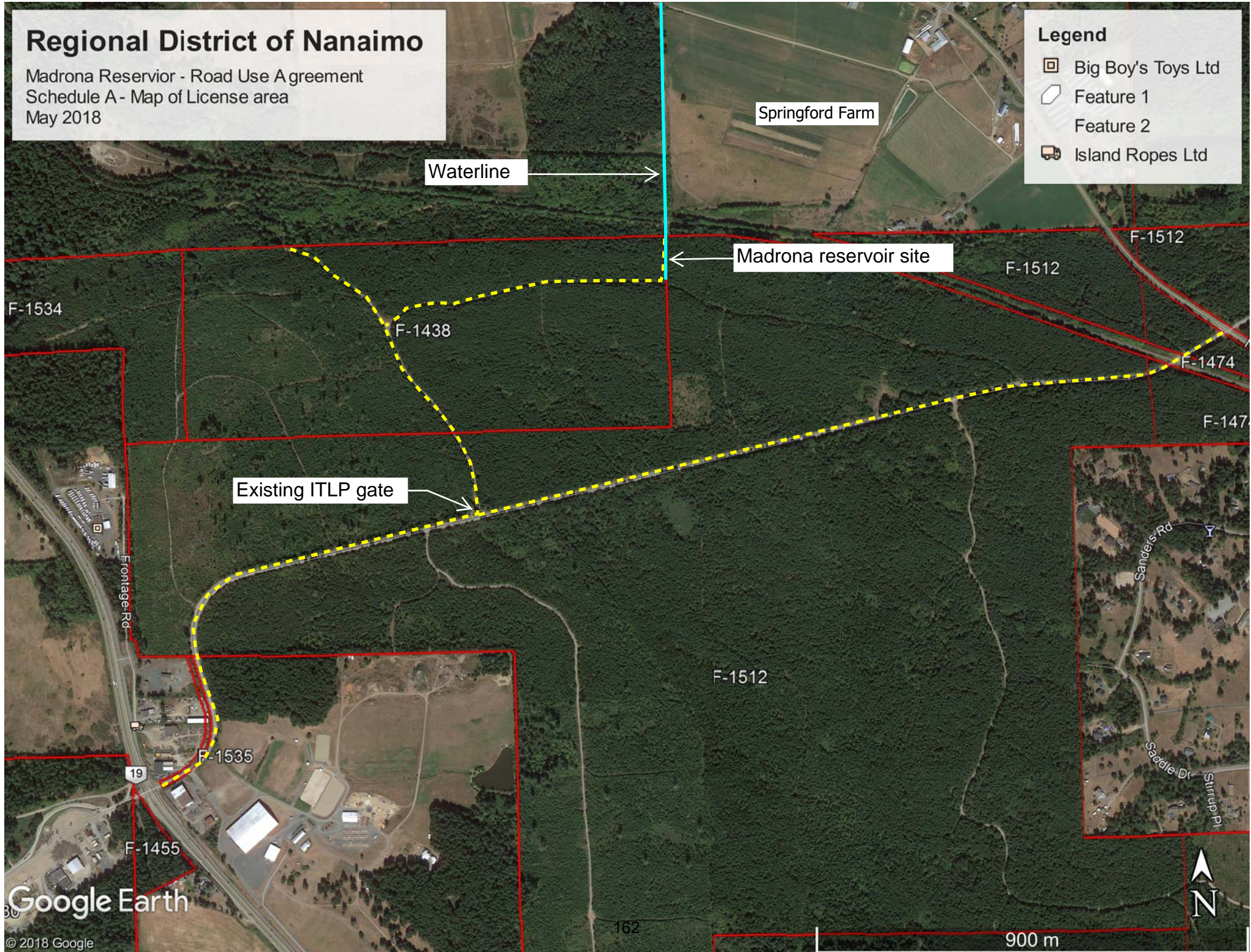
SCHEDULE 'A'
MAP & PLANS

Regional District of Nanaimo

Madrona Reservoir - Road Use Agreement
Schedule A - Map of License area
May 2018

Legend

-  Big Boy's Toys Ltd
-  Feature 1
-  Feature 2
-  Island Ropes Ltd



Google Earth

© 2018 Google

162

900 m



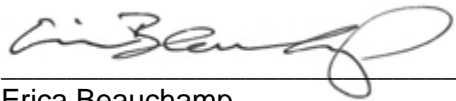
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

Since the surplus, \$10,400.87, stems from funds that were paid out in 2017 and there is an ongoing grant agreement with FRA, there is no impact to the financial plan. Allowing the FRA to extend the surplus funds over an additional two months continues to make this service is available to residents.

STRATEGIC PLAN IMPLICATIONS

Support of local emergency services such as Family Resource Association Victim Services, supports the RDN Board's strategic priority of *Focusing on Service and Organizational Excellence* through "viewing our emergency services as core elements of community safety" as well as the strategic focus area of *Relationships* by "recognizing all volunteers as an essential component of service delivery".



Erica Beauchamp

Erica.beauchamp@rdn.bc.ca

August 21, 2018

Reviewed by:

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

Attachments

1. RDN Surplus Spending Request Letter from Family Resource Association



Family Resource Association

P.O. Box 965, 198 Morison Ave., Parksville B.C., V9P 2H1
Phone 250-752-6766 Fax 250-752-6730
www.frabc.ca

August 20, 2018

Board of Directors
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, B.C. V9T 6N2

Thank you for this opportunity to address the FRA surplus related to the Regional District of Nanaimo (RDN) funding for our Police-based Victim Services (PBVS) program.

The Police Based Victim Service Program is a new program for FRA. We were awarded the contract by the Ministry of Public Safety and Solicitor General (Min of PS & SG) starting September 1, 2017. Our fiscal year end is March 31 so we received prorated funding from both the Ministry (\$33,010.02) and the RDN (\$37,916.97) for the period from September 1, 2017 to March 31, 2018. As this was our start-up period, and not everything was in place on the first day of the contract, this is essentially the reason that we have a surplus in the first year. We do not anticipate that this will be the case going forward.

The Min of PS & SG and the RDN have different approaches for addressing surplus funding. The Ministry simply requires a proposal on how the funds will be used to enhance the program and, given a reasonable plan, they approve a request to maintain the funds within the program. The RDN requests that any surplus be returned to it.

This year we proposed to the Min of PS & SG that surplus funds will be used to provide for additional hours of service (staffing) as well as promotion of the program in the community. We propose that the surplus from the RDN funding will be applied in the same way. We currently have two PBVS Caseworkers at 30 hrs per week. We will increase hours to 35 per week for approximately 52 weeks until the surplus from both the RDN and the Min of PS & SG has been fully utilized. The Ministry surplus spending plan is worth \$6,125.37 and the RDN surplus is \$10,400.87.

We are requesting approval from the Regional District of Nanaimo to apply the surplus as proposed. We thank you for your consideration.

Yours truly

Deborah Joyce
Chief Executive Officer