

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

Tuesday, January 8, 2019

3:00 P.M.

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 - November 20, 2018	6
That the minutes of the Regular Committee of the Whole meeting held November 20, 2018, be adopted.	
4. INVITED PRESENTATIONS	
4.1 Kwispaa LNG/Steelhead Natural Gas Pipelines, re Project Overview	11
4.2 Larry Stevenson, CEO, and Andrea Thomas, Manager, Corridor Development, Island Corridor Foundation, re Introductions and Updates	29
5. DELEGATIONS	
5.1 Dale Harvey, Chair, Nanaimo Seniors Task Force and Deborah Hollins, Executive Director, Nanaimo Family Life, re Age Friendly City Plan as per Guidelines set out by the World Health Organization	38
5.2 Gabriola Historical and Museum Association, re Request for Increase to Existing Regional District of Nanaimo Grant to the Gabriola Historical and Museum Society	65
5.3 Steve Earle, Gabriola Community Bus Foundation, re Funding Increase for Gabriola Community Bus Foundation	66
6. CORRESPONDENCE	
That the following correspondence be received for information:	

- | | | |
|-----|---|----|
| 6.1 | Town of Qualicum Beach, re Request for Letter of Support for Qualicum Beach Community Park All-Season Field Upgrade | 67 |
| 6.2 | MNP, re Regional District of Nanaimo Audit Service Plan - Year Ending December 31, 2018 | 70 |

7. COMMITTEE MINUTES

That the following minutes be received for information:

- | | | |
|-----|--|----|
| 7.1 | Agricultural Advisory Committee - December 7, 2018 | 83 |
|-----|--|----|

8. COMMITTEE RECOMMENDATIONS

8.1 Agricultural Advisory Committee

8.1.1 Gathering for Events Brochure Update

Please note: Committee recommendation has no accompanying staff report

That the Committee recommend that Regional District of Nanaimo staff and Directors look into Special Events permits for smaller events than 500 people that would apply to gathering for events in the Agricultural Land Reserve.

9. CORPORATE SERVICES

- | | | |
|-----|--|----|
| 9.1 | Public Engagement Review of the 2019 Proposed Budget | 86 |
|-----|--|----|

That the public consultation results be incorporated into the Board's deliberations on the proposed 2019 budget.

- | | | |
|-----|-------------------------------|----|
| 9.2 | Web Map Request for Proposals | 97 |
|-----|-------------------------------|----|

That the contract for the Web Map Request for Proposals be awarded to ESRI Canada for \$151,810 (excluding GST), subject to Board approval of the 2019 budget.

10. RECREATION AND PARKS

- | | | |
|------|--|-----|
| 10.1 | Grant Funding Applications for Huxley Community Park Improvements | 100 |
| | <ol style="list-style-type: none"> 1. That an application for grant funding be submitted for the Huxley Community Park Improvements, Phase II through the <i>ICIP - Community, Culture and Recreation Program</i>. 2. That an application for grant funding be submitted for the Huxley Community Park Improvements, Phase II and Phase III through the <i>ICIP - Northern and Rural Communities Program</i>. 3. That the Board supports the Huxley Park Community Improvements and commits its funding share of the project costs in the amount of \$206,346. | |
| 10.2 | Grant Funding Applications for Benson Creek Falls Regional Park Infrastructure | 105 |
| | <ol style="list-style-type: none"> 1. That an application for grant funding be submitted for the Benson Creek Falls Regional Park Infrastructure Project through the <i>ICIP - Community, Culture and Recreation Program</i>. 2. That the Board support the Benson Creek Falls Infrastructure Project and commit the Regional District's share of the project costs under the <i>ICIP - Community, Culture and Recreation Program</i> in the amount of \$146,685. 3. That an application for grant funding be submitted for the Benson Creek Falls Regional Park Infrastructure Project through the <i>ICET - Economic Infrastructure and Innovation Program</i>. 4. That the Board support the Benson Creek Falls Regional Park Infrastructure Program and commit the Regional District's share of the project costs under the <i>ICET - Economic Infrastructure and Innovation Program</i> in the amount of \$412,500. | |
| 10.3 | Mount Benson Regional Park Parking Lot – Tender Award Approval | 112 |
| | <ol style="list-style-type: none"> 1. That the tender award for the Mount Benson parking lot project be approved and that Notice of Award be issued to Milestone Equipment Contracting Inc. for a value of \$526,758.15 (plus GST). 2. That the Construction Contract between the Regional District of Nanaimo and Milestone Equipment Contracting Inc. for the Mount Benson parking lot project be executed. 3. That an additional 15% contingency in the amount of \$80,000.00 be carried for the Mount Benson parking lot project. | |

11. REGIONAL AND COMMUNITY UTILITIES**11.1 Conditional Management Plan for French Creek Pollution Control Centre Pump Stations 120**

That the Board approve the 2019-2022 Conditional Management Plan agreement between the Regional District of Nanaimo, Canadian Food Inspection Agency, Environment and Climate Change Canada, Fisheries and Oceans Canada, and the BC Ministry of Environment and Climate Change Strategy.

11.2 San Pareil Water Supply Local Service Area Capital Charge Bylaw No. 1781, 2019 146

That “San Pareil Water Supply Local Service Area Capital Charge Bylaw No. 1781, 2019” be introduced, read three times, adopted, and forwarded to the Inspector of Municipalities for Approval.

11.3 Bylaw Nos. 813.55 and 889.73 – French Creek Sewer Service Area Amendment 155

1. That “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.55, 2018” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

2. That “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.73, 2018” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

11.4 Hydrometric Monitoring Station Operational Agreement 163

That the Board endorse and execute the Hydrometric Monitoring Station Operational Agreement with Fisheries and Oceans Canada (DFO) and BC Ministry of Forests Lands Natural Resource Operations and Rural Development (FLNR) in support of the operational partnership for multiple streamflow monitoring stations in the RDN.

12. TRANSPORTATION AND EMERGENCY PLANNING SERVICES**12.1 Emergency Operations Centre Grant - UBCM Community Emergency Preparedness Fund Amendment 173**

That the Board endorse the amendment to the Emergency Operations Centre Union of British Columbia Municipalities Community Emergency Preparedness Fund Grant to purchase additional equipment to enhance the function of the Emergency Operations Centre by approving spending of \$9,000 remaining of the initial \$24,000 grant.

12.2 Nanaimo Search and Rescue Funding 175

That the renewal of the Contribution Agreement with the Nanaimo Search and Rescue Society for a term commencing February 1, 2019 and ending on December 31, 2023 be endorsed.

12.3 White Heather Lane Interface Firewater Storage Tank – Construction Tender Award 189

That the contract for the construction of the White Heather Lane Interface Firewater Storage Tank be awarded to David Stocker Excavating Ltd. for the tender price of \$166,351.15 (excluding GST)

13. BUSINESS ARISING FROM DELEGATIONS

14. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

14.1 Jonanco Hobby Workshop Association Society, re Electoral Area C Community Works Funds

Director Young served notice of the following motion at the December 4, 2018 Regular Board meeting:

That up to \$31,288.00 of Electoral Area C Community Works Funds be allocated to Jonanco Hobby Workshop Association Society, for improvements to their parking lot.

14.2 2019 Budget Update, re Huxley Park Improvements Phase 2

Director Craig served notice of the following motion to the Corporate Officer on December 19, 2018:

That the 2019 proposed budget, as presented on December 4, 2018, be amended so that the Regional District of Nanaimo funding for Huxley Park Improvements Phase 2 is split over a two-year period between 2019 and 2020 in the 5-year financial plan based on the final funding contributions collected by donation.

15. NEW BUSINESS

15.1 Directors' Roundtable

16. IN CAMERA

That pursuant to Section(s) 90 (1) (e), (i), (k) and (m) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements, the receipt of advice that is subject to solicitor-client privilege, the provision of a proposed service, and items related to issues of intergovernmental relationships.

17. ADJOURNMENT

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

**Tuesday, November 20, 2018
3:00 P.M.
RDN Board Chambers**

In Attendance:	Director I. Thorpe	Chair
	Director B. Rogers	Vice Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director L. Salter	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
Director M. Swain	District of Lantzville	
Director T. Westbroek	Town of Qualicum Beach	
Regrets:	Director S. Armstrong	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Pearce	Director of Transportation & Emergency Services
	D. Wells	Gen. Mgr. Corporate Services
	T. Mayea	Legislative Coordinator
	C. Golding	Recording Secretary

CALL TO ORDER

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

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 - October 2, 2018

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held October 2, 2018, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Kyle Clifford, President, Gabriola Recreation Society, re 2019 Budget Request

Kyle Clifford provided a brief history of the Gabriola Recreation Society, summarized the current funding model and asked the Board to supplement their annual grant funding with an additional \$8,000 to enable the Society to hire a qualified programmer for their summer programs.

COMMITTEE MINUTES

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

Drinking Water and Watershed Protection Technical Advisory Committee - October 25, 2018

District 69 Recreation Commission - October 18, 2018

Agricultural Advisory Committee - September 21, 2018

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

District 69 Recreation Commission

District 69 Youth Recreation Grants

It was moved and seconded that the following District 69 Youth Recreation Grant applications be approved:

- 893 Beaufort Cadet Squadron - equipment, ski lessons, transportation and lunch - \$2,500
- Errington War Memorial Hall Association - equipment, rent - \$1,590
- Family Resource Association - recreation passes, bus passes, snacks - \$2,500
- Oceanside Minor Lacrosse Association - field lacrosse equipment - \$2,000

Total - \$8,590

CARRIED UNANIMOUSLY

District 69 Community Recreation Grants

It was moved and seconded that the following District 69 Community Recreation Grant applications be approved:

- Arrowsmith Agricultural Association - Family Day - \$1,351
- Bow Horne Bay Community Club - Lighthouse Fall Fair - \$2,500
- Corcan Meadowood Residents Association - Halloween event 2019 - \$2,355
- Oceanside Women's Hockey Travel Team - jerseys - \$1,555
- Parksville Golden Oldies Sports Association - rental - \$500
- Parksville Indoor Slow-Pitch League - equipment - \$1,600
- Qualicum Beach Community Garden Society - raised beds - \$1,691
- Ravensong Masters Swim Club - pool rental - \$1,200

Total - \$12,752

CARRIED UNANIMOUSLY

RECREATION AND PARKS

UBCM 2019 Age Friendly Communities Grant Application

It was moved and seconded that the Board endorse the grant application to the Union of BC Municipalities (UBCM) for the Age Friendly Communities Grant (Stream 1) for the purposes of funding an active aging asset mapping project within the Northern Recreation Services area.

CARRIED UNANIMOUSLY

Gabriola Recreation Society Increase Funding Request

It was moved and seconded that the Regional District supplement annual grant funding received by Gabriola Recreation Society from the Canada Summer Jobs program for their Summer Student Coordinator position to a maximum combined total of eight thousand dollars (\$8,000) for the 2019 and 2020 fiscal years.

CARRIED UNANIMOUSLY

REGIONAL AND COMMUNITY UTILITIES

EPCOR Hydrant Maintenance Contract Approval

It was moved and seconded that the Board enter into a contract with EPCOR Water (West) Inc. to provide hydrant maintenance services in French Creek for the period January 1, 2018 to December 31, 2020 at a total cumulative cost of approximately \$300,000.

CARRIED UNANIMOUSLY

Final Report – 10 Year Action Plan Review for Drinking Water and Watershed Protection

It was moved and seconded that the Board receive the final report on the 10 Year Action Plan Review for the Drinking Water and Watershed Protection program for information.

CARRIED UNANIMOUSLY

Surface Water Quality Trend Analysis for Regional District of Nanaimo Community Watershed Monitoring Network Data (2011-2017)

It was moved and seconded that the Board endorse presentations to the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville councils to provide the results of the report.

CARRIED UNANIMOUSLY

TRANSPORTATION AND EMERGENCY PLANNING SERVICES

Fire Services Automatic Response Agreement Renewal

It was moved and seconded that the Automatic Response Agreement for a five-year term from March 1, 2018 to March 1, 2023 be approved.

CARRIED UNANIMOUSLY

NEW BUSINESS

Notice of Motion - Bowser Village Centre Wastewater Project

Director McLean served notice that the following motion be considered by the Board at the December 4, 2018 Board meeting:

That staff be directed to bring back a report to the January 8, 2019 Committee of the Whole meeting, regarding the options and implications of undertaking further investigations of land disposal for the Bowser Village Centre Wastewater Project.

Chair's Appointments to Board Standing and Select Committees, and External Organizations

The Board was advised of the Chair's Appointments to Board Standing and Select Committees, and External Organizations.

IN CAMERA

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

CARRIED UNANIMOUSLY

TIME: 3:28 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:05 PM

CHAIR

Delegation:	Kwispaa LNG/Steelhead Natural Gas Pipelines, re Project Overview
Summary:	<p>Kwispaa LNG is a proposed natural gas liquefaction and export facility located on Huu-ay-aht First Nations - owned lands at Nuumaqimyiis (Sarita) Bay in Barkely Sound on Vancouver Island.</p> <p>The project is being developed through a unique co-management relationship between Huu-ay-aht and Steelhead LNG's subsidiary Kwispaa (CF) Limited Partnership.</p> <p>The Project is anticipated to be developed to a full build-out capacity of approximately 24 mtpa in two to three phases. The first phase will include construction and operation of two production units and the remaining two production units will be added as a second, and possibly third, phase(s).</p> <p>LNG carriers are anticipated to call at the Project approximately 160 times annually in the first phase (approximately three shipments per week) and 320 times annually at full build-out (approximately six to seven shipments weekly). The LNG carriers will travel between the Project and LNG customers via the Pacific Ocean.</p> <p>The project will source natural gas from a variety of gas producers in BC and Alberta. Natural gas will be transported to the Project through a new natural gas pipeline being proposed by Steelhead Natural Gas Pipeline Ltd. The pipeline will commence within the vicinity of the Chetwynd area (northeast BC) and terminate at the project. The proposed pipeline route would parallel existing multi-utility corridors where possible before branching off within the vicinity of Williams Lake into a new greenfield right-of-way through the Coastal Mountain range to the Powell River area. The pipeline would then transit across the Salish Sea via a 31km subsea crossing to the Courtenay/Comox area before traversing Vancouver Island via a land route to the Project. The new natural gas pipeline will be approximately 1,000 km in length with an estimated diameter ranging in size from 36 inches to 48 inches.</p>
Action Requested:	Requesting to appear as a delegation before the Regional District of Nanaimo Chair and Board of Directors to provide information on the proposed Kwispaa LNG project and the proposed natural gas pipeline to provide natural gas to the project.



Steelhead
L I N G

Project Overview

January 2019

B.C. based Canadian energy company with expertise that spans the natural gas and LNG value chain globally

Steelhead proposed projects:

1. Kwispa LNG Facility with Huu-ay-aht First Nations, and
2. natural gas pipeline

Committed to building mutually beneficial relationships with communities and developing projects in an environmentally responsible manner



KWISPAA LNG and CO-MANAGEMENT RELATIONSHIP

- Steelhead LNG and Huu-ay-aht First Nations worked for over 3 years to discuss a natural gas liquefaction and export facility located on Huu-ay-aht owned lands
 - Established principles and processes for the development of an LNG project
 - Approval of Project Agreement following endorsement through a community referendum
- Steelhead LNG and Huu-ay-aht First Nations are co-managing the Kwispaa LNG Facility and in October 2018, submitted the Project Description to initiate the British Columbia Environmental Assessment Office (EAO) process



Proposing to construct At-Shore LNG (ASLNG™) liquefaction and storage facilities at Sarita Bay with additional onshore infrastructure

GAS PROCESSING

POWER STATION

Phase 1

LNG carriers
every 3-4 days

Phase 2/3

LNG carriers
every 1-2 days

LNG carriers would pull up beside the LNG facility and load LNG into cryogenic tanks in the carrier

LIQUEFACTION & STORAGE

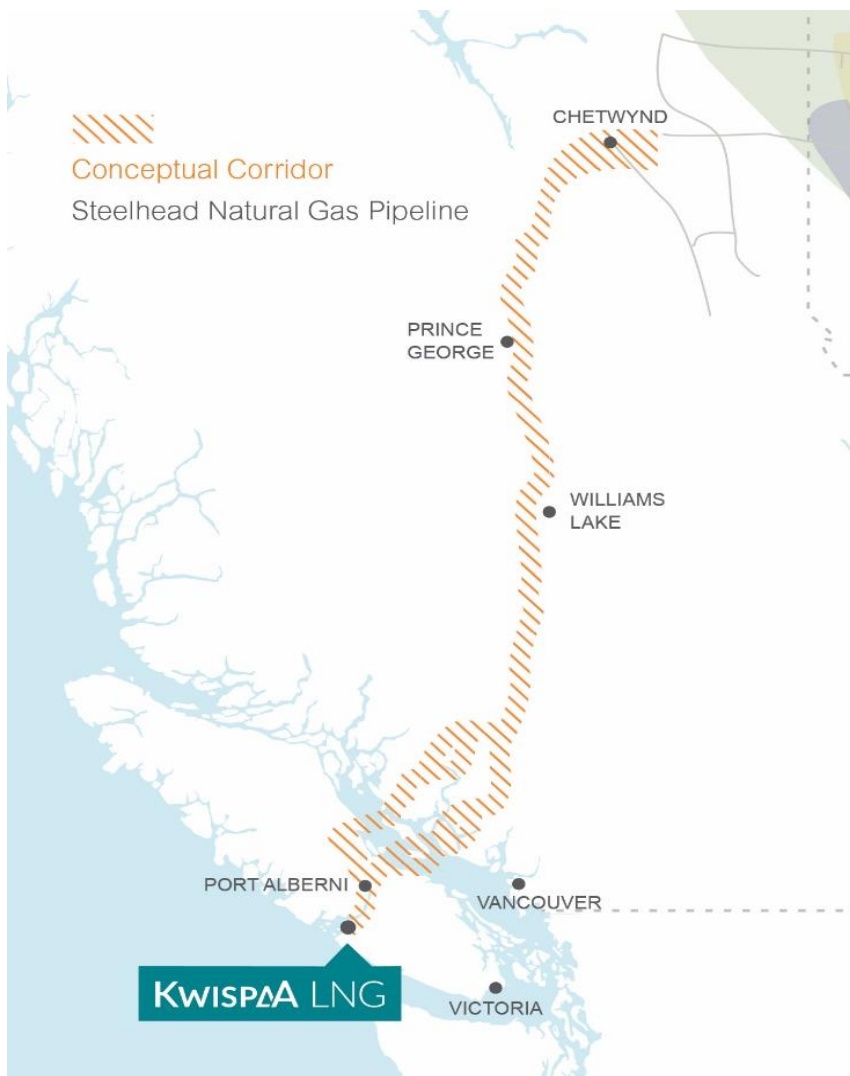
Conceptual rendering – subject to change

NATURAL GAS TRANSMISSION

- Early stages of investigating a pipeline route from Northeast BC to planned Kwispa LNG facility
- Steelhead currently engaging with 35 First Nations, 16 municipalities and 10 regional districts within a potential corridor to seek feedback
- The pipeline is a separate project from Kwispa LNG and will be regulated separately

Conceptual route:

- Begins in Chetwynd area
- Parallels existing multi-utility corridors to near Williams Lake
- Branches off towards south coast, with options through Coast Mountains
- Subsea crossing to Vancouver Island
- Terminates at Kwispa LNG



PIPELINE SAFETY

- Pipelines are the safest way to transport natural gas across long distances and are strictly regulated
- Construction of the pipeline would only begin after an Environmental Assessment has been completed and all regulatory permits are in place
- Pipelines are monitored 24 hours per day and regularly inspected to ensure public safety



PIPELINE CONSTRUCTION

During Construction



During Operation

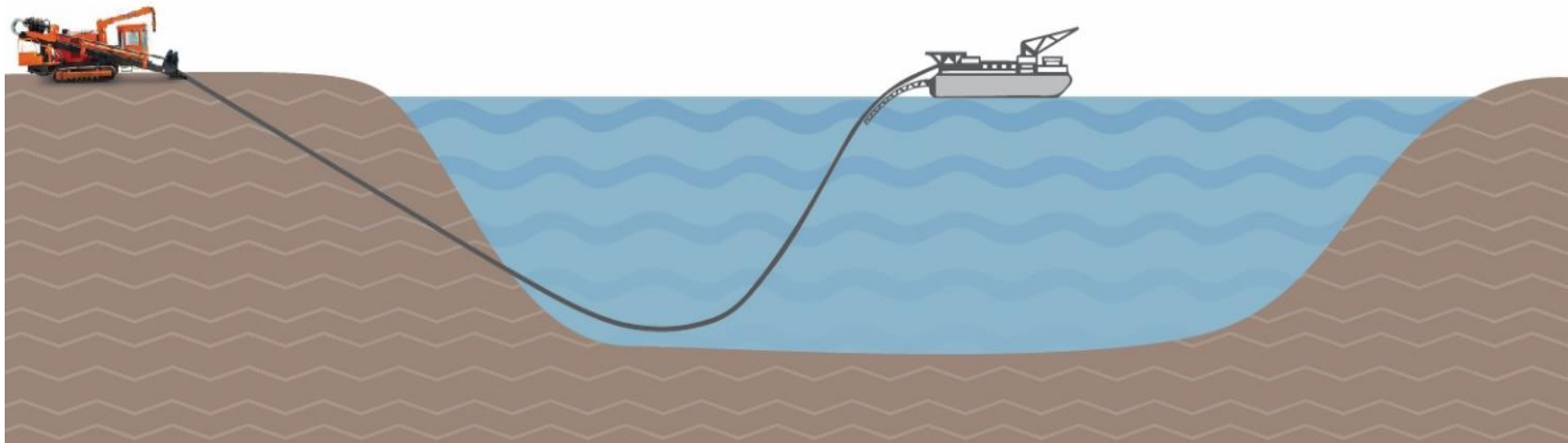


- Pipelines are buried approx. one metre (3 feet) underground
- Construction activities are carried out within the workspace, usually 50 meters
- The width of the permanent right-of-way is reduced to approx. 30 meters after construction, with brush and vegetation managed over 10 meters

OFF SHORE PIPELINE CONSTRUCTION

Horizontal Directional Drill (HDD);
Direct Pipe Installation (DPI); or
Tunnel used for landfalls

Pipeline lay vessel
and/or barge used
to install crossing



- The pipeline would be placed on the ocean floor using a vessel specifically designed for marine installation
- Placing pipe in a marine environment is done safely around the world

COMMUNITY BENEFITS

Local communities will benefit from property taxes to support delivery of services and infrastructure

Steelhead is also interested in exploring potential opportunities to support community initiatives

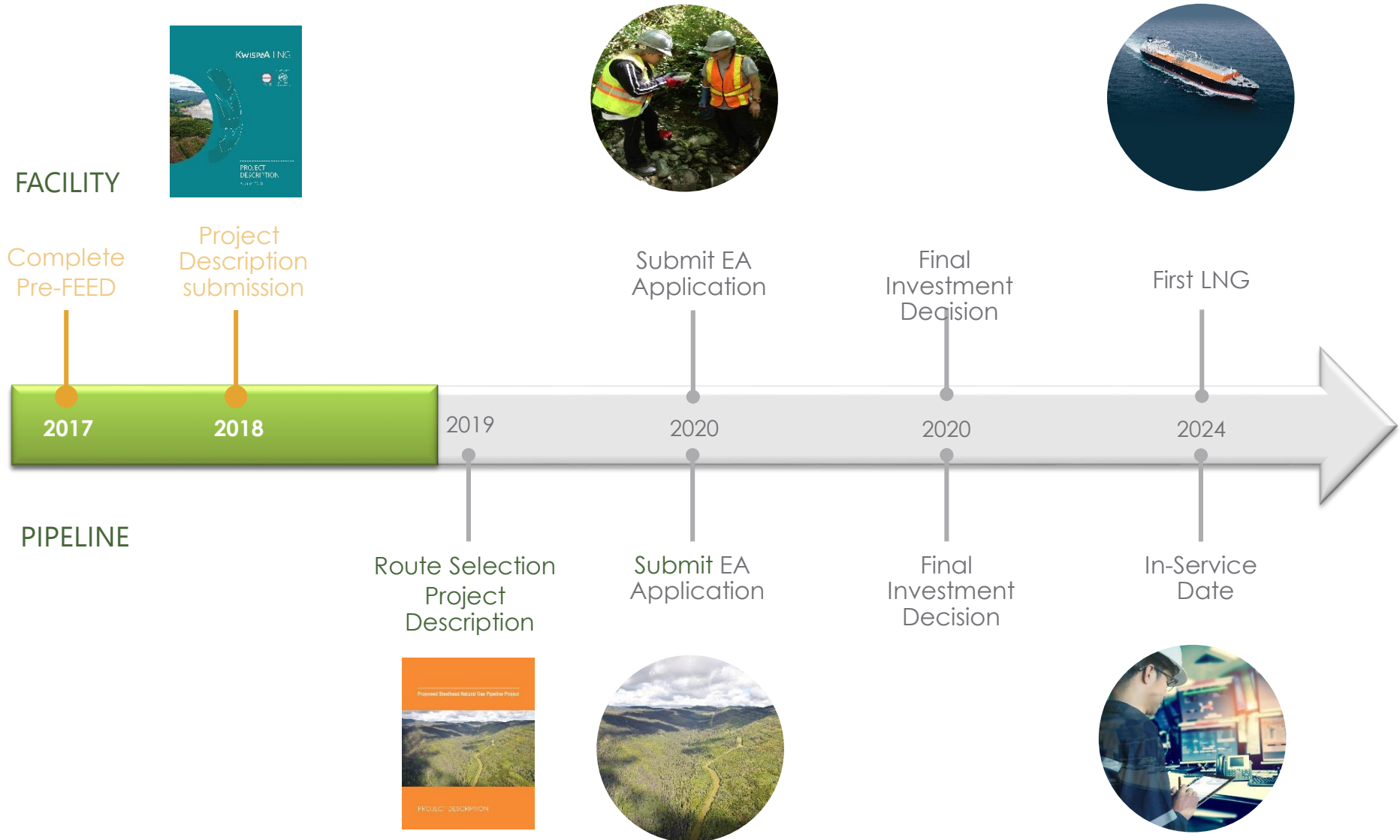
The project will also generate:

- thousands of jobs in BC during construction including equipment operators, tradespeople, safety professionals
- contracting opportunities for BC-based businesses
- skills training opportunities to help prepare the local workforce for in-demand roles



ANTICIPATED FACILITY/PIPELINE TIMELINE

Kwispa LNG



APPENDICES

Please see following slides for additional information.

HUU-AY-AHT FIRST NATIONS

- Self-governing, modern treaty Nation whose lands are located in the Barkley Sound region on the west coast of Vancouver Island at the entrance to Alberni Inlet
 - Total Population: 820
- Governance
 - Executive Council and Ha'wiih
- Huu-ay-aht First Nations is a member of the Nuu-chah-nulth Tribal Council and one of the 5 First Nations signatories to the Maa-nulth Final Agreement, the first modern-day treaty to be concluded on Vancouver Island
- **Huu-ay-aht laws and traditions require involvement of citizens, Executive Council, and Ha'wiih**
- Three sacred principles:
 - Hišuk ma c'awak (Everything is One)
 - ʔuuʔatuk (Taking Care Of...)
 - iisaak (Greater Respect)



NATURAL GAS TO LNG



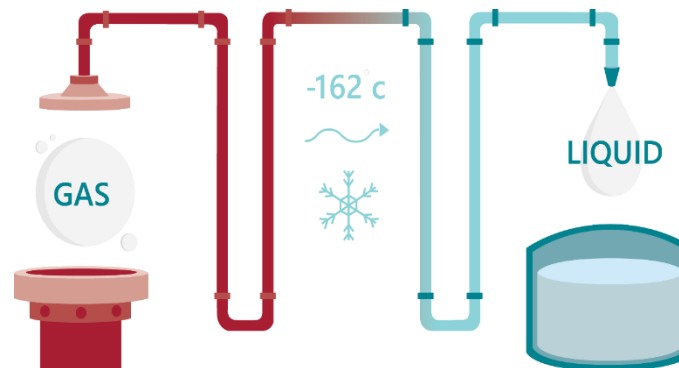
LNG is natural gas that has been chilled down to -162 degrees Celsius.

Turning natural gas into LNG shrinks it down.

The same amount of natural gas that would fill 600 ships, would fill just one ship as LNG.

Natural gas is not bitumen or oil. It is lighter than air.

It does not mix with water or soil and if contact occurred it would leave no residue.



Countries in Asia are working to reduce reliance on burning coal for energy.

Natural gas is the world's cleanest burning fossil fuel and ideal transition fuel to reduce global GHG's and air emissions.

LNG IN BRITISH COLUMBIA



Fortis operates an LNG facility about 6 kilometres northwest of Ladysmith. The Mt. Hayes LNG storage facility stores LNG to help meet the natural gas needs of Vancouver Island during peak periods of demand.

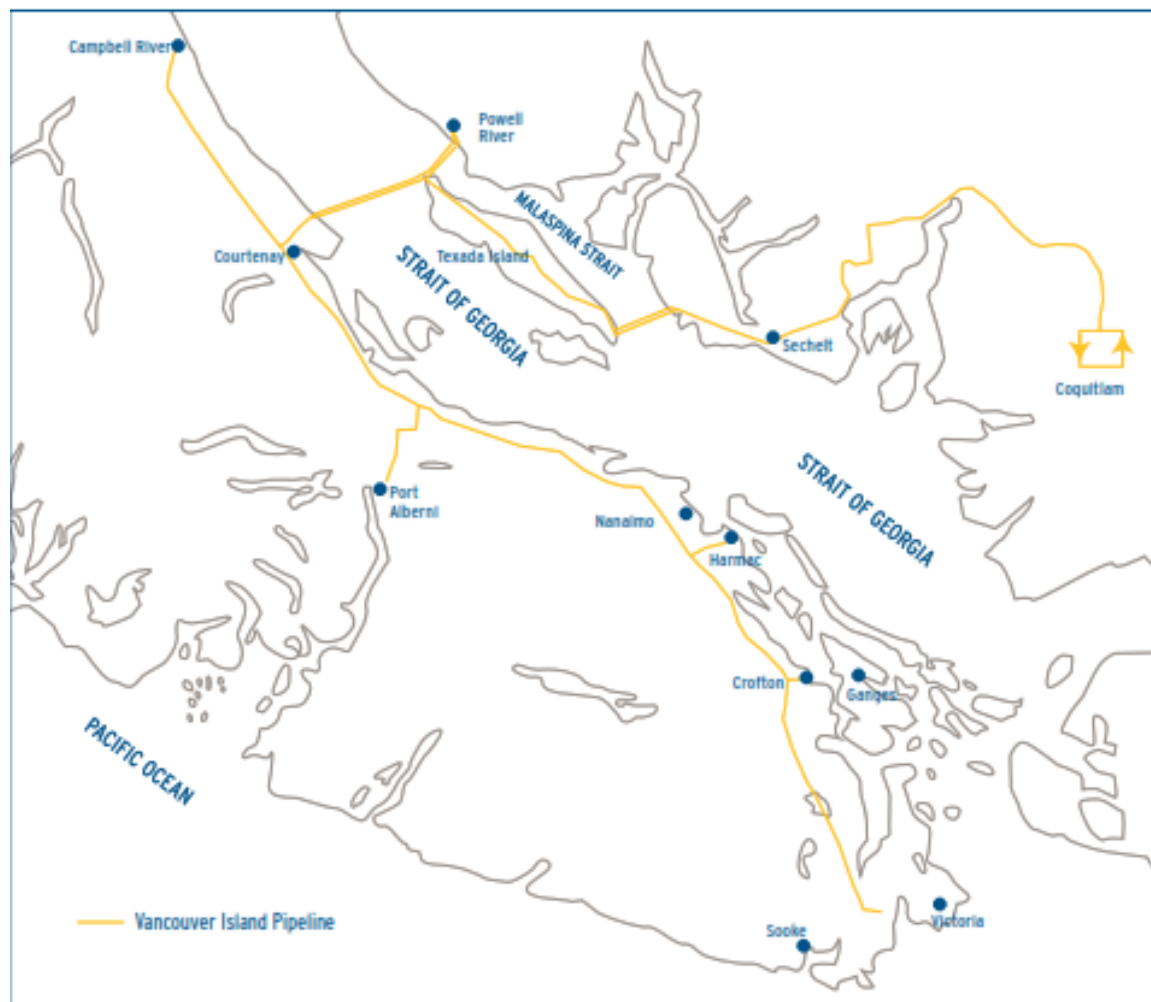


The Tilbury Island LNG facility in Delta was constructed in 1971 as a means of supplementing natural gas supply during periods of peak demand. Today, it provides LNG for transportation as well as export.



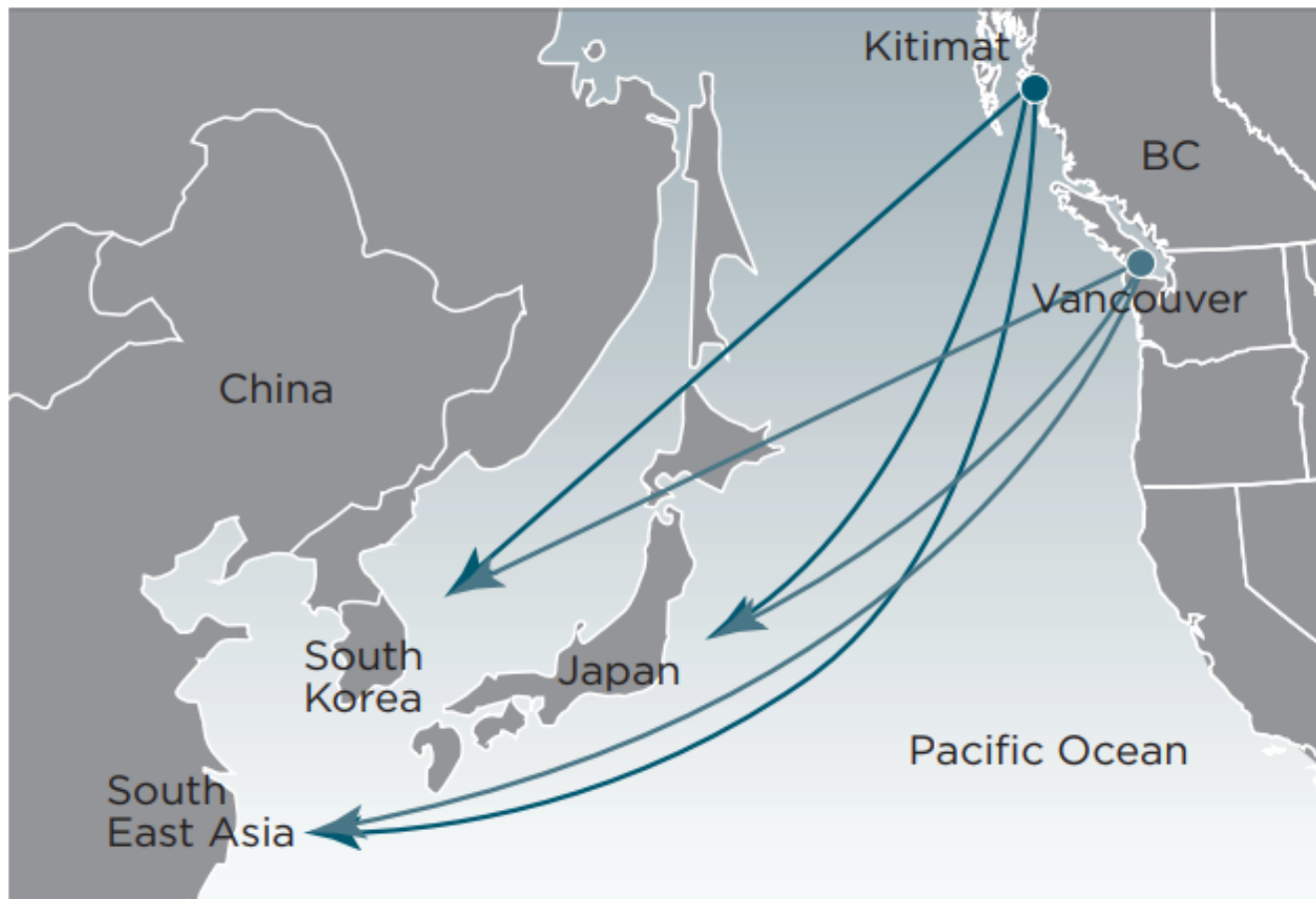
BC Ferries has converted two of its largest vessels to run on LNG in 2017. The Salish intermediate-class vessels are also operating on LNG.

EXISTING VANCOUVER ISLAND GAS TRANSMISSION

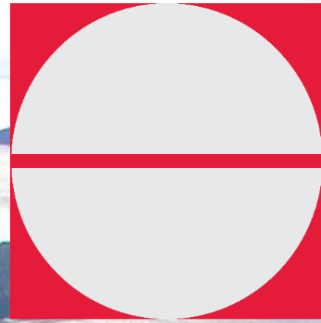


Built in the early 1990s, the Fortis BC pipeline starts north of Coquitlam, runs underneath the Squamish Estuary, through the Sunshine Coast, then across Texada Island to Powell River and Vancouver Island.

EMERGING MARKETS



- Natural gas will be liquified at the Kwispa LNG facility to minus 162 degrees Celsius
- The volume of natural gas in its liquid state is 600 times smaller for shipping
- Canada is the fourth largest producer (5% of world production)
- 51% of Canadian production is exported
- All current Canadian exports go to the United States



Steelhead
L I N G

Thank you

Island Corridor Foundation

Connecting the places we live, work, learn and play.....



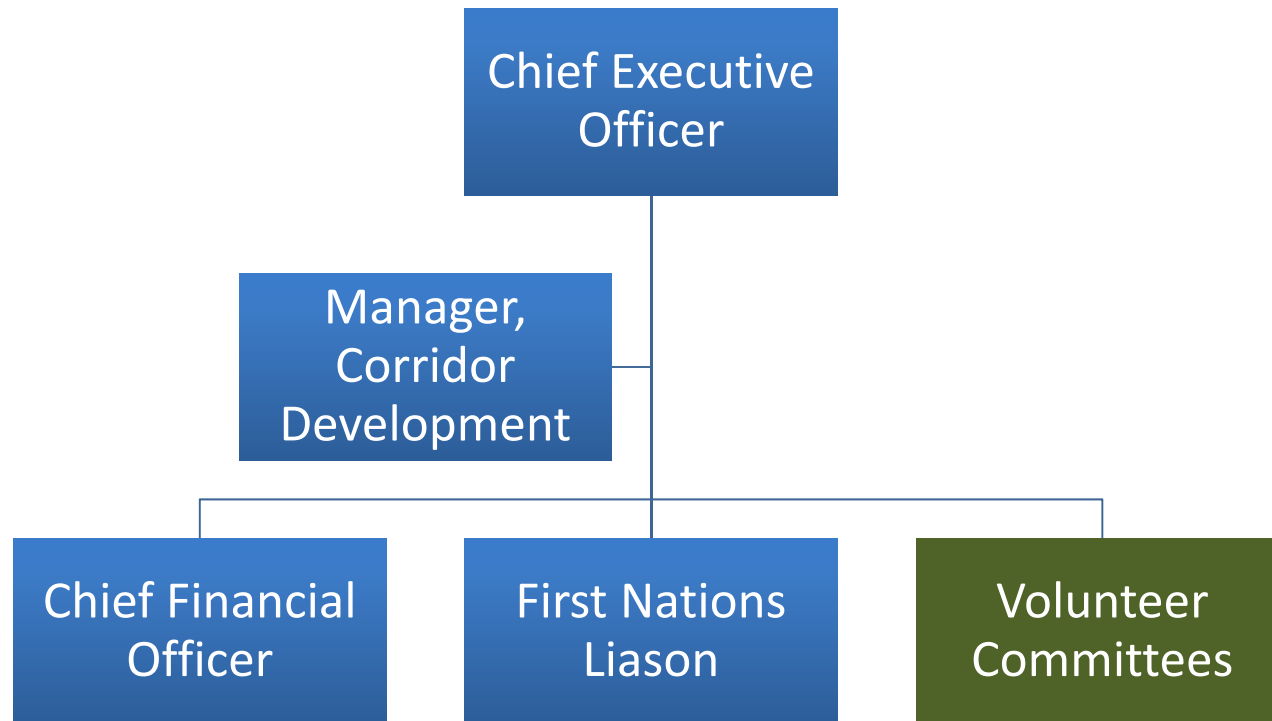
Presentation to Regional
District of Nanaimo
January 8, 2019

Who We Are

- Established in 2003
 - Federally registered Charity
 - Operate on a Non-Profit Basis
- Established to Acquire, Preserve, and Develop the rail corridor on Vancouver Island
 - Former E&N Railroad
- Represents the interests of First Nations and Communities located along corridor
 - Over 30 member corridor communities



Governance & Structure



What we Do

- Acquire
 - Assets fully acquired in 2005
 - 1620 Acres of Land – valued at over \$300 Million
 - Corridor is over 290 kilometers long
- Preserve –
 - Maintain continuity of the corridor
 - Land & Asset Management
- Develop
 - Working towards the development of a working railroad
 - Continual work on Trails – over 100 KM completed more planned for 2019



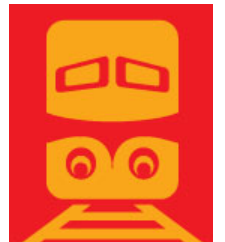
Financial

- Funding – Annual Revenue of \$500k to \$600K
 - The foundation is self funding and receives no funding from any level of government
 - Revenue is generated through leases
 - Utilities - Telus
 - Granting of Statutory Right of Ways
 - Permissive Tax Exemptions
- Expenses
 - Annual expenses of approximately \$450k
 - M of W
 - Salaries
 - Planning – Engineering – Taxes – Capital improvement



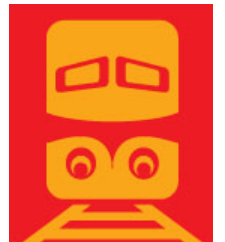
Current Status

- Restoring Rail Service to the Island
 - Primary focus of the Foundation
- Where is the Plan?
 - There have been more than 10 studies completed
 - Numerous “plans” developed
 - Everything from \$15 million to \$300 million
 - Considerable confusion between plans and values associated
 - » Is it Langford to Victoria, Nanaimo to Victoria, What about Port Alberni?
 - Considerable confusion as to what is required and costs



Current Status

- Drive for a shared vision
 - Seven town halls – over 500 participants
 - Clear attendees want rail service returned and returned to the entire island
 - Communications Improvements
 - Meetings and discussions with Stakeholders and Public
 - Improved Responsiveness – We have opened the doors
 - We are here today, Alberni tomorrow, Parksville on Thursday
 - Accessible
 - Improving the level of understanding
 - All of the above
 - ICF 101 January 16
 - Meetings with the Province
 - October private meetings with Premier & Minister
 - December Round Table with Stakeholders
 - December follow up with Minister



Current Status

- Stakeholders Meeting
 - Clearly asked the Province for a commitment to develop a comprehensive plan to restore rail service to the entire island
 - To do so without delay
 - To work with the Island Corridor Foundation on the plan
 - Minister has confirmed Province heard the Stakeholders



Next Steps

- Timing is crucial
 - Plans and funding requests must consider upcoming federal election or risk another long delay
- Meeting with the Province to put together a team to develop the plan to restore service
 - First Step will be an assessment of corridor conditions
 - This is not a full blown “study”
 - This is not a marketing or business case – Conditions only
 - Expected to be completed quickly
 - Simultaneously we will start the work on the plan
 - Likely will be an incremental plan



- Delegation:** Dale Harvey, Chair, Nanaimo Seniors Task Force and Deborah Hollins, Executive Director, Nanaimo Family Life, re Age Friendly City Plan as per Guidelines set out by the World Health Organization
- Summary:** The purpose of the presentation is to make the RDN aware of the Age-Friendly City plan and the process for getting the designation with the World Health Organization.
- Action Requested:** No action is being requested other than the recognition that this plan is being submitted to the province for approval.

Nanaimo Age Friendly City Plan 2018-2022



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OVERVIEW

According to the 2016 Census Nanaimo has about 23,000 residents over the age of 65, representing about 23% of the total population of our community. This number is expected to increase so that over the next decade seniors will represent an even larger percentage of Nanaimo residents.

In 2015 the City of Nanaimo partnered with four local agencies (Nanaimo Family Life Association, Nanaimo Women's Centre, Healthwell Associates and Nanaimo Hospital Foundation) to address social isolation in older adults. This collaborative ("Seniors Connect") received funding from the Federal government's New Horizons for Seniors Program, under the auspices of Employment and Social Development Canada. Seniors Connect is part of a pan-Canadian initiative to explore ways to enhance the social inclusion of older adults (55+). One aspect of the Seniors Connect project was the creation of the Nanaimo Seniors Task Force (NTSF), a group of local residents who advocate for age friendly community programs and infrastructure. Their hard work has led to this plan; *Nanaimo's Age Friendly City Plan*.



EXECUTIVE SUMMARY

In January 2017, the Seniors Connect Project held an Ideas & Event Exchange to identify a list of barriers that lead to social isolation for adults over the age of 55 in the City of Nanaimo. The event was attended by members of the general population with a high concentration of seniors and community based senior support services. Following the event, several action groups were developed, and activities and programs were supported to implement solutions that could reduce the identified barriers.

In the fall of 2017, the Seniors Connect Project surveyed over 500 Nanaimo residents at the annual Seniors Health & Wellness event as well as at shopping centres and through online surveys, to identify how age friendly Nanaimo is in the nine domains identified by the World Health Organization (see Appendix 1). In January of 2018, a second Idea & Event Exchange was held to look at all the issues that were identified through the survey and to ask the community to further elaborate on any current practices already being undertaken in the community to share information and to brainstorm creative solutions to reduce these barriers.

In June of 2018, the Nanaimo Seniors Task Force (NSTF); a committee developed through the Seniors Connect Project to support the impact plan objectives examined all the ideas that were presented at the Idea Event Exchange held in January 2018 and used it to form the basis of an Age Friendly City plan for Nanaimo.

All the issues that were documented for each domain were reviewed and categorized by importance, and/or by the perceived ability for the NSTF or another organization or sponsor in the community to address the issue at a city level, either through advocacy or through a collaborative project initiative with another stakeholder. Objectives chosen for inclusion in the plan were based on availability of creative solutions, the impact it would have on our community and the likelihood of successful implementation through the adoption of an Age Friendly City Plan.

Objectives are rated in the following way:

IMPACT High or Low

LIKELIHOOD Easy / Moderate / Hard

Only high impact objectives were included in this document.



AGE-FRIENDLY CITY PLAN

The World Health Organisation Global Network for Age-friendly Cities and Communities currently includes 705 cities and communities in 39 countries, covering over 210 million people worldwide. In 2006 the WHO established eight pillars for assessing and developing strategies to create age-friendly communities. Nanaimo has added a food security pillar to this recognising that for older adults nutrition is an important part of physical health and also that meals are often an opportunity for social connection.

- Outdoor spaces and public buildings
- Public Transportation
- Housing
- Social participation
- Health and Community services
- Respect and social inclusion
- Civic participation, volunteerism, and employment
- Communication and information
- Food security

One way to support the inclusion of older persons is to make our community more age-friendly. An age-friendly city helps people of all ages to actively participate in community activities and makes it easy for older people to stay connected to people and activities that are important to them. Many cities and communities are already taking active steps towards becoming more age-friendly. An age friendly community benefits more than just older adults; an age-friendly city is also one that is friendly to children, parents, and those with mobility challenges.



OBJECTIVES AND STRATEGIES



Domain #1 - Outdoor Spaces & Public Buildings

Refers to the natural and built environments and the ability of older persons to get around easily and safely in the community, thereby enabling their full participation in the public life of the community.

Barriers:

- Safety navigating crosswalks
- Access to public washroom facilities

Current practices:

- LED Replacement Program in city centre
- City Builders adding benches in specific areas
- Bowen Road, Oliver Road and Uplands have plans for longer crosswalk times

Objective #1

Improve safety at crosswalks that are close to senior living communities and community centres and facilities frequented by seniors by reviewing crosswalk times, lighting, and location in proximity to the building entrance.

Recommended Strategies:

- Identify key crosswalks for consideration and advocate for lighted crosswalks.
- Explore and implement plans to ensure crosswalks close to senior living communities, 55+ apartments and buildings known to have a high density of seniors have a lighted crosswalk.
- Explore options with the municipality to require any new buildings that will have seniors as the primary resident be required to have a lighted crosswalk close to the building entrance.
- Explore and implement plans to lengthen crosswalk times to 25 seconds for crosswalks that span across 4 lanes of traffic.
- Support the RCMP's See & Be Seen Campaign at the Seniors Connect Centre, Harbour City Seniors at Bowen Park, and other senior community developments in November 2018.

Sponsor: City of Nanaimo, Regional District of Nanaimo

Stakeholders: Nanaimo Seniors Task Force, RCMP, Seniors Communities and Residential Facilities.

IMPACT

High

LIKELIHOOD

Moderate



Objective #2

Improve access and availability of public washroom facilities.

Recommended strategies:

- Explore ways to add additional public washrooms at existing bus exchanges and large parks using municipal funding initiatives or other philanthropic organizations.
 - » Approach clubs like Rotary to sponsor a port-a-potty
- Advocate for any city plan for future development to include washroom facilities at new bus exchanges
- NSTF to develop an awareness campaign for local businesses to provide access to washrooms for people with mobility challenges, seniors, and children.

Sponsor: City of Nanaimo, Service Clubs

Stakeholders: Nanaimo Seniors Task Force, Seniors Connect City Builders, local businesses

IMPACT

High

LIKELIHOOD

Easy



“There’s nothing more disheartening than going somewhere nice and discovering it’s inaccessible because of stairs.”

– Female 65-69

OBJECTIVES AND STRATEGIES



Domain #2 – Transportation

Transportation takes into consideration convenience, safety, and affordability with the goal of enabling older persons to go where they need or want to when they need or want to.

Barriers:

- A lack of online or printed schedules and trip apps that are user friendly for older adults.
- A lack of alternative transportation options for evening and weekend ridership.
- Busy routes, like those going to and from the university often do not implement the priority seating for those who have mobility challenges.
- Pressure on seniors to move quickly means fear of falling on buses.
- Seniors who use walkers and scooters are unaware that they can take their mobility tools on public transit.
- HandyDart scheduling is not user-friendly.
- No awareness of transportation alternatives for older adults who give up driving.
- Lack of affordable transportation options.

Current practices:

- Seniors Connect Transportation Action Group.
- RDN “Ride the Bus” Program.
- Announcing timings and stops on the buses.

Objective #1

Improve user-friendliness of schedules and trip planning apps for public transportation.

Recommended strategies:

- NSTF to hold a meeting with Regional District of Nanaimo to bring attention to readability issues regarding schedules and trip apps and the need for more “live support” to assist people with trip planning outside of peak hours.
- Hold a focus group for seniors to identify problems and create solutions to make printed schedules and computer applications more user friendly.
- Make Rider Guides more accessible in Nanaimo.
- Print larger schedules.
- Make the on-line schedule scalable.
- Have bus numbers and schedules available at intersecting routes.

Sponsors: Regional District of Nanaimo, Seniors Connect Transportation Group

Stakeholders: NSTF, Seniors Groups, Nanaimo Disability Resource Centre, Community Centres, Coffee Shops, Churches, Shopping Malls, Farmers Markets

IMPACT

High

LIKELIHOOD

Easy



Objective #2

Support the development and awareness of programs that educate seniors on using public transportation.

Recommended Strategies:

- Increase frequency and awareness of the RDN's "How to Ride the Bus" program.
- Request that the RDN make the program available in all areas of Nanaimo.
- Advocate with ICBC that all seniors in Nanaimo who lose their driving privileges be sent a letter with an invitation to the "How to Ride the Bus" program and mail a copy of the Seniors Connect "Hanging up the Keys" brochure.
- Support the development and implementation of a Bus Buddy Program in Nanaimo to assist those who are new to or fearful of using public transportation.
- Develop a brochure for businesses that sell scooters or mobility supports to educate purchasers about taking their supports on public transportation.

Sponsors: NSTF, Service Clubs, Vancouver Island University Marketing/Tourism Program, Vancouver Island Regional Library

Stakeholders: Regional District of Nanaimo, ICBC

IMPACT

High

LIKELIHOOD

Moderate

Objective #3

Support the development of affordable transportation options to transport low income seniors to appointments and activities that enhance social inclusion.

Recommended Strategies:

- Explore funding options and advocate for a coordinated volunteer driver program with Volunteer Nanaimo based on the Wheels for Wellness model.
- Explore funding options including provincial, federal, and municipal grants for rideshare programs to provide funding and support to volunteer drivers.
- Explore partnerships with senior community residences for better utilization of busses.
- NSTF to coordinate letter writing campaign to Office of the Seniors Advocate and Island Health to support the idea of Home & Community Care providing transportation to medical appointments and social activities for seniors without access to transportation into the current program.

Sponsors: Wheels for Wellness, Gas Companies, Volunteer Nanaimo

Stakeholders: Island Health Home and Community Care, NSTF

IMPACT

High

LIKELIHOOD

Moderate

OBJECTIVES AND STRATEGIES



Domain #3 – Housing

Older residents need to have access to housing that is safe and affordable and allows them to stay independent as their needs change. Ideally housing is embedded in a neighbourhood context that minimizes the risk of social isolation.

Barriers:

- Lack of safe and affordable housing.
- Limited range of housing types.
- Increases to rents are above affordable rates for pensioners living at or below the poverty level.
- Affordable housing is not situated near amenities and services required by seniors including transportation hubs, medical centres, and social centres.
- Lack of coordinated information process negatively impacts neighbourhoods.

Current practices:

- City of Nanaimo and Nanaimo Affordable Housing Society developing 250 units of affordable housing for seniors.
- Urban Containment Boundary in place to concentrate future development within existing municipal boundaries.
- City is looking at expanding zoning bylaws to allow for a wide range of forms and styles of residential dwelling units.
- BC SAFER program.





Objective #1

Support the development of more attainable (affordable) and accessible housing for seniors in Nanaimo that is close to amenities.

Recommended strategies:

- Advocate with the City of Nanaimo to offer tax incentives to builders who incorporate more affordable housing options into single family community developments.
- Advocate for changes in the existing City of Nanaimo bylaws to support row houses, carriage houses, co-housing, and cluster housing options in areas with a high density of seniors.
- Undertake a housing study to identify how many seniors in Nanaimo are without safe, affordable housing and explore options.
- Research how the city views aesthetics to accessibility to ensure it meets the needs of an aging population.
- Improved communication process with impacted neighbourhoods.

Sponsors: City of Nanaimo, Nanaimo Affordable Housing Society

Stakeholders: NSTF, BC Housing, Seniors Organizations, Developers and Builders

IMPACT High

LIKELIHOOD Hard

Objective #2

Educate older adults about the Shelter Aid For Elderly Renters (SAFER) program to offer increased rent subsidies to low-income seniors.

Recommended Strategies:

- Advocate with the Province of BC to review the SAFER program and increase rent subsidies proportionally to rent increases.

Sponsors: City of Nanaimo, BC Housing

Stakeholders: NSTF, Nanaimo Citizens Advocacy, Seniors Connect City Builders

IMPACT High

LIKELIHOOD Easy

“Affordable, easily accessible public transportation and affordable rental housing in Nanaimo are the most important issues, in my opinion for the older Seniors. (80plus)”

– Female 85+



Domain #4 – Social Participation

Social participation includes opportunities for developing and maintaining meaningful social networks within the community and for full participation in the recreational, cultural, and social life of the community.

Barriers:

- Affordable and free programs are not evenly distributed throughout Nanaimo.
- There is a perceived lack of programs and services for seniors who lack social confidence, have cognitive issues, physical and mobility issues (including vision and hearing challenges); fits for older vs younger seniors; gender-based programs, chronic conditions, house-bound seniors, outdoor activities, out of town activities and mentally stimulating programs.
- Lack of space and funding for senior programming for seniors aging in place who don't access mainstream organizations due to social isolation risk factors (poverty, mental and physical health challenges, lack of transportation, cultural fit etc.).

Current practices:

- Seniors Connect program has provided website, Seniors Connections newsletter, programming on Shaw TV and a free check-in service through Nanaimo Lifeline.
- Seniors Connect program has provided free programs for seniors in various locations throughout the community.
- City of Nanaimo has the LEAP program for low income seniors.
- Free use of pools and gyms for those over 80.
- Elder College and Harbour City Seniors provide free and low cost programs for seniors.





Objective #1

Advocate for a redeployment of city delivered and community based senior service programs to areas of the city with high senior residential density and low-income levels.

Recommended strategies:

- Have City Builders identify areas for programs based on income levels and density of older adults.
- Arrange for Parks and Recreation to bring more programs to neighbourhoods that do not have a community centre and work with businesses and non-profits to offer programs in these areas.
- Increase programs from non-profit organizations.

Sponsors: City of Nanaimo, Community Based Seniors Services, Island Health, Local Businesses

Stakeholders: NSTF

IMPACT High

LIKELIHOOD Hard

Objective #2

Actively advocate for information hubs at local libraries and shopping malls and have senior volunteers act as peer to peer supports to provide information.

Recommended Strategies:

- Apply for municipal, provincial, and federal funding to continue the development of the Seniors Connector pilot program.
- Approach local shopping malls about donating empty space or allowing the Seniors Connectors to have a table once a month at each shopping mall to give seniors an opportunity to find out about activities and volunteer opportunities in Nanaimo.

Sponsors: New Horizon for Seniors Program Community Grant, Seniors Connectors

Stakeholders: NSTF, BC211, Old Age Pensioners Society, Nanaimo Disability Resource Centre, Care Facilities, Medical Offices

IMPACT High

LIKELIHOOD Easy

“Participation needs to be encouraged as many are steeped in their isolation. The first steps are always the most difficult.”

– Female 80-84

Domain #5 – Health & Community Services

Older residents of our community need access to social and health services to stay healthy and maintain their independence. An Age Friendly community is one in which these kinds of services are accessible, affordable, and appropriate.

Barriers:

- Access to Services
 - » Challenging to find information about services.
 - » Lack of information about support and services for caregivers.
 - » Poor communication amongst service providers.
 - » Long wait lists for residential care make planning difficult.
- Availability of Services
 - » Long wait times for medical services including specialists.
 - » Long wait times for non-medical support groups like Better at Home.
 - » GPs don't give seniors enough time.
 - » Not enough support from hospital post discharge.
 - » Lack of loaner equipment.
- Non-funded health needs are too costly like exercise programs.
- Lack of funding for allied health services such as community social workers, occupational therapists and recreation therapists.

Current practices:

- Seniors Connect Resource Card with gateway numbers.
- Nanaimo News Bulletin bi-annual seniors directory.
- City of Nanaimo bi-annual Parks and Recreation Program.
- BC 211.
- Public Caregiver Support Groups at NFLA & Old Age Pensioners Society.

“In home care is a huge issue. There are not enough caregivers or services available of the types that seniors want. Many seniors are under the poverty level and can not afford to pay for the care they need.”

– Female 70-74



Objective #1

Increase access to existing services in Nanaimo by promoting the adoption and encourage wide range support for BC211 program in Nanaimo.

Recommended strategies:

- NSTF to champion the use and promotion of the BC 211 program through an awareness campaign.

Sponsors: BC211, Office of the Seniors Advocate

Stakeholders: NSTF, RDN, businesses

IMPACT

High

LIKELIHOOD

Easy

Objective #2

Engage with the community and improve the health status of Nanaimo residents by advocating for better programs and services, strengthening the health capacity of local communities, and influencing public policy.

Recommended Strategies:

- Promote Island Health's free and subsidized programs for those with chronic diseases in all Parks & Recreation and seniors directories.
- Advocate for free medications for those over 65 as is done in other provinces.
- Encourage Island Health's Community Health Services to do more general promotion of programs and services at all seniors centre, community centres, libraries and shopping centres.
- Advocate for recreational therapists and dietary nutritionists through Island Health's Gerontological Specialists Group.

Sponsors: Island Health, City of Nanaimo, Home and Community Care

Stakeholders: NSTF

IMPACT

High

LIKELIHOOD

Moderate





Domain #6 – Respect & Social Inclusion

Respect and social inclusion encompasses the need for various aspects of the community, like public services, commercial enterprises, media, community attitudes, to be respectful of and willing to accommodate the diversity of needs among older people.

Barriers:

- Public may not be aware of the high rate of poverty amongst seniors in Nanaimo or awareness of the degree of support low income seniors need.
- Businesses are not always responsive to seniors needs: voice mail systems, lack of mobility access, impatient, no handicap parking.
- Few government funded programs or philanthropic programs that support requirements that are non-medical in nature (yard work, driving programs, etc.).
- Ageism.

Current practices:

- Seniors Connect Public Awareness Campaign.
- Better Together Champion Program.
- Anti Ageism program for health care students at VIU.
- Seniors Celebrate Month.
- Community Champion Volunteer Awards for Seniors.
- Elder Bench Program in Senior Community.





Objective #1

Advocate for local high schools to include multigenerational support programs as part of their volunteer curriculum to support disadvantaged seniors and curtail ageism.

Recommended strategies:

- Enhance volunteer programs at the high school level to add 20 hours of support for senior specific support program, such as snow removal, lawn cutting, food shopping.

Sponsors: School District 68, Vancouver Island University Students practicum placements and Volunteer Nanaimo

Stakeholders: NSTF

IMPACT High

LIKELIHOOD Moderate

Objective #2

Advocate that bureaucracies provide in-person or phone services to seniors who are challenged by technology.

Recommended Strategies:

- A policy change so that any of the all-important services provided have someone live to chat with vulnerable seniors to help support any required application completion.

Sponsors: NSTF

Stakeholders: City of Nanaimo, Island Health, Literacy Nanaimo, Nanaimo Disability Resource Centre, Home and Community Care, Central Vancouver Island Multicultural Society, Vancouver Island Mental Health Society

IMPACT High

LIKELIHOOD Hard

“Trends (especially banks & retailers) are to have self checkouts, yet - a teller or cashier may be the only opportunity for seniors to interact socially. Automated phone systems & computerization also alienate seniors who are not technologically savvy.”

– Senior Serving Organization Survey Response



Domain #7 – Civic Participation, Volunteerism & Employment

Civic participation means the inclusion of older persons in community decision making processes, employment refers to opportunities for older residents to contribute experience and skills to the community through both paid and unpaid work.

Barriers:

- Volunteering
 - » Lack of variety of opportunities for seniors over 70.
 - » Work is devaluing.
 - » Lack of sufficient training.
 - » Support needed to keep engaged.
- Employment
 - » Ageist attitudes in hiring.
 - » Difficult to keep technology skills current for older adults.

Current practices:

- Volunteer Nanaimo provides lots of opportunities for volunteerism in Nanaimo.
- Involvement of older adults in Seniors Connect programs.
- Seniors Connect offering programs to assist older adults in preparing resumes and interviewing effectively.
- City of Nanaimo Advisory Committees have strong representation from older residents.

“More situations to become involved in activities that are multi-aged groups of people working in an ensemble volunteering their many skills WITHOUT having to pay to participate in activities that they once were remunerated for in a job! On a fixed income, it is frustrating to have to pay to be a volunteer.”

– Female 65 to 69



Objective #1

Advocate for policy changes to ensure that all City of Nanaimo and Regional District of Nanaimo decision making organizations have representation from adults over age 70.

Recommended strategies:

- Ask City of Nanaimo to review existing public decision-making bodies to ensure there is diverse representation.
- NSTF, when reaching out to the public at information booths, will solicit seniors over 70 to augment volunteers for the City of Nanaimo.

Sponsors: NSTF

Stakeholders: City of Nanaimo, Regional District of Nanaimo

IMPACT

High

LIKELIHOOD

Moderate



OBJECTIVES AND STRATEGIES



Domain #8 – Communication & Information

Communication and information refers to the availability, appropriate design, and delivery of information in such a way to ensure awareness of the full range of programs and services for seniors in the community.

Barriers:

- Low income seniors may not have access to technology.
- Some older seniors can no longer navigate or use technology due to a decline in health.
- Lack of local news outlet and no daily newspaper mean fewer opportunities for seniors without technology skills to access information.
- Reaching isolated seniors.

Current practices:

- Computer technology classes being offered by Volunteer Nanaimo, Nanaimo Disability Resource Centre, Elder College, Literacy Nanaimo and Seniors Connect.
- BC 211 now available on Vancouver Island.
- Seniors Connections Newsletter & Seniors Connection Website.
- Seniors101.ca website.
- Seniors Connect Check-in Program.

Objective #1

Maintain the Seniors Connect website and social media pages through the Nanaimo Seniors Task Force Committee.

Recommended strategies:

- Create a “What’s on For Seniors”.
- Include links to all existing community programs and services in Nanaimo.
- Update the community on progress and output of Age Friendly City Plan.
- Host through NFLA, the website, the New Horizons For Seniors Program Community grant is received.

Sponsors: NSTF, NHSP, City of Nanaimo, NSSN

Stakeholders: NFLA, CBSS, City of Nanaimo, RDN

IMPACT

High

LIKELIHOOD

Easy



Objective #2

Create and distribute printed documents that list senior service providers, social programs and health and wellness information for seniors who do not use technology.

Recommended Strategies:

- Make the Seniors Resource Card available to all senior serving agencies in Nanaimo.
- Distribute materials through Island Health's Home & Community Care.
- City of Nanaimo to print more copies of Surviving Nanaimo Guide.
- Establish distribution centres in strategic locations and list locations in local newspaper.
- Create a partnership with Nanaimo News Bulletin to make resource list a free listing in newspaper.
- Parks & Recreation to include the list of clubs and organizations in the Parks and Rec Bi-annual Guide.
- NSSL and other senior living communities to sponsor.

Sponsors: The Wolf, The Wave, Coast FM Radio, CHLY Radio (Select Shows – Wise Folks), Shaw TV, CBSS, Island Health Home and Community Care, Nanaimo News Bulletin, NSSL

Stakeholders: NSTF, City of Nanaimo

IMPACT

High

LIKELIHOOD

Moderate

Objective #3

Work with local media outlets to have seniors information public service announcements on local radio stations at the same time every day to support seniors without access to technology or who have literacy issues.

Sponsors: The Wolf, The Wave, Coast FM Radio, CHLY Radio (Select Shows – Wise Folks), Shaw TV

Stakeholders: NSTF, City of Nanaimo

IMPACT

High

LIKELIHOOD

Easy

“I really appreciate personal calls from community members that let me know what’s going on in the community.”

– Male 65 to 69

OBJECTIVES AND STRATEGIES



Domain #9 – Food Security & Healthy Eating

Food Security and Healthy Eating encompasses physical, economic, and social access to sufficient, safe, nutritious, and culturally acceptable food to meet dietary needs and food preferences for an active and healthy life.

Barriers:

- Healthy food is not affordable for many low-income seniors.
- Lack of knowledge about healthy eating options to address chronic diseases.
- Transportation for seniors to rural Farmers Markets is not available.
- Inter-agency communication and projects is not available at all levels. Many in home support agencies cannot or do not support eating with seniors, meaning seniors who are having food delivered are eating alone.
- A national study found that 56% of patients enrolled in the study at Nanaimo Regional General Hospital (NRGH) met the criteria for being malnourished.
- The majority of malnourished patients at NRGH were not offered a consultation with a dietician.
- The city does not have a food charter.
- The city does not have a city supported nutritionist.
- Seniors services in BC need increased support to expand programs and access to nutritious food.
- No delivery mechanism of Good Food Box program for house-bound seniors.

Current practices:

- Five local farmers markets.
- Good Food Box Program.
- Access to community garden opportunities.
- Cooking programs for seniors.
- Island Health Healthy Eating Options & 811 to ask a dietician.
- Community organizations in Nanaimo collaborated to recover and distribute \$2.4 million worth of food in 2015.

Objective #1

Advocate for municipal governmental support for appropriate age-friendly food projects with local funding.

Recommended strategies:

- NSTF and Foodshare present to City Council.
- Advocacy campaign at local events such as VIEX.

Sponsors: RDN, City of Nanaimo, NHSP

Stakeholders: NSTF, Nanaimo Foodshare

IMPACT

High

LIKELIHOOD

Moderate

“Nutrition is often lost when supplying food or snacks for seniors. We need healthy whole foods, fresh fruit and veggies with healthy dips and if you are going to have sweets, link up with someone who knows how to make healthy ones.”

– Senior Serving Organization
Survey Response



Objective #2

Restore Nanaimo community nutritionist with age-friendly responsibilities to reduce the rate of seniors suffering from malnutrition.

Recommended Strategies:

- Annualized project for delivering food and connected help.

Sponsors: Island Health, City of Nanaimo, Better Meals, Meals on Wheels

Stakeholders: NSTF, Nanaimo Foodshare

IMPACT

High

LIKELIHOOD

Hard

Objective #3

Advocate for a Nanaimo Food Charter; a set of principles that helps guide decisions, policies, and collaboration for food security in our community with a section devoted to seniors' issues.

Recommended strategies:

- Develop a Food Charter Tool Kit.
- City sponsored senior and youth program to develop food charter lead by Nanaimo Foodshare.
- Support for local food including farmers markets and urban farms.
- Create a senior lead home garden program.
- Advocate for community gardens at all seniors facilities.
- Advocate for busing for seniors to farmers markets.

Sponsors: Foodshare, Loaves and Fishes, City of Nanaimo, Island Health

Stakeholders: NSTF, CBSS

IMPACT

High

LIKELIHOOD

Easy

Objective #4

Fostering collaborative partnerships between non-profit agencies to advocate and support programs for in-home help with services along the continuum of dependency focused on health eating.

Recommended Strategies:

- Non-profits to collaborate and advocate for affordable retirement housing with appropriate food services to allow seniors to age in place.
- Advocate for age-friendly opportunities for socialising while eating.
- Friendly visitor program focused on healthy eating.

Sponsors: Foodshare, City of Nanaimo, Harbour City Seniors, Nanaimo Affordable Housing Society

Stakeholders: CBSS, NSTF, Island Health

IMPACT

High

LIKELIHOOD

Easy

Appendix I

Age Friendly Survey Results

Five ratings were listed on the Age Friendly City Survey (2018) for each domain with ratings being 1 for Poor and 5 for Best

Red = Highest overall ranking as poor or less than average

Green = Highest overall ranking as average or greater than average

Domain	<% Less than Average or Poor	% Average	>% (Better or Best)
1. Outdoor Spaces & Public Buildings	16.35	35.82	47.84
2. Public Transportation	46.50	29.75	24.70
3. Housing	49.23	33.08	17.95
5. Health & Community Services	35.98	33.25	31.02
6. Respect & Social Inclusion	24.08	36.50	39.42
7. Civic Participation, Volunteerism & Employment	21.45	48.32	30.49
8. Communication & Information	40.30	38.56	21.68
9. Food Security & Healthy Eating	37.94	38.69	23.37



Appendix II

Acronyms

CBSS	Community Based Senior Services
CoN	City of Nanaimo
CVIMS	Central Vancouver Island Multicultural Society
ICBC	Insurance Corporation of British Columbia
NAHS	Nanaimo Affordable Housing Society
NCA	Nanaimo Citizens Advocacy
NDRC	Nanaimo Disability Resource Centre
NFLA	Nanaimo Family Life Association
NSSN	Nanaimo Seniors Services Network
NSTF	Nanaimo Seniors Task Force
OAPS	Old Age Pensioners Society
OSA	Office of the Seniors Advocate
RCMP	Royal Canadian Mounted Police
RDN	Regional District of Nanaimo
SAFER	Shelter Aid for Elderly Renters
SC	Seniors Connect
VIMHS	Vancouver Island Mental Health Society
VIRL	Vancouver Island Regional Library
VIU	Vancouver Island University

Definitions

Sponsors: Sponsors are individuals, agencies, levels of government and not for profits who start a project activity. They may be said to “own” the project. This can include a manager, supervisor, team, or partner. A project’s sponsor usually shows an active interest in the progress of the project and may ask to give authority to approve or disapprove of specific actions.

Stakeholders: Stakeholders have an interest in the outcome of the project, rather than its inception. Stakeholders can include municipality, seniors, community, not-for-profit agencies, and businesses. You may not have to get approval for projects from stakeholders, but you will need to let them know how the project is contributing to the overall health of achieving the Age Friendly City Plan.

Acknowledgements

The Seniors Connect Partnership wishes to thank the Community Based Seniors Service Sector and all of the dedicated Nanaimo community members, Seniors Connect project council participants and staff who contributed to the development of the plan through participation in the Idea and Event Exchanges where much of the research for this was generated. We would also like to thank the members of the Nanaimo Seniors Task Force who volunteered their time and insights and collated all the data from all of the research and created the Age Friendly City Plan for Nanaimo.



"The Nanaimo Age Friendly City Plan" was made possible through the support of the New Horizons for Seniors Program.



Nanaimo Seniors Task Force

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Delegation: Gabriola Historical and Museum Association, re Request for Increase to Existing Regional District of Nanaimo Grant to the Gabriola Historical and Museum Society

Action Requested: At the January 8th meeting of the Committee of the Whole the Gabriola Historical and Museum Society (GHMS) will request a 33% (\$4,000.00) increase to our existing RDN grant of \$12,000.00/annually. This presentation is a follow up to a request made earlier, fall 2018, to the Committee of the Whole.

The initial RDN grant was approved to cover the fixed costs of maintaining the museum building which is open to the public May - September as well as for other special events. Fixed costs, including hydro, insurance, and telephone, have increased 33% since the grant was approved.

The GHMS delegation will provide financial information to support our request.

Delegation:	Steve Earle, Gabriola Community Bus Foundation, re Funding Increase for Gabriola Community Bus Foundation
Summary:	<p>Since 2013 the Gabriola Environmentally Responsible Trans-Island Express (GERTIE) bus has been operated on Gabriola Island by the Gabriola Community Bus Foundation. For the first three years we operated without public funding using volunteer drivers. In 2015 Gabriolans voted to approve a property tax allocation of up to \$250,000 for the GERTIE bus and in June 2016 we started operating with paid drivers.</p> <p>Our funding covers 48 hours of service per week, which includes the morning and afternoon commuter runs 5 days a week and the mid-day runs 3 days a week. Since the summer of 2017 GERTIE has been offering additional service with the same basic funding. Through careful budgeting and steadily increasing ridership we now operate an extra run on Saturday afternoons, and mid-day service 5 days a week, bringing the total to 58 hours a week.</p> <p>We didn't request an increase in funding in 2017 but did request a cost-of-living increase in 2018. We are now requesting another cost-of-living increase for the 2019 budget year, plus an additional 1% in order to keep up with increases in our operating costs (mostly fuel and insurance) and to allow us to increase the drivers' wages and the coordinator's salary. Our current (2018) tax allocation is \$135,721. Assuming a cost-of-living adjustment of 2.5% plus an additional 1%, the new tax allocation would be in the order of \$140,470.</p>
Action Requested:	The Gabriola Community Bus Foundation is requesting a small increase - an amount equal to the cost-of-living adjustment over the past year, plus 1% - to the tax allocation for the operation of the GERTIE bus on Gabriola.



TOWN OF QUALICUM BEACH

INCORPORATED 1942

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December 19, 2018

via email: tosborne@rdn.bc.ca
Tom Osborne, General Manager
Recreation and Parks
Regional District of Nanaimo
830 Island Hwy W
Parksville BC, V9P 2X4

Qualicum Beach Community Park All-Season Field Upgrade

Dear Mr. Osborne

The Town of Qualicum Beach kindly requests an RDN letter of support for a grant application to help fund the upgrade of two playing fields in the Qualicum Beach Community Park from natural grass to synthetic turf. The Town is applying for grant funding from the "Investing in Canada Infrastructure Program - Community, Culture, and Recreation Program". A letter from the Regional District of Nanaimo (RDN), indicating regional support, would strengthen this application.

The proposed turf field project is one of many regional priorities identified in the RDN's 2018 Recreational Master Plan; the Town would be pleased to fund and construct this regional asset if the grant application is successful. The Town anticipates that the upgraded fields will be heavily used by local youth sports organizations on a year-round basis, and the project is considered to be a step toward the Town and RDN goal of being more youth and family friendly.

Following is a brief description of the project.

- The proposed project would upgrade the west half of the upper playing fields in the community Park to an all-season turf surface.
- This portion of the fields will be realigned to create two full-sized turf soccer pitches running east-west. Accommodating the extra field will require removing one of the baseball diamonds; however, there would still be three baseball fields in the upper fields, one of which will have an all-season surface.
- The field will be designed to accommodate multiple configurations of soccer, football and baseball. Other sports will also be considered further in the design process, such as lacrosse, field hockey and rugby.
- The cricket pitch would be relocated further to the east.

- As a part of the project, the lighting system would be upgraded to LED and the control system would be changed to a token-based system, rather than a remotely managed system.
- The estimated cost of the project is between \$3,500,000 and \$4,000,00. Grant funding is available up to 73.33% of the eligible project costs (40% Government of Canada, 33.33% Province of British Columbia).
- Local organized sports groups support this proposed turf upgrade and at least one group will be making a significant financial contribution toward the project. The Town will be responsible for the remaining financial contribution.

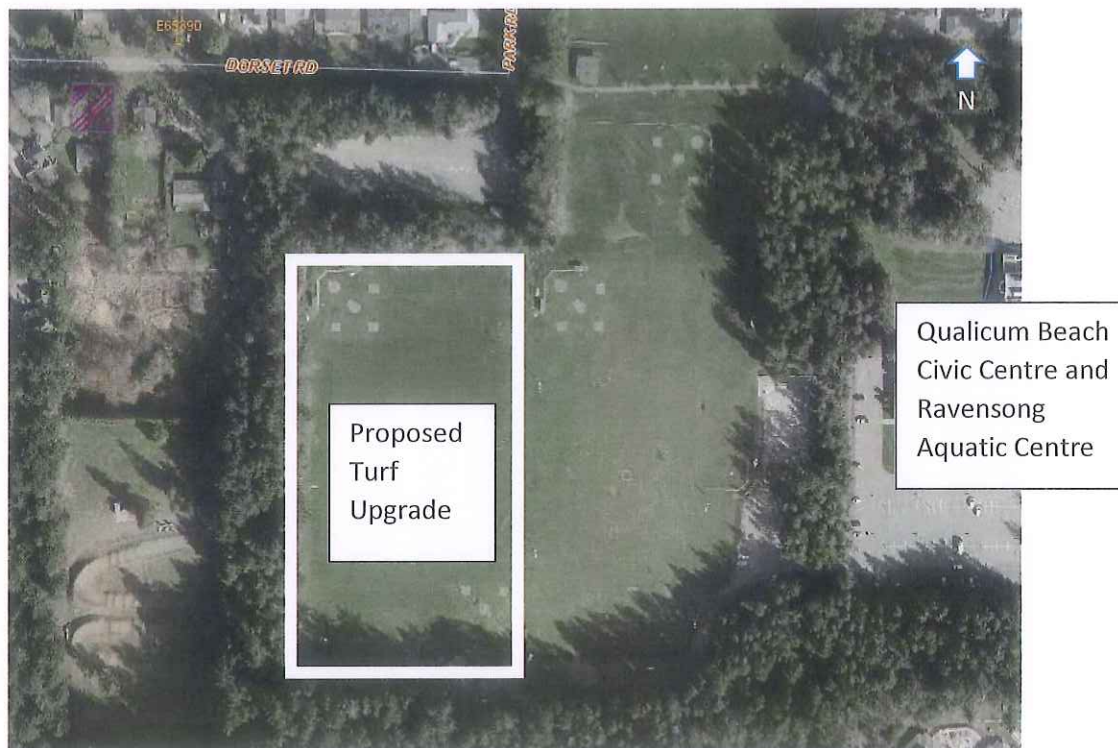


Figure 1: Project Location

Please consider providing a letter of support prior to the grant application deadline of January 17, 2019. If that timeline is not feasible, please do so at your earliest convenience. If you have any questions or comments, please contact me.

Kind regards

Luke Sales, MCIP, RPP
Director of Planning and Community Development

attachment
file: 5920-01/1855.01
N:\6400-6999 PLANNING AND DEVELOPMENT\Letters\2018\RDN Request for Support Letter.Field Upgrade.December182018.docx



Regional District of Nanaimo
Audit Service Plan
Year Ending December 31, 2018
For presentation to the Board of Directors

November 20, 2018

Members of the Board of Directors of the Regional District of Nanaimo

Dear Members of the Board of Directors:

We are pleased to present our Audit Service Plan for the Regional District of Nanaimo (the "Regional District"). In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to the Board of Directors on a confidential basis. It is intended solely for the use of the Board of Directors and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our engagement will include an audit of the Regional District's consolidated financial statements for the year ended December 31, 2018, prepared in accordance with Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed the Board of Directors' expectations and ensure you receive outstanding service.

Our Engagement Letter has also been included along with this report. Our Engagement Letter is the formal written agreement of the terms of our audit engagement as negotiated with management and outlines our responsibilities under Canadian generally accepted auditing standards.

We look forward to discussing our audit service plan with you and look forward to responding to any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and connected, with a cursive-like flow.

MNP LLP
Chartered Professional Accountants

/cp

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OVERVIEW

To make strategic business decisions with confidence, your stakeholders and the Board of Directors of the Regional District of Nanaimo need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance the Regional District of Nanaimo's strategic planning and implementation processes so you can embrace new opportunities while effectively managing risk. Our senior team members have extensive knowledge of municipalities from many years of experience. Our audit strategy is risk based, and takes into account the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our Audit Service Plan outlines the strategy we will follow to provide the Regional District of Nanaimo's Board of Directors with our Independent Auditors' Report on the December 31, 2018 financial statements.

TOPICS FOR DISCUSSION

We are committed to providing superior client service by maintaining effective two-way communication.

Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- The management oversight process
- Fraud:
 - How could it occur?
 - Risk of fraud and misstatement?
 - Actual, suspected or alleged fraud?
- Your specific needs and expectations
- Audit Service Plan
- Any other issues and/or concerns

KEY CHANGES AND DEVELOPMENTS

Based on our knowledge of the Regional District and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed giving consideration to these factors.

Issues and Developments	Summary
Entity specific	New Director of Finance
New reporting developments	PS 2200 Related Party Disclosures (New) PS 3210 Assets (New) PS 3320 Contingent Assets (New) PS 3380 Contractual Rights (New) PS 3430 Restructuring Transactions (New)

Issues and Developments	Summary
New assurance developments	New and Revised Auditor Reporting Standards

Detailed information on Key Changes and Developments are included as Appendix A.

MNP'S AUDIT PROCESS

MNP's audit methodology, "The MAP", is a risk based audit approach that is divided into four separate stages: Pre-planning, Planning and Risk Assessment, Risk Response and Completion and Reporting. Our audit process focuses on significant risks identified during the pre-planning and planning and risk assessment stage, ensuring that audit procedures are tailored to your specific circumstances and appropriately address those risks.

The Board of Directors is responsible for approval of the consolidated financial statements and Regional District policies, and for monitoring management's performance. The Board of Directors should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. The Board of Directors, together with management, is also responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and misstatement, and to monitor compliance with relevant laws and regulations.

Effective discharge of these respective responsibilities is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

AUDIT MATERIALITY

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the consolidated financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements.

The scope of our audit work is tailored to reflect the relative size of operations of the Regional District and our assessment of the potential for material misstatements in the Regional District's consolidated financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the Regional District
- Changes within the organization, management or accounting systems
- Concerns expressed by management

Judgment is applied separately to the determination of materiality in the audit of each set of consolidated financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures) and is affected by our perception of the financial information needs of users of the financial statements. In this context, it is reasonable to assume that users understand that financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the financial statements. The foregoing factors are taken into account in establishing the materiality level.

We propose to use \$3,000,000 as overall materiality for audit planning purposes.

TIMING OF THE AUDIT

Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

KEY DELIVERABLE	EXPECTED DATE
Delivery of December 31, 2018 Audit Service Plan to the Board of Directors	December 2018
Interim procedures	December 2018
Year-end fieldwork procedures	April 8, 2019 to April 12, 2019
Draft year-end consolidated financial statements to be discussed with management	April 2019
Presentation of December 31, 2018 Audit Findings Report to the Board of Directors	May 2019
Issuance of Independent Auditors' Report	May 2019

AUDIT TEAM

In order to ensure effective communication between the Board of Directors and MNP, we outline below the key members of our audit team that will be responsible for the audit of Regional District of Nanaimo and the role they will play:

NAME	POSITION
Cory Vanderhorst, CPA, CA	Engagement Partner
Debbie Bass, CPA, CA	Concurring Partner
Janna Olynyk, CPA, CA	Engagement Manager
James Kungel, CPA, CA	Tax Partner

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other MNP professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit. Additionally, reliance on specialists including actuaries may be necessary in order to obtain appropriate audit evidence. Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.

FEES AND ASSUMPTIONS

Our audit fees for the year ended December 31, 2018 are estimated to be the following, exclusive of applicable taxes:

	DECEMBER 31, 2018 ESTIMATE	DECEMBER 31, 2017 ACTUAL
Base fee	26,000	25,500
Administrative - 5%	1,300	1,275
Total	27,300	26,775

Our audit fees are based on our estimated audit hours which consider our expectations of required work and our knowledge of the Regional District. These estimated hours rely on the following assumptions:

- No significant deficiencies in internal controls which cause procedures to be extended
- No major unadjusted misstatements or un-reconciled balances
- Significantly all adjusting entries are completed prior to trial balance and journal entries being provided to audit team
- All management and required staff are available as needed
- Information and working papers required, as outlined in our letter of fiscal year-end requirements, are provided in the mutually agreed form and timing
- There are no changes to the agreed upon audit timetable and reporting requirements

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner so a mutually agreeable solution can be reached.

Pursuant to our billing policy, we will issue interim bills as follows:

- a) On delivery of the audit service plan 50% of the estimated fee
- b) At the start of year-end field work, 25% of the estimated fee
- c) Upon the delivery of the final consolidated financial statements and independent auditors' report, the balance

AUDITOR INDEPENDENCE

An essential aspect of all our services to the Regional District is an independent viewpoint, which recognizes that our responsibilities are to the Board of Directors. While the concept of independence demands a questioning and objective attitude in conducting our audit, it also requires the absence of financial or other interests in the Regional District. In accordance with our firm's policy, and the Rules of Professional Conduct, which govern our profession, neither MNP nor any of its team members assigned to the engagement or any of its partners, are permitted to have any involvement in or relationship with the Regional District that would impair independence or give that appearance. As auditors, we subscribe to the highest standards and are required to discuss the auditors' independence with the Board of Directors on an annual basis. Under the standard an auditor shall:

- Disclose to the Board of Directors in writing, all relationships between the auditor and the Regional District that in the auditors' professional judgment may reasonably be thought to bear on our independence;
- Confirm in writing that, in its professional judgment, MNP is independent within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of British Columbia; and,

- Discuss the auditors' independence with the Board of Directors.

During the course of the audit, we will communicate any significant new matters that come to our attention that, in our professional judgment, may reasonably be thought to bear on our independence. At the completion of our audit, we will reconfirm our independence.

We look forward to discussing with you the matters addressed above. We will be prepared to answer any questions you may have regarding our independence, as well as any other matters of interest to you.

APPENDIX A - New and Proposed Reporting Developments

PS 2200 Related Party Disclosures (New)

In March 2015, the Public Sector Accounting Board (PSAB) issued a new standard, PS 2200 *Related Party Disclosures*.

This new Section defines a related party and established disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

This Section is effective for fiscal years beginning on or after April 1, 2017. Early adoption is permitted.

PS 3210 Assets (New)

In June 2015, new PS 3210 *Assets* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section provides guidance for applying the definition of assets set out in PS 1000 *Financial Statement Concepts*. The main features of this standard are as follows:

- Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.
- Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.
- The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.
- A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset, if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.
- A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.
- An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

PS 3320 Contingent Assets (New)

In June 2015, new PS 3320 *Contingent Assets* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on contingent assets. The main features of this standard are as follows:

- Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.
- Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.
- Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.
- Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the bases for any estimates of extent made.

- When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

PS 3380 Contractual Rights (New)

In June 2015, new PS 3380 *Contractual Rights* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). This new Section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this standard are as follows:

- Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.
- Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.
- Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.
- Disclosures should include descriptions about nature, extent, and timing.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

PS 3430 Restructuring Transactions (New)

In June 2015, new PS 3430 *Restructuring Transactions* was included in the CPA Canada Public Sector Accounting Handbook (PSA HB). The new Section establishes disclosure standards on contingent assets. The main features of this standard are as follows:

- A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.
- A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.
- Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.
- The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.
- Restructuring-related costs are recognized as expenses when incurred.
- Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.
- The financial position and results of operations prior to the restructuring date are not restated.
- Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

The Section is effective for new restructuring transactions that occur in fiscal periods beginning on or after April 1, 2018. Earlier application is permitted.

New and Revised Auditor Reporting Standards

In April 2017, the Auditing and Assurance Standards Board adopted the new and revised auditor reporting standards, effective for year ends ending on or after December 15, 2018. As a result of this, the independent auditor's report will be presented in a revised format. The new report provides reporting of going concern matters, as well as entity-specific reporting of other information, and provides enhanced transparency by clarifying the scope of the auditor's work as well as the roles and responsibilities of the auditor, management, and those charged with governance.

APPENDIX B – The Audit Process

Our Plan

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not, and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

Audit Procedures

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, including its controls, in order to identify and assess the risk that the consolidated financial statements contain material misstatements due to fraud or misstatement
- Assessing the adequacy of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities
- Examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management
- Assessing the entity's use of the going concern assumption in the preparation of the consolidated financial statements

As part of our planning process, we will also undertake to inform the Board of Directors of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and misstatement, and of the risk that the consolidated financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of the Regional District's control environment, and management's competence and integrity.

Overall Reliance

In general, there are three levels of reliance that we can place on controls, or the absence thereof:

Low/None – where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of transactions and balances. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details and transactions.

Moderate – where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems.

APPENDIX B – The Audit Process *(continued from previous page)*

Testing of controls is supplemented with a moderate level of substantive tests of details and transactions.

High – where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details and transactions.

For the December 31, 2018 audit, we are planning to place low/no reliance on the Regional District's accounting systems. This level of reliance is consistent with the prior year, and will involve substantive tests of transactions and balances.

As part of our audit work we will update our understanding of the entity and its environment, including the controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the consolidated financial statements resulting from fraud or misstatement. This will be accomplished through inquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the Regional District's controls will not be sufficient to express an opinion as to their effectiveness or efficiency. Although we will provide the Board of Directors with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

Inherent Limitations in the Auditing Process

An auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the consolidated financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

We will inform the appropriate level of management or the Board of Directors with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements
- Fraud, or any information obtained that indicates that fraud may exist
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure

APPENDIX B – The Audit Process *(continued from previous page)*

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the consolidated financial statements taken as a whole.

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE AGRICULTURAL ADVISORY COMMITTEE MEETING**

**Friday, December 7, 2018
2:00 P.M.
Board Chambers**

In Attendance:	Director M. Young	Chair
	Director S. McLean	Electoral Area H
	Director J. Turley	City of Nanaimo
	J. Thony	Regional Agricultural Organization
	M. Ryn	Regional Agricultural Organization
	K. Reid	Shellfish Aquaculture Organization
	G. Laird	Representative District 68
	R. Thompson	Representative District 69
	C. Watson	Representative District 69
Also in Attendance:	Director B. Rogers	Electoral Area E
	P. Thompson	Mgr. Current Planning
	K. Cramer	Parks Planner
	K. Hamilton	Administrative Assistant, Strategic & Community Development

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

Agricultural Advisory Committee Meeting - September 21, 2018

It was moved and seconded that the minutes of the Agricultural Advisory Committee meeting held September 21, 2018, be adopted.

CARRIED UNANIMOUSLY

REPORTS

Request for Comment on Non-Farm Use in the Agricultural Reserve Application No. PL2018-155 - 3734 Jingle Pot Road, Electoral Area C

This land was donated to the RDN by Anders & Dorrit Olesen as a gift. Kelsey Cramer spoke to the Committee about the intent of the use of the property and the direction of the previous owner's wishes that the land remains an informal park. The proposed improvements are for parking and a small gathering area.

It was moved and seconded that no comment be provided on Non-Farm Use in the Agricultural Land Reserve Application No. PL2018-155 - 3734 Jingle Pot Road, Electoral Area C.

Opposed (2) J. Thony and M. Ryn

CARRIED

Request for Comment on Non-Farm Use in the Agricultural Reserve Application No. PL2018-146 - 3106 Northwest Bay Road, Electoral Area E

Will Gemmell, applicant, spoke on the farm use and proposed agricultural development.

It was moved and seconded that the application for Non-farm Use in the Agricultural Land Reserve Application No. PL2018-146 – 3106 Northwest Bay Road, Electoral Area E, be forwarded to the Agricultural Land Commission with a recommendation to approve.

Opposed (2) C. Watson and R. Thompson

CARRIED

Non-Farm Use in the Agricultural Reserve Application No. PL2018-144 - 1330 and 1410 Hodges Road, Electoral Area G

It was moved and seconded that the application for Non-Farm Use in the Agricultural Land Reserve Application No. PL2018-144 - 1330 and 1410 Hodges Road, Electoral G, be forwarded to the Agricultural Land Commission with a recommendation to approve.

CARRIED UNANIMOUSLY

Agricultural Land Commission Final Decisions Chart

Staff provided an update on the status of ALC decisions since the last meeting on September 21, 2018.

NEW BUSINESS

Gathering For Events Brochure Update

It was moved and seconded that the Committee recommend that Regional District of Nanaimo staff and Directors look into Special Events permits for smaller events than 500 people that would apply to gathering for events in the Agricultural Land Reserve.

Opposed (1): K. Reid

CARRIED

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

TIME ADJOURNED: 4:24 PM

CARRIED UNANIMOUSLY

CHAIR

TO: Committee of the Whole **MEETING:** January 8, 2019
FROM: Jeannie Bradburne
Director of Finance **FILE:** 1700-06
SUBJECT: Public Engagement Review of the 2019 Proposed Budget

RECOMMENDATIONS

That the public consultation results be incorporated into the Board's deliberations on the proposed 2019 budget.

SUMMARY

The 2019 preliminary budget information was made available on the RDN website for public access at getinvolved.rdn.ca/ and rdn.bc.ca/financial-reports. On December 5, a survey was opened to the public titled "How do you want to learn about and share input on the Regional District of Nanaimo budget in the future?" The survey remained open until December 31 and was heavily promoted, including a news release, newspaper advertisements in multiple papers throughout the region, and social media posts. During this time, RDN Budget Talks received 324 visits, 3 questions were asked and answered, and 13 surveys were completed. The results of the surveys are located in Appendix 1 and the Question & Answer (Q&A) in Appendix 2.

BACKGROUND

At the December 4, 2018 Committee of the Whole, the following motions were made:

1. That the public consultation on the proposed 2019 budget proceed with the results of such consultation reported to the Board.
2. That during the public consultation feedback be sought on how to best obtain public input on future budgets.
3. That the proposed 2019 budget form the basis of public consultation.

A survey titled "How do you want to learn about and share input on the Regional District of Nanaimo budget in the future?" was created and published December 5, 2018 on the RDN's website under the RDN Budget Talks section of Get Involved RDN!. The survey remained open until December 31, 2018. A news release was issued on December 5, 2018 inviting residents to complete the survey, and was prominently displayed under the News & Highlights section of the RDN's website. There was follow-up from both local newspapers and radio to request further information for their stories. Further steps were taken to ensure public awareness of the survey, including:

- Newspaper Advertisements:
 - Gabriola Sounder – December 12, 2018

- Nanaimo News Bulletin – December 13, 2018
- PQNews – December 13, 2018
- Twitter
 - December 19, 2018
456 impressions (views)
18 engagements (users clicked on the item)
 - December 27, 2018
392 impressions (views)
6 engagements (users clicked on the item)
- Facebook
 - December 19, 2018
1,366 reached (views)
68 engagements (users clicked on the item)
 - December 27, 2018
1,147 reached (views)
37 engagements (users clicked on the item)

The December 19, 2018 Facebook advertisement was boosted to increase the number of residents who would see the posting. Further to the above, the Survey was noted in local newspaper articles, and circulated by residents on social media.

RDN Budget Talks received a total of 324 visits and three questions asked and answered, which can be found in Appendix 2.

A total of 13 surveys were received. A preference was shown to be able to provide input on future RDN budgets online through Get Involved RDN (11 votes) and by direct email (6 votes). Engagement events, such as open houses or pop-up events were not favoured, receiving only 1 vote. Further, the survey showed that residents want to learn more about the differences between municipal and regional governments (8 out of 13), services provided in the entire RDN (5 requests), services provided in a resident's specific area (5 requests), and more details about the services provided in the resident's specific area (5 requests). Two residents responded that they would like to learn how to get new services in their area. An open ended question requested any thoughts or comments on the proposed 2019 budget. Common themes did not appear in the open ended question. All of the responses and a full report on the survey results can be found in Appendix 1.

ALTERNATIVES

1. That the Board receive the public consultation results on the proposed 2019 budget as per the January 8, 2019 Staff Report.
2. That the Board provide alternate direction.

FINANCIAL IMPLICATIONS

The financial implications of the proposed 2019 budget were highlighted in the 2019 Proposed Budget Overview Report on the December 4, 2018 Committee of the Whole. The RDN Budget Talks platform was the preferred means of communication to residents regarding the budget (see Appendix 1). The cost to continue to use this platform is minimal and already incorporated into the budget. The survey also indicated a desire to learn more about regional government. The cost for this will vary depending on the level and platform for public engagement and education.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - As We Invest In Regional Services We Look At Both Costs And Benefits - The RDN Will Be Effective And Efficient



J. Bradburne, Director of Finance

jbradburne@rdn.bc.ca

January 2, 2019

Reviewed by:

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

Attachments:

1. Appendix 1 - Survey titled "How do you want to learn about and share input on the Regional District of Nanaimo budget in the future?"
2. Appendix 2 - RDN Budget Talks Q&A Summary

Survey Report

04 December 2018 - 31 December 2018

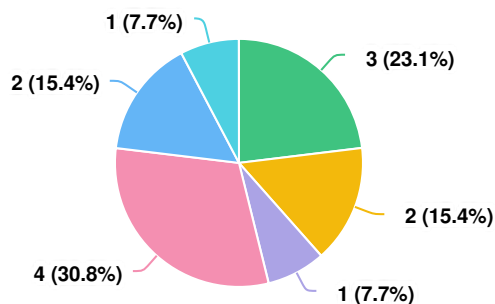
How do you want to learn about and share input on the Regional District of Nanaimo budget in the future?

PROJECT: RDN Budget Talks

Get Involved RDN



Q1 Please let us know which area of the Regional District of Nanaimo (RDN) you reside in.



Question options

- Electoral Area B - Gabriola, DeCourcy, Mudge Islands
- Electoral Area C - Extension, Arrowsmith-Benson, East Wellington, Pleasant Valley
- Electoral Area E - Nanoose Bay
- Electoral Area G - French Creek, Dashwood, Englishman River
- Electoral Area H - Shaw Hill, Qualicum Bay, Deep Bay, Bowser
- City of Nanaimo

(13 responses, 0 skipped)

Q2 | Share any thoughts or comments you may have on the Proposed 2019 Budget for the area you reside in.

dwells1

12/05/2018 03:45 PM

Thank you for the opportunity to provide my input.

L3DESIGNS

12/12/2018 12:36 PM

11% is an extremely high tax increase

Dwallace

12/13/2018 11:12 AM

It is time to have a budget that provides a zero% increase in taxes. If you have to cut services, do it. This insanity of constant increases has got to stop and stop immediately.

Chewy

12/13/2018 07:53 PM

A large portion of the increases for 2019 appear to be for sports and recreation. I, like a lot of people, do not use any of the facilities. Will the user fees be increased in a manner that is proportionally fair to the non user subsidizing taxpayer? In front of my house is a street light. The light not only lights the street but also my backyard to the point where I do not need outside lights, I see this as a huge waste of power, resources and money. Are there any plans to reduce this waste by switching to more energy efficient lighting systems?

MaryLou Sharpe

12/14/2018 10:12 AM

Was unable to read it

JakeRussell

12/14/2018 02:06 PM

11 percent increase for amenity projects is too much. Tax increases should attempt to match inflation unless for core services. Did your salary go up 11 percent this year?

ANDYPICKARD

12/24/2018 12:31 PM

I have not seen any increase in services in Area G for several years, so the overall goal should be to have zero increase in taxes in Area G. Transportation is grossly overspent and over-budgeted. Driving empty buses around low population density rural areas is neither financially nor environmentally responsible. When people choose to live in a rural area, with it's low population density (as I have), they should not expect the general population to pay for their transportation costs. Using the historical model of buses driving set routes may still be viable in high density regions (such as metropolitan Vancouver), but it's time for a paradigm shift in transportation in rural areas. Look at Uber replacing taxis - at lower cost and greater customer service. It's time for the RDN and BC Transit to consider totally new approaches to providing transportation services to a few residents. Look at new technology (cell phones, internet) and ways to provide some transportation services at far lower cost than the current 'empty buses' approach. [I do support buses at specific times where high ridership warrants it, such as early and late transportation to VIU.] Sewage treatment - Most of Area G is not on sewers, so we should not be paying a significant amount towards this service. We already pay a significant fee when septic tanks are pumped out and the waste taken to the French Creek plant. Solid waste pick-up - If you really want to approach "zero waste" in a few years time, spending

helo.dahn

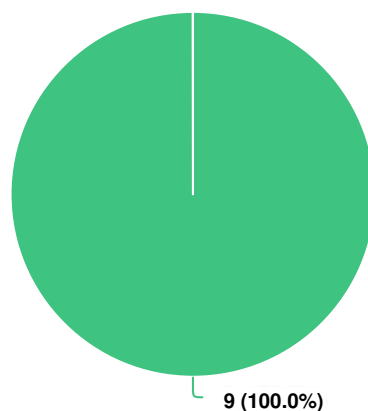
12/28/2018 08:15 AM

money now on new automated trucks and larger waste containers is silly (to put it nicely). If you want to make progress towards lower / zero waste, go after the producers of the waste first, and encourage smaller waste containers for garbage pick-up.

I would prefer to see a comparison with the 2018 original budget and the 2018 final actual costs vs. budgeted costs. Once that is done, an explanation of what is causing the changes between 2018 and 2019, and what attempts were made to mitigate the increases.

Optional question (8 responses, 5 skipped)

Q3 Would you like to provide input in the future regarding RDN budgeting?

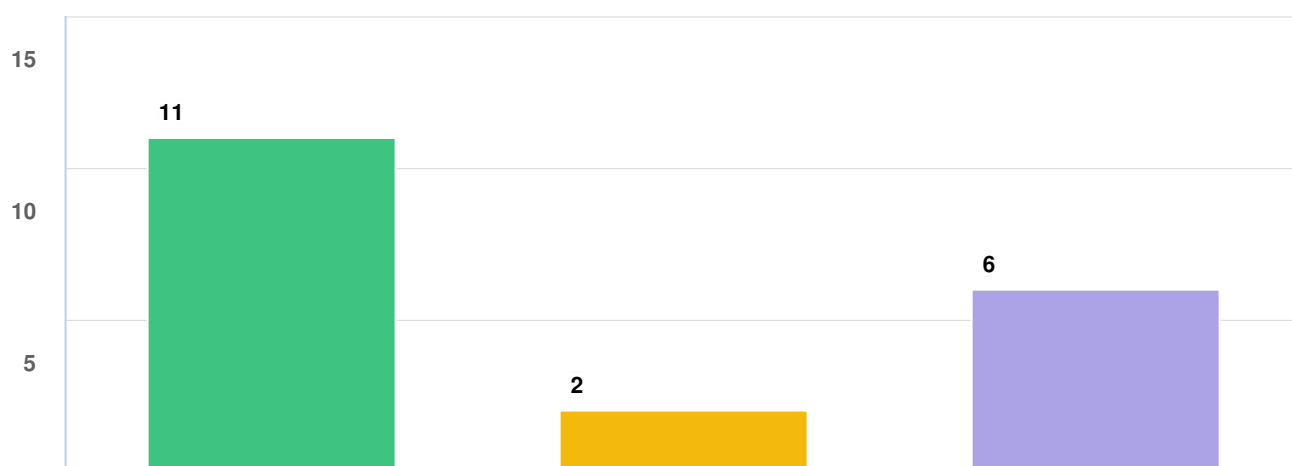


Question options

● Yes

Optional question (9 responses, 4 skipped)

Q4 How do you want to provide input into the RDN budget in the future?



Question options

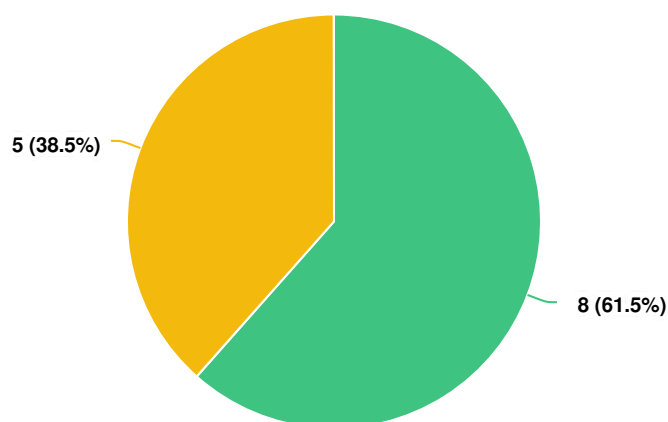
● Online - Get Involved RDN

● Engagement Events - such as an open house or pop-up event

● Direct Email

Optional question (13 responses, 0 skipped)

Q5 Do you want to know more about the differences between municipal and regional government?

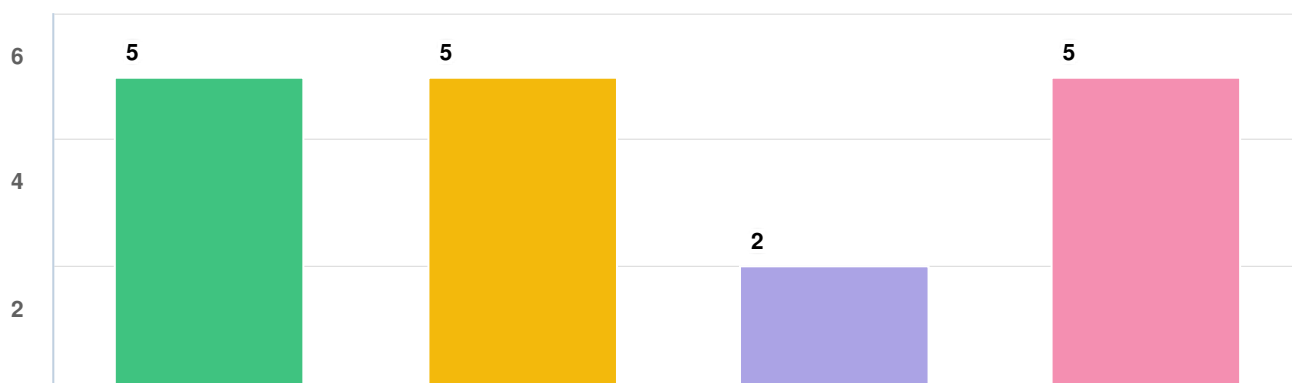


Question options

Yes No

Optional question (13 responses, 0 skipped)

Q6 If you would like to know more about regional government, what would you like to know?



Question options

Services provided in the entire RDN Services provided in my area (Electoral or municipality)
How to get new services in my area (Electoral or municipality)
More details about the services provided in my area (Electoral or municipality)

Optional question (9 responses, 4 skipped)

RDN Budget Talks
Q&A

AWGabriola
Dec 12 18 08:06:31 am

Q. I would like to see the cost of just the skatepark at Huxley Park (Phase 2 of Huxley park). A break down of cost of actual build of skatepark and cost of parking lot.

A. Huxley Skateboard Park Construction is included in the Proposed 2019 Financial Plan with a budget of \$773,700. This includes \$540,540 for the Skatepark and \$233,160 for Parking, Landscaping, and Skatepark Sitting Area.

Richard
Dec 12 18 12:37:04 pm

Q. Area B - 11% tax increase. I have noted that the biggest driver of this increase is Community Parks and Recreation. The Nanaimo News Bulletin reports that \$773,700 is budgeted for construction for a skateboard park at Huxley Park. I would like to know the detailed capital plan for this project. There have been considerable local fundraising initiatives on Gabriola in this past year. I want to know how much of the budget is coming from property taxes and how much has been contributed locally. Thank you.

A. Huxley Skateboard Park Construction is currently included in the Proposed 2019 Financial Plan. It has a budget of \$773,700 funded by \$564,800 Grants, \$55,000 Reserve Contribution, \$30,000 Donations, and \$123,900 from Property Taxes. Further details on this, and other proposed RDN capital projects can be found in Appendix A of the 2019 Proposed Budget Overview Report from December 4, 2018. Please visit [https://www.rdn.bc.ca/events/2018-12-4-8539/\(External link\)](https://www.rdn.bc.ca/events/2018-12-4-8539/(External%20link)) to view a copy of the report.

JakeRussell
Dec 14 18 02:15:13 pm

Q. 11%. For a skate park? Not a core service. Not many people got an 11% raise this year. Is there a reason why we can't wait a few years for the skate park and keep tax increases inline with inflation?

A. The estimated increase for Electoral Area B for an average home in 2019 is \$39/year. Of this, \$30.39 relates to Community Parks, and the increase in service provided. The process for the creation of the Huxley Community Park Conceptual Master Plan began in 2013, was reviewed by POSAC on April 2, 2013, November 5, 2013, June 3, 2014, and March 16, 2015. It included a skateboarding open house and questionnaire on May 16, 2013, open houses on

July 13, 2013 and March 29, 2014 and online surveys from July 13-September 7, 2013 and March 29-April 14, 2014. It was approved by the Board on April 28, 2015. From there, skatepark workshops were held on February 22, 2017 and September 13, 2017, the plan was reviewed by POSAC on April 9, 2018 and adopted by the Board on May 22, 2018. The above process has led to the Huxley Skateboard Park being added to the 2019 Proposed Budget.

The RDN is also currently conducting a survey entitled “How do you want to learn about and shape input on the Regional District of Nanaimo budget in the future?” The survey is open until December 31, 2018 and can be located on the RDN Budget Talks section of Get Involved RDN on the RDN’s website or by following this link <https://www.getinvolved.rdn.ca/rdn-budget-talks>.

TO: Committee of the Whole**MEETING:** January 8, 2019**FROM:** Delcy Wells
General Manager,
Corporate Services**FILE:** 1220-20**SUBJECT:** Web Map Request for Proposals

RECOMMENDATION

That the contract for the Web Map Request for Proposals be awarded to ESRI Canada for \$151,810 (excluding GST), subject to Board approval of the 2019 budget.

SUMMARY

A Request for Proposals (RFP) for the software used for the RDN's Web Map product was publicly advertised on July 30, 2018. The RFP closed on October 19, 2018 and two (2) Proposals were received. The proposal from ESRI Canada was determined to be the highest ranked.

BACKGROUND

The Regional District of Nanaimo ("RDN") currently uses a Web Map product called "Onpoint" provided by Rolta. The RDN wishes to replace the Onpoint product with a more current technology that will give our users (internal and external) a more friendly and effective Web Map environment experience. The RDN began their GIS Web mapping initiative with ESRI's ArcIMS platform in the late 1990's and subsequently implemented Orion Technology Inc.'s OnPoint product as the primary Web mapping platform circa 2002.

In February of 2018, a RFP for Web Map replacement requirements and RFP specifications was awarded to Rabbitwerx to perform a needs analysis of the current RDN Web Map solution by interviewing internal and external users. Those interviews were to gather information on current use and desired features not currently available in the current Web Map. The report provided was used in the formation of the RFP, to acquire a new Web Map product.

The RFP to supply and install a new Web Mapping System was publicly advertised on July 30, 2018.

The RFP closed on October 19, 2018 and two (2) Proposals were received from the following firms:

- ESRI Canada
- Forte Consulting Ltd.

The Proposals were evaluated on the basis of technical merit and financial fees using the following weighting:

- Experience and Qualification of the firm – 10% of the total proposal score
- Software Solution Details – 20% of the total proposal score
- Approach and Methodology – 5% of the total proposal score
- Implementation Plan – 5% of the total proposal score
- Cost of the Solution – 40% of the total proposal score
- Support and Maintenance – 5% of the total proposal score
- Reference – 5% of the total proposal score
- Product Demonstration – 10% of the proposal score – (Shortlisted Firms Only)

The Evaluation Team determined that the highest ranked overall Proposal was provided by ESRI Canada.

The cost of the solution was evaluated based on the total cost of ownership over a five (5) year period. Five (5) year costs outlined below:

ESRI Canada:	\$151,810 (excluding GST)
Forte Consulting Ltd.:	\$144,250 (excluding GST)

Forte Consulting Ltd.'s proposal did not include the actual cost of the software as requested in the RFP. Forte Consulting Ltd. advised that the Regional District would have to purchase the software and they would assist with the installation. In their proposal, they did not provide a cost but rather estimated a fee based on what they thought it might cost the Regional District.

This is not what the Regional District asked for in the RFP and it caused uncertainty when comparing and evaluating the cost of the solution between the vendors.

The design and implementation is expected to be completed in 2019.

ALTERNATIVES

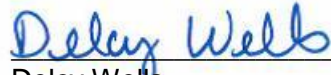
1. Award the contract for the Web Map Request for Proposals to ESRI Canada for \$151,810 (excluding GST), subject to Board approval of the 2019 Budget.
2. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The 2018 budget provides \$125,000 in funding for the updating of our Web Map software. The proposed 2019 budget will be amended to add an additional \$30,000 to our budget for this project, and the awarding of this RFP to ESRI Canada will be subject to the Board approval of this amended budget. Although the RFP exceeds our budgeted cost for 2018, it is necessary to proceed with this software upgrade.

STRATEGIC PLAN IMPLICATIONS

Focus On Relationships - We Will Focus On Improved Two-Way Communication Within The Regional District And With Our Communities. Updating of our Web Map software is critical to both internal and external communications.



Delcy Wells

dwells@rdn.bc.ca

December 18, 2018

Reviewed by:

- Kevin Robillard, GIS Coordinator
- Kurtis Felker, Purchasing Manager
- Jeannie Bradburne, Director of Finance
- P. Carlyle, Chief Administrative Officer

TO: Committee of the Whole

FROM: Wendy Marshall
Manager of Parks Services

MEETING: January 8, 2019

SUBJECT: Grant Funding Applications for Huxley Community Park Improvements

RECOMMENDATIONS

1. That an application for grant funding be submitted for the Huxley Community Park Improvements, Phase II through the *ICIP - Community, Culture and Recreation Program*.
2. That an application for grant funding be submitted for the Huxley Community Park Improvements, Phase II and Phase III through the *ICIP - Northern and Rural Communities Program*.
3. That the Board supports the Huxley Park Community Improvements and commits its funding share of the project costs in the amount of \$206,346.

SUMMARY

The Investing in Canada Infrastructure Program (ICIP) Community, Culture and Recreation Program (CCR) and the Rural and Northern Communities Program (RNC) are accepting applications for funding. The CCR Program will provide funding up to 73.33% for projects that improve access and quality of cultural, recreation and community spaces. The RNC program will provide funding up to 100% for communities with populations below 5,000. Deadline for application is January 23, 2019 and construction must be completed within 5 to 6 years. Huxley Community Park Improvements (PR-S4-1.2) is applicable under both the CCR and the RNC programs.

The Huxley Community Park Master Plan (Electoral Area B) was approved in 2015 and Phase I developments, including a playground and sports court upgrades, were completed in 2017 with grant funding totaling \$67,000. Phase II detailed design is currently underway for a skatepark, entrance, parking lot and connecting trails. Phase III will include sports court bleachers, rebuilding the tennis court and basic electrical upgrades. Both projects are eligible for funding under the CCR and RNC programs. Phase II can be submitted under the CCR program and Phases II and III under the RNC program. While the scope of the project can vary between the two programs, the matching funding must remain the same.

For the CCR program, the preliminary 2019 Area B Community Parks Budget has allocated \$206,346 for matching funding, including donations, for Phase II. If a successful application is made under the CCR program, up to \$567,534 can be received in grant funding. The total cost of Phase II is \$773,700.

For the RNC program, with \$206,346 matching funding, \$949,554 can be received in grant funding. The total cost for the two phases is \$1,155,900.

Board resolutions confirming the Regional District's financial commitment to the project's cost is required prior to the grant funding application deadline of January 23, 2019.

BACKGROUND

The ICIP cost shares infrastructure investments between the Federal, Provincial and local governments. Two streams are applicable for RDN park projects. The CCR will provide funding for projects that will improve citizens' access to and quality of cultural, recreation and community spaces and will provide up to 73.33% of project funding. The RNC project provides funding for green, community, recreational, cultural and public infrastructure. For communities with a population fewer than 5,000, up to 100% funding is available. A community is a settlement area within a Regional District. Matching funding cannot be from other Federal or Provincial sources; therefore, Community Works Funds (CFW) cannot be used. The deadline for applications for both streams is January 23, 2019 with announcement to follow in the fall. Construction must be completed within 5 to 6 years.

It is expected that more applications will be received for the ICIP than there is funding available. Several projects were considered for the grant programs and after examining the grant criteria Huxley Community Park Improvements were selected based on their fit to the grant criteria, the background work already completed and community donations.

Huxley Community Park Improvements

In 2015 the Huxley Community Park Master Plan, including a playground, sport court upgrades and a skatepark, was approved by the Regional Board (Attachment I). In 2017, Phase I was completed and included a playground and upgrades to the sport courts. In 2017, a concept plan for the skatepark was completed. Detailed design work, funded by CWF, is now underway for Phase II which includes the skatepark, skatepark seating, path connections, entrance and parking lot. Phase III will include sports court bleachers, rebuilding of the tennis court and electrical upgrades.

The Huxley Community Park Master Plan had several opportunities for public engagement as did the concept planning for the skatepark. The Gabriola Skatepark Fundraising Association has raised \$30,000 for the skatepark and fund raising is continuing. It is expected that more donations will be raised in the next year.

The Huxley Community Park Development is an excellent fit for the CCR program. Under this program, the Regional District of Nanaimo (RDN) needs to provide 26.67% of funding. Based on the preliminary 2019 Area B Community Parks Budget, a total of \$206,346 is available from reserves, operations and donations to provide the matching funds for Phase II. If an application is submitted to the CCR program for Phase II, the RDN could receive \$567,354 grant funding. There are not enough funds available to provide matching funds for both Phases under the CCR program.

An application can also be submitted under the RNC program; however, the chance of success may not be as good as the CCR program as the project does not directly fit the program's core outcomes. If an application is made for Phases II and III to the RNC program, and not the CCR, based on Gabriola's population of fewer than 5,000, up to 100% funding could be received. If the application is not successful under the RNC program, the application will not be forwarded to the CCR program. Therefore, to increase the odds of success it is recommended that an application be submitted for both programs.

The RDN can submit an application under both programs for the same project as long as the matching funding remains the same for both programs. The project scope can be different between the two applications meaning that both Phases II and III can be applied for under the RNC using the \$206,346 matching funds.

It was always anticipated that grant funding would be required to complete the upgrades at Huxley Community Park. For the construction of Phase I, \$67,000 was received from grants.

ALTERNATIVES

1. That an application be submitted for the Huxley Community Park Improvements, Phase II under the *ICIP - Community, Culture and Recreation Program* and for Phase II and III under the *ICIP - Northern and Rural Communities Program* and that the Board commits to its share of the project costs.
2. That an application be submitted for the Huxley Community Park Improvements, Phase II under the *ICIP – Community, Culture and Recreation Program* and that the Board commits to its share of the project costs.
3. That an application be submitted for the Huxley Community Park Improvements, Phase II and III under the *ICIP – Northern and Rural Communities Program* and that the Board commits to its share of the project costs.
4. That no grant submissions are made and alternative direction provided.

FINANCIAL IMPLICATIONS

Huxley Community Park Improvements

The preliminary 2019 Area B Community Parks Budget has \$55,000 from reserves, \$121,346 from operations and \$30,000 in donations allocated for the Huxley Park project. Detailed design for Phase II is underway with \$75,000 approved in CWF. Any increase in donations received for the skatepark will reduce the amount required from the Community Parks Budget. CWF is not available as matching funding under this program.

The estimated construction cost for Phase II is \$773,700 and breaks down as follows:

Skatepark	\$540,540
Parking, landscaping, paths, sitting area	<u>\$233,160</u>
Total	\$773,700

Under the CCR program, the maximum available grant funding would be \$567,354 as outlined below.

CCR Grant Funds (73.33%)	\$567,354
Area B Community Parks Budget Reserves	\$ 55,000
Area B Community Parks Budget Operation Funds	\$121,346
Donation	<u>\$ 30,000</u>
Total	\$773,700

The estimated construction costs for Phase III is \$382,200. There are insufficient funds in the Area B Community Parks Budget to fund the matching costs for both Phase II and III. However,

applying under the RNC grant with up to 100% funding, the RDN could receive \$949,554 to complete both phases as outlined below.

NRC Funding (82%)	\$949,554
Area B Community Parks Reserves	\$ 55,000
Area B Community Parks Operations Funds	\$121,346
Donation	<u>\$ 30,000</u>
Total	\$1,155,900

If grant funding is not received, the project would be delayed until either other grant funding can be obtained, Community Works Funds become available or the Reserve Funds are increased and used in subsequent years. The available 2018 Area B CWF is \$868,814. However, there other projects, including the Village Way Path, that are also allocated for CWF funding.

Once built the ongoing yearly maintenance costs are estimated at \$5,890 and Asset Management costs at \$1,300 per year.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - As We Invest In Regional Services We Look At Both Costs And Benefits - The RDN Will Be Effective And Efficient

Focus On Service And Organizational Excellence - We Recognize Community Mobility And Recreational Amenities As Core Services

The Huxley Park developments will provide key recreational amenities for children, youth and adults offering a wide range of activities. Applying for grant funding to allows the RDN to receive additional funding to be efficient in development of infrastructure.



Wendy Marshall
wmarshall@rdn.bc.ca
December 18, 2018

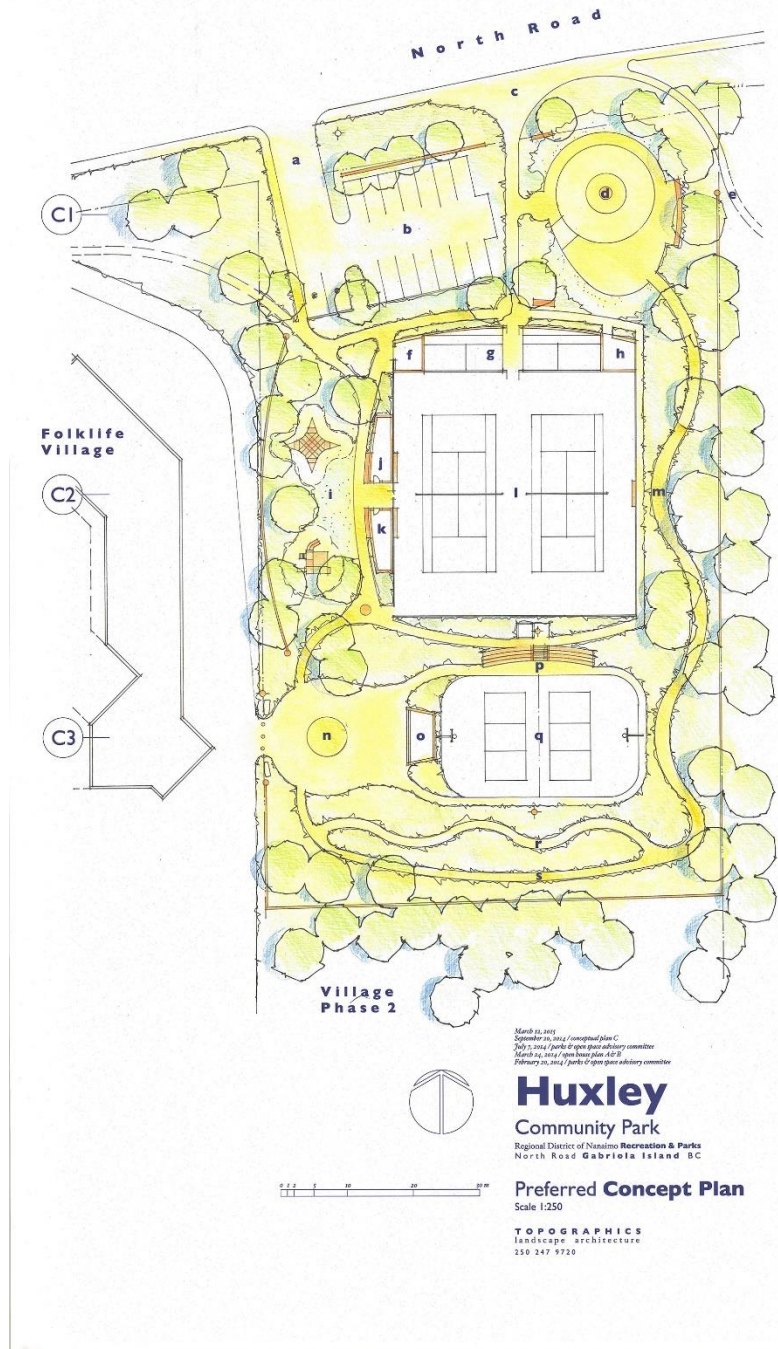
Reviewed by:

- W. Marshall, Manager, Parks Services
- T. Osborne, General Manager, Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Huxley Community Park Master Plan

Conceptual Park Master Plan



Plan Elements:

- Bus Stop
- Gravel parking lot
- Concrete, cast-in-place skatepark & flow trail
- Path connection to neighbouring community facilities (Folklife Village Mall & The Gabriola Commons)
- Washroom
- Refurbished tennis courts
- Refurbished sports courts with new perimeter boards
- User group storage facilities
- Playground (2-5 & 5-12 age)
- Bleachers for sports court
- Community plaza/performance space

TO: Committee of the Whole

FROM: Wendy Marshall
Manager of Parks Services

MEETING: January 8, 2019

SUBJECT: Grant Funding Applications for Benson Creek Falls Regional Park Infrastructure

RECOMMENDATIONS

1. That an application for grant funding be submitted for the Benson Creek Falls Regional Park Infrastructure Project through the *ICIP - Community, Culture and Recreation Program*.
2. That the Board support the Benson Creek Falls Infrastructure Project and commit the Regional District's share of the project costs under the *ICIP - Community, Culture and Recreation Program* in the amount of \$146,685.
3. That an application for grant funding be submitted for the Benson Creek Falls Regional Park Infrastructure Project through the *ICET - Economic Infrastructure and Innovation Program*.
4. That the Board support the Benson Creek Falls Regional Park Infrastructure Program and commit the Regional District's share of the project costs under the *ICET - Economic Infrastructure and Innovation Program* in the amount of \$412,500.

SUMMARY

The Investing in Canada Infrastructure Program (ICIP) - Community, Culture and Recreation Program (CCR) is accepting applications for funding. The CCR Program will provide funding up to 73.33% for projects that improve access and quality of cultural, recreation and community spaces. Deadline for application is January 23, 2019 and construction must be completed within 5 to 6 years.

The Island Coastal Economic Trust's (ICET) Economic Infrastructure and Innovation Program enables communities to develop infrastructure required to support strategic economic development initiatives. Up to \$400,000 in non-repayable matching funding is available for Destination Trails that have the capacity to attract provincial, national or international visitors. The two stage application process can take up to one year and the stage one application deadline is February 22, 2019.

The Benson Creek Falls Regional Park (BCFRP) infrastructure project includes the construction of stairs and trails to the base of Ammonite Falls; trails into the ravine and a bridge over Benson Creek; and a parking lot and connecting trails on Weigles Road. Located in Electoral Area C – East Wellington/Pleasant Valley, Ammonite Falls is a popular attraction with many social media sites directing visitors to the park and surrounding trails on Crown land. With a new parking lot, a bridge and a safer descent to the falls, it is anticipated that visits to the park will increase.

The BCFRP Infrastructure project fits with the criteria for both the CCR and the ICET programs. The CCR program will provide \$403,315 of the \$550,000 total cost. Under the ICET program a further \$137,500 could be received and used towards the matching funds for the CCR program. Currently, \$400,000 is available in the preliminary 2019 Regional Parks Capital Budget and \$150,000 in the Regional Parks Operations Budget. If grant funding is received for this project, these funds would be available for other Regional Parks projects and acquisitions.

BACKGROUND

The ICIP cost shares infrastructure investments between the Federal, Provincial and local governments. The CCR will provide funding for projects that will improve citizens' access to and quality of cultural, recreation and community spaces and will provide up to 73.33% of project funding. Matching funding cannot be from other Federal or Provincial sources; therefore, Community Works Funds (CFW) cannot be used. The deadline for applications is January 23, 2019 with announcement to follow in the fall. Construction must be completed within 5 to 6 years.

The ICET's Economic Infrastructure and Innovation Program enables communities to develop infrastructure required to support strategic economic development initiatives. Up to \$400,000 in non-repayable matching funding is available based on the program's funding level for each Electoral Area. Destination Trails are a category under Tourism Funding. Destination Trails must have the capacity to attract provincial, national or international visitors as a stand-alone attraction. There is a two stage application process for funding over \$50,000. Stage 1 evaluates the project concepts, community support and potential benefits. Approved projects are invited to submit a Stage 2 application, within 6 months of Stage 1 approval. The full approval process can take from 4 months to 1 year and the project must be initiated within 6 months of approval. Matching funds can come from other government sources.

Benson Creek Falls Regional Park Infrastructure

On December 4, 2018, the Board approved moving ahead with the detailed design and planning for both a truss bridge across Benson Creek and a combination of stairs and trail to the base of Ammonite Falls (Attachment 1 and 2). Ammonite Falls, located in BCFRP, is a popular destination for both residents and tourists and the site is listed on several social media sites. The popularity of the park, and the trails on the adjacent Crown lands, has caused parking issues for residents on Jameson Road. To alleviate the situation, a concept plan for a new parking area on Weigles Road has been completed (Attachment 3). These projects were identified in the Management Plan as actions that would improve access and safety to the site. Once the bridge is in place, and the parking on Weigles Road expanded, the park will be accessible from two entry points. With a new bridge and safe access to the base of the falls, it is anticipated that visits to the park will increase.

The recreational amenities in BCFRP are a good fit for both the CCR program and the ICET funding. Staff have met with ICET staff who were very interested in this project based on the potential as a tourist destination and the proximity to Nanaimo.

The estimated cost of construction is \$235,000 for the bridge, \$135,000 for the descent to the falls and \$180,000 for a gravel parking lot. Total project cost is \$550,000.

Under the CCR program, matching funding cannot be from government sources however, funds from the ICET program could be used. Therefore, an application can be made for both programs. The CCR program could provide a grant of \$403,315. The matching funds would be \$146,685. Under the ICET program, the funding for Electoral Area C is up to 25% which could provide \$137,500. If the applications to both programs are successful, the total amount of grant funding received will be larger than if only one application is submitted. Also, the funding received from ICET can then be leveraged to receive more funding under CCR program.

ALTERNATIVES

1. That an application be submitted for the Benson Creek Falls Regional Park Infrastructure Project under the *ICIP - Community, Culture and Recreation Program* and the *Island Coastal Economic Trust Economic Infrastructure and Innovation Program* and that the Board commits to the Regional District's share of the project costs.
2. That an application be submitted for the Benson Creek Falls Regional Park Infrastructure Project under the *ICIP – Community, Culture and Recreation Program* and that the Board commits to the Regional District's share of the project costs.
3. That an application be submitted for the Benson Creek Falls Regional Park Infrastructure Project under the *Island Coastal Economic Trust Economic Infrastructure and Innovation Program* and that the Board commits to the Regional District's share of the project costs.
4. That no grant applications be submitted for the Benson Creek Falls Regional Park Infrastructure Project and that alternative direction be provided.

FINANCIAL IMPLICATIONS

Benson Creek Falls Regional Park Infrastructure

The total estimated cost for the bridge, trail connections, access to the base of the falls and the parking lot is estimated at \$550,000, not including design and engineering. The 2019-2024 preliminary five-year Regional Parks Capital Budget includes \$400,000 in 2019 and \$970,000 in 2020 for this project. There is also \$150,000 in the preliminary 2019 Regional Parks Operations budget for the parking lot detailed design on Weigles Road. If the application to the CCR program is successful, \$403,315 in funding would be received. If ICET funding is received, another \$137,500 can be applied to this project. The various grant scenarios are as follows:

	CCR Grant	ICET Grant	Both Grants
Grant Funds	\$403,315	\$137,500	\$540,815
Matching Funds	\$146,685	\$412,500	\$ 9,185
Total	\$550,000	\$550,000	\$550,000

The cost to complete detailed design and engineering for the amenities is \$95,000 and can be covered by funds in the 2019 budget. Detailed design needs to be completed for the ICET Stage II application and therefore design will not be included in the grant funding requests.

If grant funding is not received, the construction of the BCFRP amenities will be funded from the Regional Parks Capital Budget. Receiving the grants will free up funds to be used on other Regional Park developments and acquisitions.

An estimated \$2,000 should be allocated annually for routine and long-term maintenance, funded by the Regional Parks Operations Budget. An expected \$14,300/year asset replacement cost should be included in the Regional Parks Capital Budget for a 50-year projected lifespan.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We Recognize Community Mobility And Recreational Amenities As Core Services

Benson Creek Falls Regional Park is a popular recreational area and Ammonite Falls is a well-known site. By investing in the new infrastructure, the park will be better able to support visitors and provide a safe and rewarding experience.



W. Marshall
wmarshall@rdn.bc.ca
December 18, 2018

Reviewed by:

- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments

1. Descent to Ammonite Falls - Benson Creek Design
2. Benson Creek Falls Lower Bridge Design
3. Weigles Parking Design

OPTION 2 STAIRCASE/TRAIL

A short staircase would be developed where people currently start the scramble down the slope, connecting to a new trail with a more gradual descent to the falls



STRENGTHS

- Less structure and construction cost than a full staircase
- Maintains existing upper trail route
- Views to the falls during the descent
- Moderate maintenance requirements



CHALLENGES

- Staircase built on-site, requiring trail closures during construction
- Less direct access than a full staircase
- Moderate maintenance requirements



ESTIMATED COST*

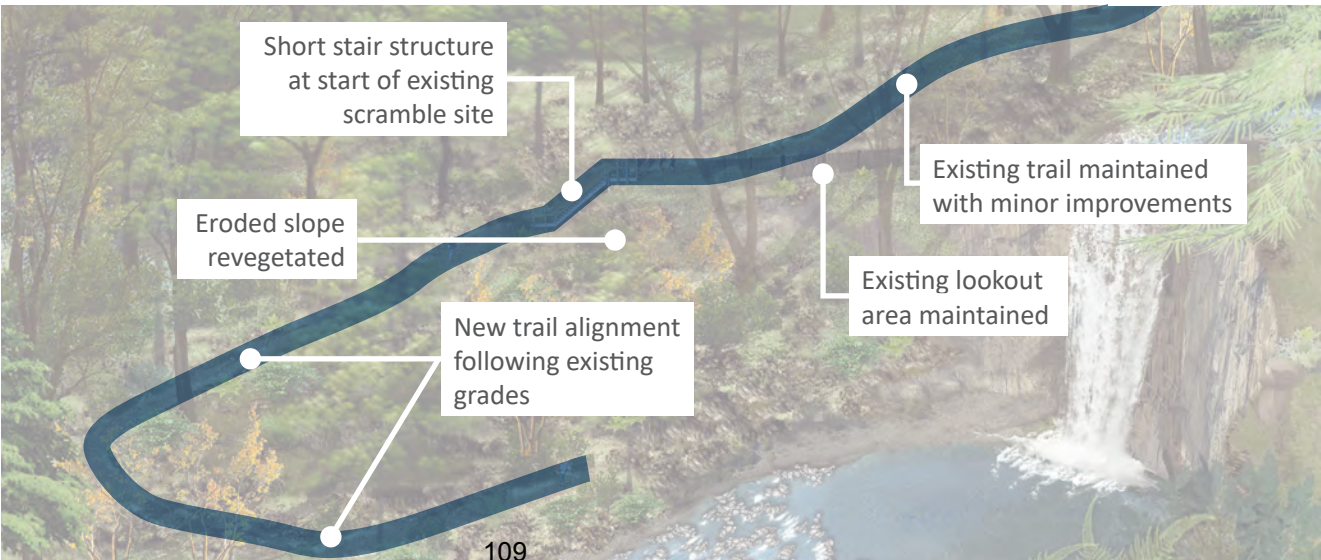
- \$115,000 (Class D)

** Costs estimates are for construction only, not including detailed design, geotechnical work, or engineering constructions services. Costs are +/- 30% based on conceptual design and are for planning and budgeting purposes only. Updated cost estimating to be completed prior to implementation.*

CONTEXT
SKETCH



ROUTE &
FEATURES
SUMMARY



OPTION 1 TRUSS BRIDGE

A truss bridge made of lightweight aluminum with timber accents would be developed near the fallen log

+ STRENGTHS

- Potential to be primarily constructed off-site, then assembled in the park, minimizing disruption
- Slightly lower cost

- CHALLENGES

- Heavier appearance due to more cross-bracing
- Potential for some limited movement when the truss bridge has weight on it

\$ ESTIMATED COST*

- \$210,000 (Class D)

** Costs estimates are for construction only, not including detailed design, geotechnical work, or engineering constructions services. Costs are +/- 30% based on conceptual design and are for planning and budgeting purposes only. Updated cost estimating to be completed prior to implementation.*

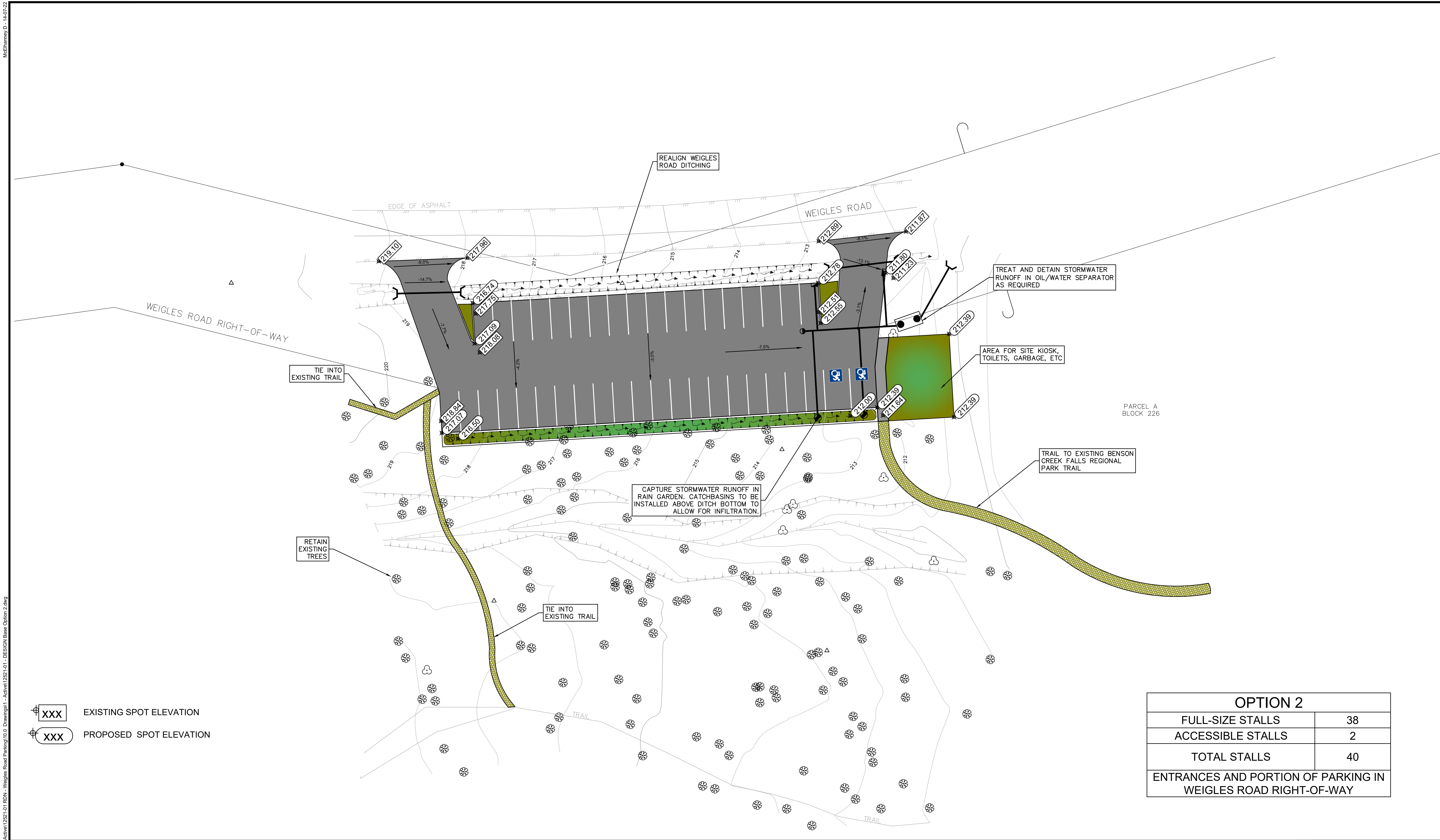
CONTEXT
SKETCH



BRIDGE
CONCEPT
MODEL



McElhanney D - 14-07-22
DATE: 2017-10-17, 15:57 FILE: Z:\Proj\Active\12521-01 RDN - Weigles Road Parking\10.0 Drawings\1 - Active\12521-01 - DESIGN Base Option 2.dwg



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PB	OCT. 16, 2017	ISSUED FOR DISCUSSION ONLY	SO	SO	CP					
PA	OCT. 6, 2017	ISSUED FOR DISCUSSION ONLY	SO	SO	CP					
Rev	Date	Description	Drawn	Design	App'd					

111

TO: Committee of the Whole**MEETING:** January 8, 2019**FROM:** Kelsey Cramer
Parks Planner**FILE:** 6150-20**SUBJECT:** Mount Benson Regional Park Parking Lot – Tender Award Approval

RECOMMENDATIONS

1. That the tender award for the Mount Benson parking lot project be approved and that Notice of Award be issued to Milestone Equipment Contracting Inc. for a value of \$526,758.15 (plus GST).
2. That the Construction Contract between the Regional District of Nanaimo and Milestone Equipment Contracting Inc. for the Mount Benson parking lot project be executed.
3. That an additional 15% contingency in the amount of \$80,000.00 be carried for the Mount Benson parking lot project.

SUMMARY

In the fall of 2017, the Regional Board approved the purchase of the property located at 2761 Benson View Road for the purposes of creating a new parking lot and trailhead to serve Mount Benson Regional Park and surrounding recreational trails on crown land. The purchase completed in early 2018 and the detailed design of a parking lot on the site was initiated. Based on preliminary cost estimates, the Board allocated \$1.1 million in the Regional Parks Capital Budget for full completion of the project (including design and construction costs for the parking lot and trail components).

The parking lot project was open for tenders from November 7, 2018 to December 5, 2018. A total of eight compliant submissions were received, ranging from \$525,608.15 to \$744,712.86 (before GST and arithmetic corrections).

It is recommended that the Board award the project to Milestone Equipment Contracting Inc., the lowest compliant bidder.

BACKGROUND

Recreational access to Mount Benson Regional Park is along the Witchcraft Lake Regional Trail, the only sanctioned RDN trail to the park. The trailhead and roadside parking area (for approximately 24 cars) is currently located at the end of Benson View Road and straddles road allowance and City of Nanaimo lands around the lake (see Attachment 1 for Context Map). The parking area was installed in 2010 under permit from the Ministry of Transportation and Infrastructure (MoTI) and through Licence of Use Agreement with the City of Nanaimo.

In June 2015, staff received correspondence from the residents of Benson View Road highlighting traffic problems and other issues they have with this trailhead location. Due to increasing recreational use of the park and the surrounding trails on crown lands, the parking area continually overflows and has caused difficulty for neighbouring residents to access their homes and peacefully enjoy their neighbourhood. Solutions were explored by staff, but no suitable immediate opportunities to remedy the situation were available.

At their regular meeting held October 25, 2016, the Regional Board passed the following motion:

“That the Board direct staff to continue to explore a long-term parking solution for Mount Benson Regional Park and the Witchcraft Lake Regional Trail.”

Subsequently, it was publicly announced in October, 2017 that the Regional Board had approved the purchase of 2761 Benson View Road for the purposes of constructing a parking lot and new trailhead for Mount Benson Regional Park and surrounding recreational lands (Attachment 2). The purchase, valued at \$580,000, closed in January 2018.

Detailed design and MoTI permit approval for the new 100+ stall parking lot were completed and the project was tendered on November 7, 2018. Eight compliant bids were received by the closing time on December 5, 2018. All bids received were within budget. See Table 1 for Tender Opening Pricing before minor arithmetic corrections were undertaken.

Table 1: Tender Pricing Received

Contractor	Tendered Price
Milestone Contracting Inc.	\$ 525,608.15 (plus GST)
Hazelwood Construction Services	\$ 629,312.98 (plus GST)
Windley Contracting Inc.	\$ 648,465.00 (plus GST)
Copcan Civil Ltd.	\$ 648,634.25 (plus GST)
David Stalker Excavating Ltd.	\$ 649,888.45 (plus GST)
Milner Group	\$ 697,216.30 (plus GST)
Wacor Holdings Ltd.	\$ 738,457.50 (plus GST)
IWC Excavation Ltd.	\$ 744,712.86 (plus GST)

McElhanney Consulting is the engineering firm that was retained for the design, tendering and construction services for this project. A tender compliance evaluation was completed by and a recommendation to the RDN was provided (Attachment 3).

All eight bids received were compliant with the tender requirements. Arithmetic checks were completed on the costs submitted and minor corrections were adjusted where necessary. The lowest compliant bid was submitted by Milestone Equipment Contracting Inc. for a corrected tendered amount of \$526,758.15 plus GST. As per McElhanney's Tender Review, the recommendation is to award the contract to Milestone Equipment Contracting Inc. for a value of \$526,758.15 plus GST.

To account for potential uncertainty specifically around rock removal on the site, McElhanney recommend that an additional 15% contingency be carried on the project.

The target for project completion is May 31, 2019. To ensure the contract is awarded within the 60-day irrevocability period per the tender documents and to provide the contractor reasonable opportunity to achieve this timeline, it is critical that the tender be awarded at the regular RDN Board meeting on January 22, 2019 and that Notice of Award to the contractor immediately follow.

ALTERNATIVES

1. That the tender award for the Mount Benson parking lot project be approved and that Notice of Award be issued to Milestone Equipment Contracting Inc. for a value of \$526,758.15 (plus GST), and that a 15% contingency in the amount of \$80,000 be carried on the project.
2. That the tender award for the Mount Benson parking lot project not be approved and awarded to Milestone Equipment Contracting Inc. and that alternative direction be provided.

FINANCIAL IMPLICATIONS

A total of \$1,100,000 was allocated in the 2018 Regional Parks Capital Budget for project implementation. Preliminary cost estimates for the parking lot construction were in the order of \$900,000, which informed the overall budget allocation for the project. The tenders received were all within budget. Table 2 summarizes the cost breakdown for the project based on the recommendations of this report.

Table 2: Project Costs

Item	Approximate Value
Total Available Budget:	\$1,100,000
2018 Professional Fees	\$35,000
2019 Professional Fees	\$50,000
2019 Construction Fees	
- Tendered Amount	\$526,758.15
- 15% Contingency	\$80,000
- Trail Construction *	\$40,000
Remainder	\$368,241.85

*Not included in this tender

Annual operational and maintenance costs are expected to be approximately \$16,500 including: snow-plowing; pavement line-marking; gate, garbage and toilet servicing; and fence, sign/kiosk, and trail repair. Over an approximate 20-year lifetime, \$7,000 would need to be allocated annually for re-paving and line-marking costs.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We Recognize Community Mobility And Recreational Amenities As Core Services

Focus On Service And Organizational Excellence - We Will Fund Infrastructure In Support Of Our Core Services Employing An Asset Management Focus

By investing in the development of a new parking lot for Mount Benson Regional Park, the Board is recognizing the value of recreational amenities and is supporting access to recreational amenities within the community.



Kelsey Cramer
kcramer@rdn.bc.ca
January 2, 2019

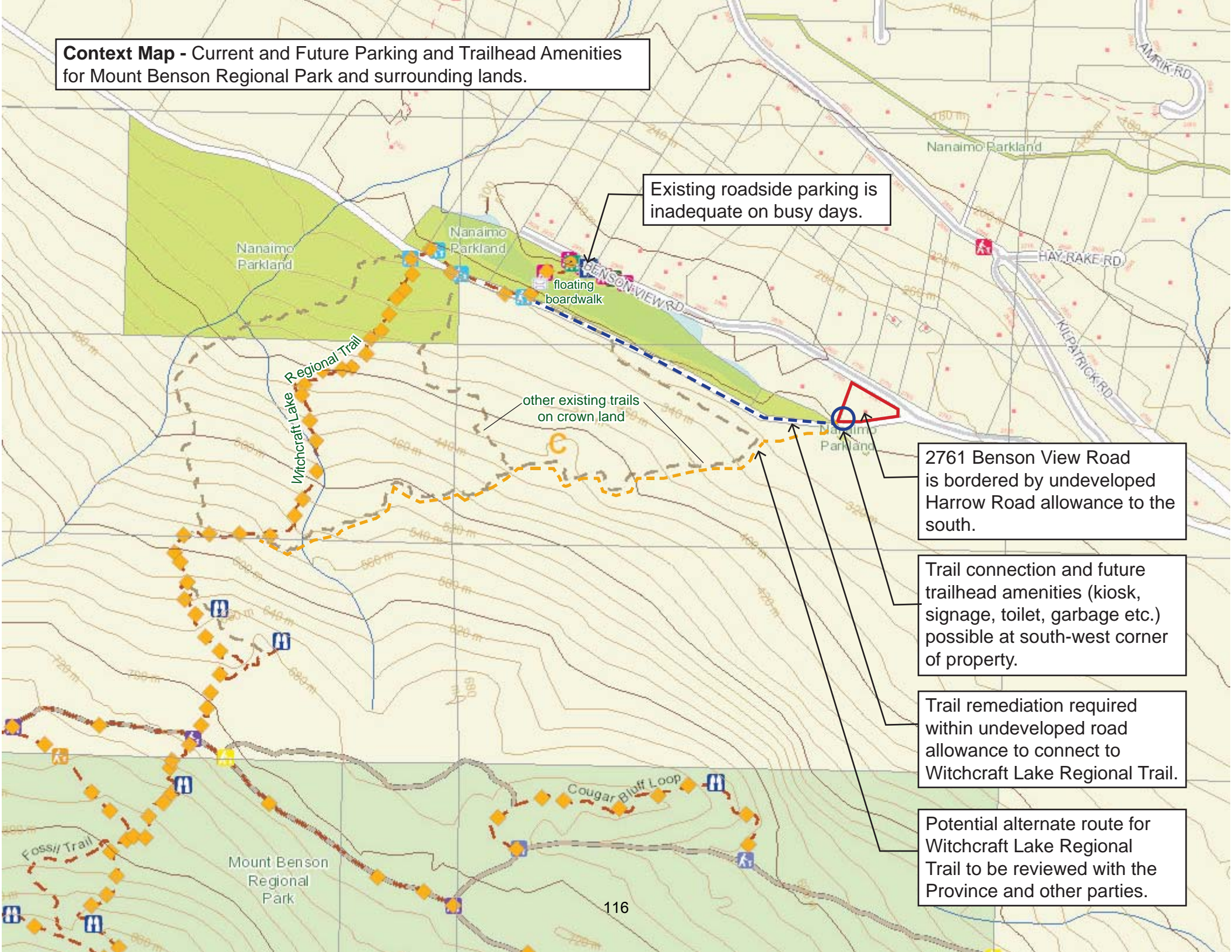
Reviewed by:

- W. Marshall, Manager, Parks Services
- K. Felker, Manager, Purchasing
- J. Bradburne, Director, Finance
- T. Osborne, General Manager, Recreation and Parks Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Context Map
2. News Release – October 4 2017
3. McElhanney Tender Report Dec 7 2018

Context Map - Current and Future Parking and Trailhead Amenities
for Mount Benson Regional Park and surrounding lands.



Existing roadside parking is inadequate on busy days.

2761 Benson View Road is bordered by undeveloped Harrow Road allowance to the south.

Trail connection and future trailhead amenities (kiosk, signage, toilet, garbage etc.) possible at south-west corner of property.

Trail remediation required within undeveloped road allowance to connect to Witchcraft Lake Regional Trail.

Potential alternate route for Witchcraft Lake Regional Trail to be reviewed with the Province and other parties.

News Release - October 4, 2017

RDN to Improve Parking for Mount Benson Regional Park

At the Regional District of Nanaimo Board Meeting held October 3, 2017 the Board agreed to acquire lands in order to improve parking and trailhead amenities that serve Mount Benson Regional Park.

Mount Benson Regional Park and Witchcraft Lake Regional Trail is currently served by a roadside 24 car parking area on Benson View Road. The parking area regularly overflows and is not able to sustain the increasing number of visitors who recreate on the slopes of Mount Benson.

"Mount Benson Regional Park and Witchcraft Regional Trail is one the RDN's most popular day use parks with over 8000 users accessing the trail this year alone between June and August," shared RDN Chair Bill Veenhof. "In addition to the rapid amount of users accessing Mount Benson Regional Park from Benson View Road, outdoor recreation use also occurs beyond the boundaries of the RDN's regional park on area Crown Lands and private forest lands."

Engineers have estimated that the site being acquired at 2761 Benson View Road will have the capacity to hold between 92 and 126 parking stalls. The number of stalls will depend on configurations and use of an undeveloped Ministry of Transportation and Infrastructure road corridor located on the backside of Witchcraft Lake. Residents of Benson View Road have expressed concern with the existing trailhead and parking lot location. The RDN will be consulting the local residents for their input prior to working on detailed designs for the new parking area.

"I would like to thank the local neighbourhood for their input and discussions that have taken place so far," Electoral Area C Director Maureen Young said. "With the land use agreement now in place, I look forward to ensuring the final design not only meets the needs of users of the recreational lands in the area, but also ensures an improved quality of life to those that live in the area."

The land acquisition costs of \$580,000 will be funded through the RDN Regional Parks and Trails service area. Final construction costs will be determined once community consultation and detailed design is completed. This additional parking amenity supports the RDN's strategic priority of recognizing community mobility and recreational amenities as core services.

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Contact:

Wendy Marshall
Manager of Parks Services
Regional District of Nanaimo
250-248-3252
wmarshall@rdn.bc.ca

Recreation and Parks Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

December 7, 2018
2231-12520-1

Attention: Ms. Kelsey Cramer
Parks Planner, Recreation and Parks Services

Dear Kelsey,

**Reference: Mount Benson Parking Lot Project
Tender Report**

Tenders for the above referenced project closed at RDN offices on Wednesday, December 5, 2018 at 2:00 pm. Tenders were not publicly opened. Eight (8) submissions were received as follows:

Table 1: Tender Pricing Received

Contractor	Tendered Price
Milestone Contracting Inc.	\$ 525,608.15 (plus GST)
Hazelwood Construction Services	\$ 629,312.98 (plus GST)
Windley Contracting Inc.	\$ 648,465.00 (plus GST)
Copcan Civil Ltd.	\$ 648,634.25 (plus GST)
David Stalker Excavating Ltd.	\$ 649,888.45 (plus GST)
Milner Group	\$ 697,216.30 (plus GST)
Wacor Holdings Ltd.	\$ 738,457.50 (plus GST)
IWC Excavation Ltd.	\$ 744,712.86 (plus GST)

We have reviewed the tenders received for compliance with tender requirements and note the following:

- All tenders acknowledged receipt of Addendum 1 & 2;
- Minor arithmetic errors were noted in two of the tenders submitted. Tenders were corrected in accordance with Instruction to Tenderers;
- All tenders included a description of both superintendent and project experience, a list of sub-contractors, schedule and the required Bid Bond.

The low tender was submitted by Milestone Contracting Inc. We have reviewed their unit prices and find the pricing consistent with previous projects tendered in the area. For your information we have included a copy of our tender analysis spreadsheet. In addition, Milestone has demonstrated their experience and capacity to perform this work.

Should the RDN have the sufficient funds for the project, we recommend that the RDN award a contract to Milestone Contracting Inc. for the corrected tendered amount of **\$ 526,758.15 plus GST**.

In addition, it is recommended the RDN carry a 15% contingency for the project should any unforeseen issues arise.

If you have any questions in connection with the bids received, please do not hesitate to contact me.

Yours truly,
McElhanney Consulting Services Ltd.



Chris Pogson, P.Eng.
Branch Manager



MEETING: January 8, 2019

FILE: 2240-20-CMP

SUBJECT: Conditional Management Plan for French Creek Pollution Control Centre Pump Stations

That the Board approve the 2019-2022 Conditional Management Plan agreement between the Regional District of Nanaimo, Canadian Food Inspection Agency, Environment and Climate Change Canada, Fisheries and Oceans Canada, and the BC Ministry of Environment and Climate Change Strategy.

The current Conditional Management Plan (CMP) agreement for two wastewater pumpstations at: Bay Avenue in City of Parksville; and Hall Road in Town of Qualicum Beach, expires on January 31, 2019 and must be renewed. The CMP is an agreement between the Regional District of Nanaimo (RDN) and Federal, and Provincial authorities that identifies: the roles and responsibilities of each party in the event of an emergency bypass at the pump stations.

CMP's are established under the authority of the Canadian Shellfish Sanitation Program (CSSP) to provide reasonable assurance that shellfish are safe for consumption. The participants in the CMP are: RDN; Fisheries and Oceans Canada; (DFO); Environment and Climate Change Canada (ECCC); Canadian Food Inspection Agency; and the BC Ministry of Environment and Climate Change.

The CMP does not apply to discharges of treated or untreated wastewater directly from the French Creek Pollution Control Centre (FCPCC), which remain subject to reporting under the Fisheries Act:

The agreement in Attachment 1 would extend the CMP to January 31, 2022. The renewal agreement requires no operational changes for the RDN and has no financial implications.

A Conditional Management Plan (CMP) is an agreement that enables the harvest of shellfish in areas in proximity to wastewater infrastructure. These areas meet the standards for safe harvest of bivalve molluscan shellfish (i.e. mussels, oysters, and clams), except in times where a temporary source of pollution exists. As long as the pollution source is not present, the CMP allows the shellfish harvesting area to remain open.

The Bay Avenue and Hall Road Pump Stations that convey wastewater to FCPCC from the City of Parksville and Town of Qualicum Beach were each constructed with an emergency bypass that can divert untreated wastewater to the marine environment if the volume of wastewater

entering the pump station exceeds its capacity. A bypass prevents damage to the pump station and interceptor infrastructure and reduces the risk of flooding private residences. A bypass has not occurred since the original construction of the pump stations in the 1970's. Furthermore, pump redundancy, back-up power, and a SCADA system make it unlikely that a bypass will occur. However, the existence of these bypasses has prompted a CMP to manage the potential contamination risk for shellfish harvesting in the area.

A CMP has been in place for the two FCPCC pump stations since May 2012 and was developed with the following participating partners:

- Canadian Food Inspection Agency
- Fisheries and Oceans Canada
- Environment and Climate Change Canada
- BC Ministry of Environment and Climate Change Strategy.

The RDN's commitments within the CMP are as follows:

- Notify Emergency Management BC, the Fisheries and Oceans Canada Radio Room, and CMP partners within 30 minutes of detecting a bypass from the Bay Avenue or Hall Road Pump Station.
- Notify Emergency Management BC, the Fisheries and Oceans Canada Radio Room, and CMP partners within 30 minutes of when the bypass ends.
- Maintain up-to date records of the operations and maintenance of the wastewater treatment facility and interceptor, as per the requirements of its operating permit issued by the Ministry of Environment and Climate Change Strategy.
- Provide results of routine final effluent analysis to the Ministry of Environment and Climate Change Strategy, as per the requirements of the operating permit.
- Submit an annual report by January 15th summarizing bypass events from January 1 to December 31 of the previous year.

The current CMP agreement expires on January 31, 2019. The agreement in Attachment 1 would extend the CMP to January 31, 2022. The renewal agreement requires no operational changes for the RDN.

ALTERNATIVES

1. Approve the 2019-2022 Conditional Management Plan agreement between the Regional District of Nanaimo, Canadian Food Inspection Agency, Environment and Climate Change Canada, Fisheries and Oceans Canada, and the BC Ministry of Environment and Climate Change Strategy.
2. Do not approve the 2019-2022 Conditional Management Plan agreement and provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated for the RDN by signing or implementing the CMP renewal agreement. As part of Wastewater Services Department's ISO 14001 certified Environmental Management System, emergency response procedures are already established to respond to environmental incidents like an untreated wastewater discharge to the environment.

STRATEGIC PLAN IMPLICATIONS

Focus On Economic Health- We Will Support Our Traditional Industries: Forestry, Tourism, Manufacturing, Fishing, Knowledge Based And Technology Based Industries

The CMP supports the fishing industry as it allows for shellfish growing areas to remain open to harvesting. With the CMP in place, First Nations may harvest for food, social and ceremonial purposes; recreational fishing may occur at any time of year, and wild commercial clam and commercial geoduck fisheries are periodically open. Without a CMP, the size of shellfish harvesting closures would increase and harvesting activities would be reduced.

Focus On Relationships- We Look For Opportunities To Partner With Other Branches Of Government/Community Groups To Advance Our Region

The CMP was developed with, and enhances the working relationship with: the Canadian Food Inspection Agency, Fisheries and Oceans Canada, Environment and Climate Change Canada, and the BC Ministry of Environment and Climate Change Strategy.



Shelley Norum
snorum@rdn.bc.ca
November 30, 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. Conditional Management Plan for French Creek Pollution Control Centre Pump Stations, 2019-2022

CONDITIONAL MANAGEMENT PLAN (CMP)

BETWEEN THE:

Canadian Food Inspection Agency (CFIA),
Fisheries and Oceans Canada (DFO),
Environment and Climate Change Canada (ECCC),
British Columbia Ministry of Environment and Climate Change Strategy, Environmental
Protection Division (ENV), and
The Regional District of Nanaimo (RDN)

(the “Participants”)

**FOR THE MANAGEMENT OF SHELLFISH HARVESTING IN
CONDITIONALLY CLASSIFIED HARVEST AREAS ADJACENT TO THE
WASTEWATER TREATMENT PLANT LOCATED AT:**

957 Lee Road, Parksville, British Columbia
(the “French Creek Pollution Control Centre”)

INTRODUCTION

The Canadian Shellfish Sanitation Program (CSSP) is delivered by three federal institutions, Fisheries and Oceans Canada (DFO), Environment and Climate Change Canada (ECCC) and the Canadian Food Inspection Agency (CFIA) (hereinafter collectively referred to as the “CSSP partners”). The CSSP provides reasonable assurance that molluscan shellfish are safe for consumption, thus supporting the industry and providing confidence for Canadians and export markets. This Conditional Management Plan (CMP) between CSSP partners, the Province of British Columbia Ministry of Environment and Climate Change Strategy, Environmental Protection Division (ENV), and the Regional District of Nanaimo (RDN) outlines the roles and responsibilities of the Participants in the event of a trigger event (described in Appendix E of this CMP) at the collection system pump stations that carry wastewater to the wastewater treatment plant (WWTP) in the City of Parksville, British Columbia, known as the French Creek Pollution Control Centre (FCPCC).

The present CMP does not affect legal requirements existing under Federal or Provincial statutes. For greater certainty, where there occurs a deposit of a deleterious substance out of the normal course of events in water frequented by fish, or a serious and imminent danger thereof, the person that causes or contributes to the deposit (or danger thereof) has a legal obligation to report such occurrences to an inspector designated pursuant to subsection 38(1) of the *Fisheries Act*, to a fishery officer, or to any authority as is prescribed by regulations under subsection 38(4) of the *Fisheries Act*.

This CMP does not affect the legal rights and responsibilities of the RDN, as a local government under the Community Charter and the *Local Government Act*, or as a WWTP operator subject to all applicable regulatory licences and permits, but reflects the RDN’s commitment to assist CSSP partners in providing reasonable assurance that bivalve shellfish harvested adjacent to the pump stations conveying wastewater to the FCPCC are safe for human consumption.

DURATION OF THE CONDITIONAL MANAGEMENT PLAN

This Conditional Management Plan (CMP) shall be renewed on the date of signing by each of the Participants and expire on January 31, 2022 and is subject to each participant signing this CMP prior to coming into force.

1. PURPOSE AND SCOPE

Full cooperation of the Participants is required to achieve timely detection and notification of any FCPCC trigger events, along with the necessary response actions to ensure continued food safety of harvested bivalves. This initiative stems from the CSSP and the requirements related to Conditional Area Management (refer to *CSSP Manual*, a copy of which is located at <http://www.inspection.gc.ca/food/sfcr/food-specific-requirements-and-guidance/fish/canadian-shellfish-sanitation-program/eng/1527251566006/1527251566942> Conditional Area Management will be supplemented by Hazard Analysis Critical Control Points (HACCP) controls implemented by registered fish processing establishments.

This CMP provides enhanced management of the bivalve molluscan shellfish harvest waters adjacent to the FCPCC and its collection system, and more specifically, stipulates actions to be taken immediately to close conditionally classified areas in the event of a discharge of wastewater into the marine environment from the collection system pump stations located on Hall Road in the Town of Qualicum Beach and on Bay Avenue in the City of Parksville as described in Section 4.

This CMP does not address discharges of treated or untreated wastewater directly from the FCPCC. Any such discharges outside the normal operation of the FCPCC, including rare events such as catastrophic failures at the treatment facility or ruptures in the collection system that result in wastewater discharges to the marine environment that are not specifically listed under the trigger event definition in this CMP, remain subject to reporting under subsection 38(4) of the *Fisheries Act*, with any subsequent closures of shellfish harvesting areas addressed under Section B, 6.2 of the *CSSP Manual*.

The area described in Section 4 of this CMP has been classified based upon the area hydrographical data and the performance characteristics of the FCPCC and its collection system. Classification maps of the two harvest areas are provided in Appendix A.

2. BACKGROUND

2.1 Conditional Management

The *CSSP Manual* outlines the authorities (statutes and regulations), policies, procedures and activities governing the control of shellfish growing areas, and the harvesting, processing and distribution of shellfish.

Shellfish harvest areas outlined in this CMP that are subject to intermittent microbiological contamination may be classified as conditionally approved or conditionally restricted Areas. If the conditions set out in this CMP cannot be met, the CSSP partners will determine whether the area will be reclassified as prohibited.

2.2 WWTP description

The FCPCC operates under provincial authorization (PE-4200) issued by the ENV. The FCPCC facility provides secondary treatment with no disinfection stage prior to discharge to the marine environment. The plant consists of a headworks, three primary sedimentation tanks, a trickling filter, a solids contact tank, followed by secondary clarifiers and an outfall. Solids wasted from the clarifiers are digested in Autothermal Thermophilic Aerobic Digesters (ATAD) and dewatered through a centrifuge.

The main outfall is located at 957 Lee Road, Parksville (49°22.07' north latitude and 124°21.24' west longitude) at a depth of approximately 60 m. The maximum rate at which effluent may be discharged via the outfall under PE-4200 is 16,000 m³/day. The plant is designed with an overflow bypass, but in order to activate, a manual bypass valve must be opened.

The FCPCC's collection system consists of a RDN owned and operated main sanitary sewer line, running for the most part along the foreshore, which is used to convey wastewater to the treatment facility. The collection system, also referred to as the Interceptor by RDN staff, includes three pump stations.

Two of the pump stations in the FCPCC's collection system are equipped with bypass pipes that could discharge wastewater into the marine foreshore. The first one is located at 300 Hall Road (49° 21.55' north longitude and 124° 25.49' west longitude) in the Town of Qualicum Beach (Appendix A, Figure 1), and the second one is located at 385 Bay Avenue (49° 19.54' north latitude and 124° 19.41' west longitude) in the City of Parksville (Appendix A, Figure 2).

The FCPCC and the pump stations are monitored via a Supervisory Control and Data Acquisition (SCADA) system. In addition, the RDN also has an after-hours toll-free number available for the public.

The RDN's Wastewater Services Department has had an ISO 14001 certified Environmental Management System in place since 2005 to assist in meeting regulations, to demonstrate due diligence in the event of non-compliance, to improve environmental performance, and to assure the public of the RDN's commitment to demonstrable environmental management. A copy of Wastewater Services Environmental Policy is available at www.rdn.bc.ca.

2.3 Description of the Shellfish Fisheries (including aquaculture) within the CMP Area

Significant harvesting of bivalve shellfish takes place within the conditionally approved areas adjacent to the Hall Road and Bay Avenue pump stations that carry wastewater to the FCPCC. For all types of potential use, fishing and aquaculture license conditions prohibit harvest where notice is given of biotoxin or other contamination such as trigger events from the FCPCC. Where not closed by Prohibition Order, Variation Orders open commercial bivalve fisheries in non-contaminated areas for specific areas and times.

First Nations may harvest for food, social and ceremonial purposes (FSC), and recreational fishing may occur year-round within the conditionally approved area when in open status.

Wild commercial clam and commercial geoduck fisheries are periodically open in the area. There are currently no fisheries operating under the *Management of Contaminated Fisheries Regulations* (MCFR) within any of the adjacent restricted areas.

3. ROLES AND RESPONSIBILITIES

The roles and responsibilities of each of the Participants are specified in Section 3 and Sections 5 to 8 of this CMP. Additional responsibilities for the CSSP partners can be found in Section E, 13 of the CSSP Manual.

The roles and responsibilities of the British Columbia Ministry of Environment and Climate Change Strategy, Environmental Protection Division (ENV), and the RDN are as follows:

The ENV is responsible for the regulation of municipal WWTP's, including the FCPCC. The ENV will:

- a) verify through annual report reviews, and any other communications with the RDN staff, that trigger events are reported by the methods described in this CMP, as they occur; and
- b) provide an annual summary report of the results of compliance with provincial authorization requirements and confirmed trigger event reporting as defined in Sections 5.1 and 5.2 of this CMP by February 15th for the previous calendar year, including recommendations for changes to this CMP.

The RDN is responsible for the operation of the FCPCC located at 957 Lee Road, Parksville, BC and its wastewater collection system. The RDN will:

- a) where feasible, maintain a continuous monitoring system by which trigger events described in Section 5.1 can be detected in a timely manner, and improve upon that monitoring system if necessary (where feasible, continuous monitoring systems will be put in place);
- b) immediately notify the DFO Radio Room and Emergency Management BC (EMBC) verbally by telephone of any planned or unplanned changes in operations of the FCPCC's wastewater collection system which may or has resulted in a trigger event condition as per Section 5.1;
- c) advise CFIA, ECCC and DFO in writing (by email or fax) when the trigger event conditions identified have terminated, using the Discharge of Wastewater Notice (Appendix C). Alternatively, advise the DFO Radio Room by telephone as per Section 5.2. This notification is the initial step in the re-opening criteria process;
- d) maintain up-to-date records of the operations and maintenance of the wastewater collection system and treatment facilities, as per the requirements of the operating permit (PE-4200) issued by ENV;
- e) provide a copy of the results of routine final effluent analysis to ENV and ECCC, as described in the operating permit issued by ENV;

- f) provide an annual report of the results of activities listed above to ENV and ECCC for the 12 month period starting January 1st and finishing December 31st of each year. The report must contain at minimum the occurrence trigger event types, dates, estimates of discharges and records of the notifications given to DFO and EMBC, and notifications give to DFO when the event ceased. The report must be submitted by January 15th of the following year and may contain recommendations for changes to this CMP if any are necessary.

4. DESCRIPTION OF THE SANITARY CLOSURES, CONDITIONALLY CLASSIFIED AREAS

This CMP deals specifically with the harvesting of shellfish in the conditionally approved Areas adjacent to the Hall Road and Bay Avenue pump stations which carry wastewater to the FCPCC, described as:

4.1 Conditionally Approved Area 1 – Emergency Sanitary Closure 14.ih: Hall Road, Town of Qualicum Beach:

The waters and intertidal foreshore inside a circular arc with a radius of 6500 m, and excluding the areas already included in Annual Closures, 14.10, 14.16 and 14.31 centered at a point on land at 49° 21.55' north latitude and 124° 25.49' west longitude, which intersects the shoreline at 49° 22.04' north latitude and 124° 30.81' west longitude and again at 49° 20.43' north latitude and 124° 20.43' west longitude, near Hall Road in the Town of Qualicum Beach [NAD 83] (Appendix A, Figure 1).

4.2 Conditionally Approved Area 2 – Emergency Sanitary Closure 14.ii: Bay Avenue, City of Parksville:

The waters and intertidal foreshore inside a circular arc with a radius of 6500 m, and excluding the area already included in Annual Closure 14.10, centered at a point on land at 49° 19.54' north latitude and 124° 19.41' west longitude, which intersects the shoreline at 49° 21.46' north latitude and 124° 23.88' west longitude and again at 49° 18.64' and 124° 14.20, near Bay Avenue in the City of Parksville [NAD 83] (Appendix A, Figure 2).

4.3 Boundaries and Orders may Change

Classification boundaries and Prohibition Orders may be amended during the term of this CMP as required according to on-going sampling data and advice from ECCC and/or CFIA and are also subject to any overlapping prohibited areas such as 125 m radius around floating living accommodations and 300 m around outfalls, as per the MCFR. See Appendix A.

5. DETECTION / NOTIFICATION / RESPONSE TO A TRIGGER EVENT

As defined in the CSSP Manual, an effective regime for the detection, notification and response to disruptions in the normal operation of the FCPCC or the FCPCC's collection system is a prerequisite to the harvest of shellfish in the conditionally classified areas described in Section 4 of this CMP.

5.1 Detection

The RDN must have in place and maintain a continuous monitoring system by which trigger events set forth in this Conditional Management Plan can be detected in a timely manner.

The conditionally approved areas described in Section 4 of this CMP may be closed to the harvesting of molluscan shellfish in response to any trigger event that results in a discharge to the marine environment that has the potential to pose a contamination risk to shellfish beyond the existing sanitary closure boundary, as defined in further detail in Section 5.1.3.

Rare events, such as catastrophic failures (e.g. collection system ruptures) that result in sewage discharges to the marine environment and are not specifically listed under the trigger event definition in this CMP, remain subject to reporting under subsection 38(4) of the *Fisheries Act* as well as the CSSP Emergency Events Section B, 6.5 of the CSSP Manual.

5.1.1 *Description of the normal operating requirements (performance standards or values permitted by provincial regulators)*

The FCPCC operates under ENV authorization PE-4200. The maximum rate at which effluent may be discharged via the main outfall is 16,000 m³/day. The plant is fed by a collection system that includes the Hall Road and Bay Avenue pump stations which carry wastewater from the Town of Qualicum Beach and City of Parksville to the plant for treatment and discharge. Under normal operating conditions there is no discharge to the marine environment through the Hall Road and Bay Avenue pump station bypasses.

5.1.2 *Description of scenarios that are reasonably likely to occur resulting in a trigger event (lack of disinfection, bypass, power failure, overflow of lift stations that could impact the area, presence of a hazardous substance such as oil or gas, others)*

Trigger events include, but are not limited to, the following conditions:

- Any discharge of sewage from the FCPCC collection system pump station bypasses at Hall Road or Bay Avenue into the marine environment caused by conditions such as (but not limited to) a power failure, pump equipment failure, or very high rainfall intensity.

Note: A bypass may be initiated by the RDN due to planned maintenance or due to an unplanned emergency response. A bypass of the system will result in some volume of raw sewage discharged to receiving waters. Efforts will be made to limit the occurrence of bypass events to times when the least impact will occur to shellfish harvesting. Where possible, advance notice of such events will be provided.

5.1.3 *Description of how each of the trigger event types are detected (Supervisory Control and Data Acquisition (SCADA), visual, others)*

The Hall Road and Bay Avenue pump stations are monitored via SCADA. The pump stations are configured to immediately notify an alarm service contractor when a high level alarm is triggered, in advance of a trigger event occurring. The high level alarm is triggered when the wet well level reaches 2 metres. If the wet well level reaches 7 metres, wastewater will discharge via the bypass.

The alarm service contractor uses a pager system to send a message to RDN Operations Staff if an alarm is triggered. If the alarm service contractor does not receive a response to the page within 10 minutes, the alarm service contractor will initiate an escalation protocol to notify additional RDN staff.

RDN Operations Staff are responsible for responding to pages from the alarm service contractor.

Alarms are communicated by the alarm service contractor to RDN Operations Staff by a pager system. Following receipt of the page RDN Operations Staff will proceed to the site and will monitor the wet well levels. Once the wet well reaches the maximum levels listed above, RDN Operations Staff will complete a visual check of the bypass to confirm that wastewater is actually discharging to the marine environment, constituting a trigger event as described in Section 5.1.3.

The RDN also has an after-hours toll-free number available for the public. This is monitored by a telephone answering service provider who uses a pager system to send a message if an urgent call is received. Generally, wastewater events reported by the public would be rare events such as catastrophic failures at the treatment facility or ruptures in the collection system that result in wastewater discharges to the marine environment that are not specifically listed under the trigger event definition in this CMP, and thus are outside the scope of this CMP. Such events remain subject to reporting under subsection 38(4) of the Fisheries Act, with any necessary closures of harvesting areas enacted under the CSSP Emergency Events Section B, 6.5 of the CSSP Manual.

5.1.4 *Time lines for detection of each trigger event type, in hours, taking into account best and worst case scenarios (during and after working hours including weekends)*

1. Detection of a trigger event as described in Section 5.1.3 by RDN Operations Staff takes up to 1.0 hours as a worst case scenario.

5.2 Notification

Any trigger event as described in Section 5.1 requires a notification of the event by the RDN as follows.

2. The RDN Operations Staff immediately notifies both the EMBC and the DFO Radio Room verbally at the phone numbers noted in Appendix C when trigger events are detected as per Section 5.1 noting the event type, the estimated start time and name of the caller as well as when the event has ceased (Appendix C). (0.50 hours)

Note: A notification under the current CMP does not replace or otherwise affect the requirements, pursuant to subsection 38(4) of the *Fisheries Act*, to report to a *Fisheries Act* inspector or to any other person or authority as is prescribed by regulations, when there occurs a deposit of a deleterious substance out of the normal course of events in water frequented by fish, or a serious and imminent danger thereof. A notification does not replace the emergency procedures and bypass requirements as defined under the provincial authorization PE-4200.

3. The RDN Operations Staff emails the CSSP partners (DFO, CFIA and ECCC) (listed in Appendix D), when a trigger event is detected or has ceased (Appendix C). (0.50 hours)

Also notify of any planned or unplanned changes in operations at the FCPCC (e.g. untreated sewage discharge, proposed maintenance work, etc.) which are likely to alter the normal effluent loading or location of discharge in or in proximity of the conditionally classified areas herein described.

5.2.1 Description of how notification is provided to all CSSP partners and other Participants (phone/fax/email)

4. The EMBC completes and sends a Dangerous Goods Incident Report (DGIR) immediately and notifies other agencies including ECCC, ENV and DFO/CCG Marine Communications and Traffic Services (MCTS) by sending the incident report by email (Appendix C and D). (0.25 hours)
5. The DFO/CCG MCTS notifies the DFO Radio Room by also sending the DGIR report (built in redundancy). (0.25 hours)
6. The DFO Radio Room notifies the CSSP Coordinator (business hours) and/or DFO Conservation and Protection (C & P, afterhours). (0.25 hours)

5.3 Response

Upon receiving notification as outlined in Section 5.2, each Participant will respond in accordance with their respective authorities as follows:

7. The DFO CSSP Coordinator and or C & P, contact the CFIA Pacific Shellfish Desk by email at cfia.pacificshellfish-mollusquespacifique.acia@canada.ca with the subject line: URGENT - WWTP OVERFLOW EMERGENCY NOTIFICATION. (0.25 hours)¹
8. Once the email from the DFO CSSP Coordinator and/or C&P reaches the Pacific Shellfish Desk, a CFIA pre-established email fan out list notifies all registered molluscan shellfish processing plants immediately. (0.25 hours)¹
9. DFO (CSSP Coordinator or C & P) are responsible for (1.0 hours);
 - a. DFO will initiate their internal procedures regarding the activation of a change in area status through SHELLI (Shellfish Harvest Extent, Latitude, Longitude Information) which will invoke a Prohibition Order to place the area in Closed status under the *Management of Contaminated Fisheries Regulations* (notification that provides DFO Regional Director General with reason to believe that fish of any species are contaminated), C&P Regs will accept the recommendation and a Prohibition Order will be sent to the RDG to be signed.
 - b. Inform affected harvesters (First Nations, commercial harvesters and stakeholders) (Appendix D) via email,
 - c. Inform CSSP partners of overflow or termination of an overflow,
 - d. Post Fishery Notice via Automatic Fishery Notice System,

- e. Update public communication material (<http://www.pac.dfo-mpo.gc.ca/fm-gp/contamination/index-eng.html>) with a map and the legal description of the area affected through FRIS,
- f. Initiate patrols of affected area.

¹ Steps 7-8, the DFO CSSP Coordinator and or C&P contacting the CFIA Pacific Shellfish Desk, and the fan out email to all registered molluscan shellfish processing establishments occur simultaneously. The maximum time allotted to each step is 0.25 hour and are not additive.

The total detection, notification and response time is **4.0 hours¹**.

¹ **Note:** The total detection, notification and response time is calculated by adding together the total time allotted for steps 1 to 9 above (4.0 hours) (Sections 5.1.4, 5.2 and 5.3).

6. RE-OPENING CRITERIA

The harvest areas described in this CMP will remain in closed status to harvesting until the re-opening criteria are met. Commencement of re-opening criteria does not begin until after the RDN has provided notification that the trigger event(s) have ceased as outlined in Section 3 and Section 5.

Areas will be returned to their classification status when conditions outlined in Section B, 4 of the CSSP Manual have been met as advised by ECCC and CFIA.

The sampling methodology must comply with the established procedures outlined in Section B, 7 of the CSSP Manual and the Sampling Policy and Procedures found in the CFIA's Fish Products Standards and Methods Manual. The sample locations are identified in Figure 3 and Figure 4 in Appendix A.

The samples must be submitted to an ISO/IEC 17025 "General Requirements for the Competence of Testing and Calibration Laboratories" by a recognized Canadian accrediting body. The methods used for testing the water and shellstock must be on the laboratory's scope of accreditation.

6.1 In addition to the conditions above, the following arrangement has been reached between the signatories to this CMP as to the process and responsibilities for collecting samples, sample locations, and where they are analyzed.

- The area must remain in closed status for a minimum of 7 days after the latest trigger event has ceased.
- In order to re-open sooner than 21 days after the latest trigger event, ECCC and CFIA trained samplers may collect water and shellstock samples from established verification

locations outlined in Appendix A. Water and shellstock should be collected no earlier than 5 days after the most recent trigger event has ceased.

- The sampling methodology must comply with the established procedures outlined in Section B, 7 of the CSSP Manual and the Sampling Policy and Procedures found in the CFIA's Fish Products Standards and Methods Manual
<http://www.inspection.gc.ca/food/sfcr/general-food-requirements-and-guidance/preventive-controls-food-businesses/sampling-procedures/eng/1518033335104/1528203403149>
- . The sample locations are identified in Figure 3 and Figure 4 in Appendix A.
- Only those samplers operating under a current and valid sampler agreement with ECCC may perform water verification sampling.

ECCC and CFIA will make a recommendation to DFO to revoke the closure and the harvesting prohibition:

- When a minimum of 21 days have elapsed following the termination of the most recent trigger event, or
- When marine water and shellstock samples from the conditional area are confirmed to meet the standards for harvest set forth in the CSSP, and a minimum of 7 days have elapsed following the termination of the most recent trigger event.

7. ANNUAL REPORTING

All Participants will provide input into an annual report on the management of the area as outlined in Appendix IX of the CSSP. The report will then be provided to the Pacific Region Interdepartmental Shellfish Committee (PRISC) each spring for review. This report shall include, as a minimum, the information outlined in Appendix B.

7.1 Procedures to be followed at the local level in order to complete the report:

DFO will lead the development of an Annual Report for French Creek.

A summary of activities will include detailed information about each failure detection, notification and response, including timelines, action and delays during the chain of events leading to closure and notification to First Nations, stakeholders and the public and subsequent openings together with all supporting documentation. DFO will provide details on the timelines from detection to closure; as well as a summary of surveillance, enforcement, and control activities: number of patrols, number of incidents, violations.

The CMP annual report shall be completed for review and accepted by a PRISC working group by May 1st of the following year.

CFIA and ECCC will provide input to the Annual Report with water and shellstock microbiological data used to re-open the area (dates, results). Summary data is required by Feb 1st of the following year.

ENV will provide an annual report of the results of activities listed under the ENV in

Section 3 in relationship to the CMP by Feb 15th of the following year including but not limited to any recommendations for changes to the CMP.

A report from the RDN will include a summary of the occurrence trigger event types, dates, estimates of discharges and records of the notifications made during the duration of this management plan. The report shall be submitted to ENV by January 15th of the following year.

Concerns and recommendations may be provided by all Participants and included in the French Creek CMP Annual Report.

8. AMENDMENT AND TERMINATION

Any Participant may, upon providing written notice to the other Participants, withdraw from this voluntary CMP.

If at any time any Participants to the CMP fails to fulfill the requirements as set forth in the CMP, or gives notice of withdrawal, the Pacific Region Interdepartmental Shellfish Committee (PRISC) will determine whether the area classification or status will be changed.

This CMP may be amended at any time subject to the written approval of all the Participants.

9. APPENDICES

The Appendices herein form part of this CMP.

Appendix A – Maps:

Figure 1. Conditionally approved area adjacent to the Hall Road Pump Station in the Town of Qualicum Beach (French Creek Pollution Control Center)

Figure 2. Conditionally approved area adjacent to the Bay Avenue Pump Station in the City of Parksville (French Creek Pollution Control Center)

Figure 3. Water and shellstock sample locations for Closure 14.hh.

Figure 4. Water and shellstock sample locations for Closure 14.ii.

Appendix B – Sample Annual Report – Information for the Report

Appendix C – Example of a “Discharge of Wastewater Notice and Fax Cover Sheet”

Appendix D – Contact List

Appendix E – CSSP and Conditional Management Plan Definitions

10. APPROVALS

Approved at _____, this _____ day of _____, 2018/2019.

Rebecca Reid
Regional Director General
Fisheries and Oceans Canada
Pacific Region

Kelvin Mathuik
Director General
Western Operations
Canadian Food Inspection Agency

Joanne Volk
Executive Director, Water Quality Monitoring and Surveillance Division
Environment and Climate Change Canada

David Morel
Assistant Deputy Minister, the Province of British Columbia Ministry of Environment and
Climate Change Strategy, Environmental Protection Division (ENV)

Ian Thorpe
Board Chair, Regional District of Nanaimo

Jacquie Hill
Manager of Administrative Services, Regional District of Nanaimo

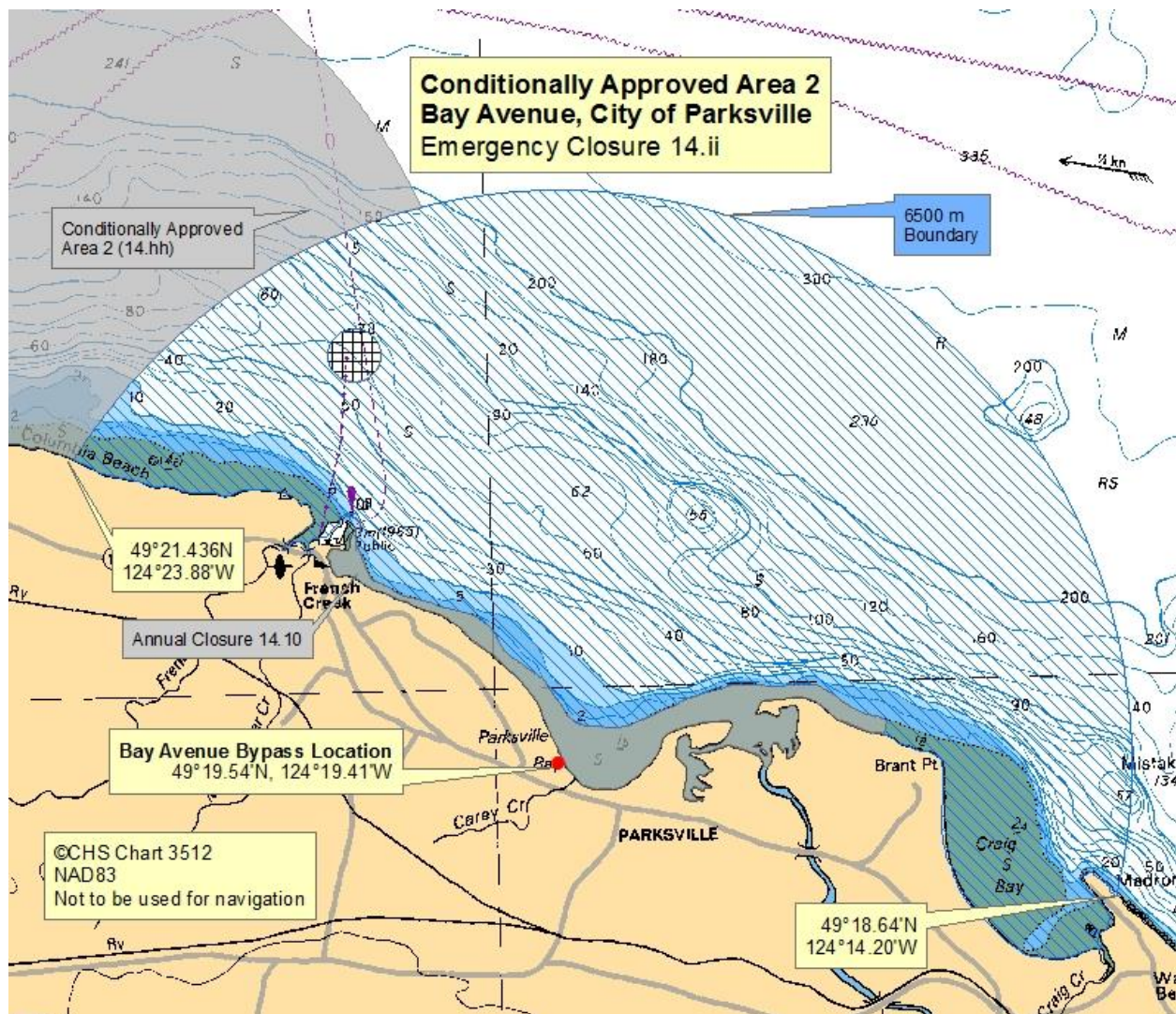


Figure 2. Conditionally approved area adjacent to the Bay Avenue Pump Station in the City of Parkville (French Creek Pollution Control Center) which can be closed with Emergency Closure 14.ii.

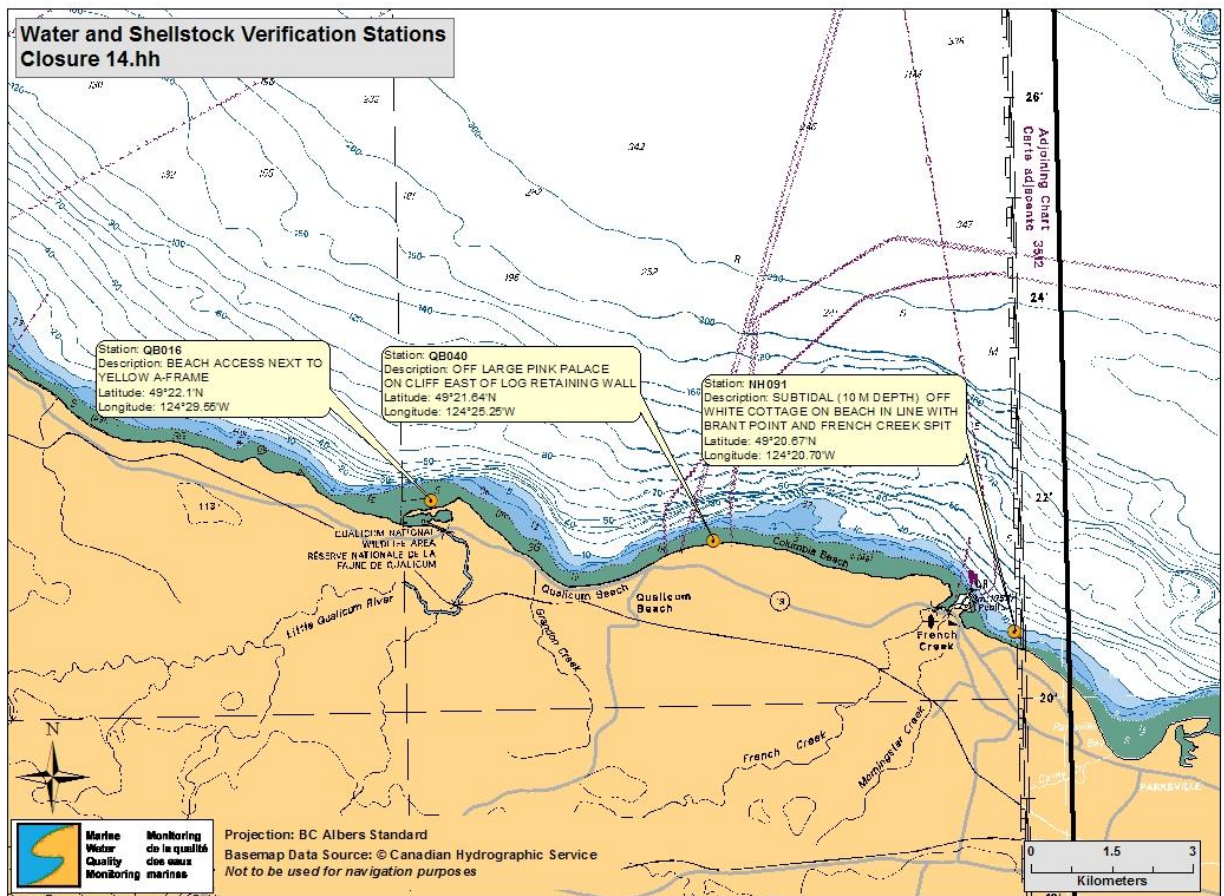


Figure 3. Water and shellstock sample locations for Closure 14.hh.

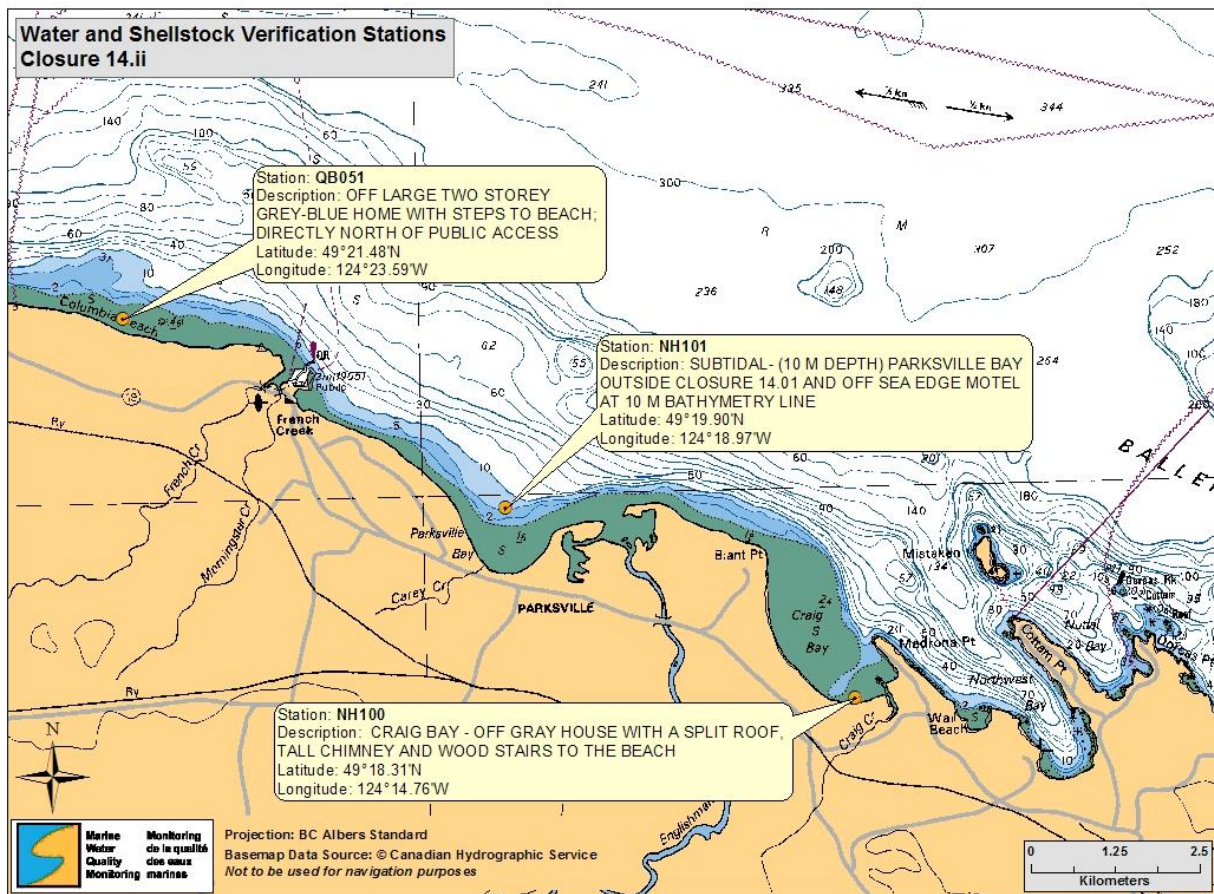


Figure 4. Water and shellstock sample locations for Closure 14.ii.

Appendix B – Sample Annual Report – Information for the Report

Name of Area
Conditional Shellfish Area Annual Report for (insert year)

Area

Description/location with boundaries

Map (with classification and sampling sites for water quality and shellstock)

Closure criteria

Potential time period for opening (if applicable)

Species managed and harvesting restrictions/season (if applicable)

Summary of Activities

Number of openings/closures during the year

Prohibition order numbers and dates

Supporting documentation used to make decision about closing

Notices from RDN, FCPCC Chief Operator or designate (Event, dates, duration)

Supporting documentation used to make decision about opening

Water and shellstock microbiological data to re-open the area (dates, results)

Surveillance, enforcement, control activities: number of patrols, number of incidents, violations

Reference to Management Plan

<http://www.pac.dfo-mpo.gc.ca/fm-gp/ifmp-eng.html>

Report from Province

Comments on the WWTP annual report, as a compliance review to confirm that trigger event were detected and responded to as described in the CMP.

Report from RDN/FCPCC Chief Operator or designate

Summary report of discharges and notifications

Concerns/Recommendations (all Participants)

Appendix C – Example of a “Discharge of Wastewater Notice and Fax Cover Sheet”

From: French Creek Pollution Control Center Collection System			
Location: Hall Road, Town of Qualicum – DFO Subarea 14-3		<input type="checkbox"/> Map attached	
Bay Avenue, City of Parksville - DFO Subarea 14-3, 14-2, 14-1		<input type="checkbox"/> Map attached	
<u>Instructions:</u> <ol style="list-style-type: none"> 1. Report all trigger events as per Section 5.1 by phone to Emergency Management BC (EMBC) at 1-800-663-3456 and the DFO radio room at 1-800-465-4336. 2. Send this completed notice by email or fax to all persons on contact list below. 			
Discharge Location (check one):			
<input type="checkbox"/> Hall Road Pump Station, Town of Qualicum Beach (Emergency Closure 14.hh) <input type="checkbox"/> Bay Avenue Pump Station, City of Parksville (Emergency Closure 14.ii) <input type="checkbox"/> Other (please specify):			
Current Status of WWTP collection system (check one):		<input type="checkbox"/> currently undergoing trigger event <input type="checkbox"/> functioning normally (trigger event terminated) <input type="checkbox"/> discharge planned for: _____	
Classification of Trigger Event (check one):			
<input type="checkbox"/> Discharge of wastewater from the pump station bypasses into the marine environment. <input type="checkbox"/> Other (please specify):			
Name of RDN Operations Staff member:			
Trigger event Start Date:		Termination Date:	
Start Time:		Stop Time:	
Cause of trigger event if different than above:			
Estimated faecal coliform :	[units]	hrs	Estimated flow rate: [units]
Comments:			Total Estimated Discharge:

Fax Cover Sheet: Contact List for Discharge of Wastewater Notice

To:	Representatives	E-mail completed notice to	Phone and Fax Numbers
Environment and Climate Change Canada (ECCC)	Elizabeth Graca	elizabeth.graca@canada.ca	Tel: (604) 903-4475 Cell: (778) 209-5810 Fax: (604) 903-4423
	Sarah Bartnik (1 st alternate)	sarah.bartnik@canada.ca	Tel: (604) 903-4424 Fax: (604) 903-4423
	Tim Wenman (2 nd alternate)	tim.wenman@canada.ca	Tel: (604) 903-4415 Fax: (604) 903-4423
Canadian Food Inspection Agency (CFIA)	Kristen Kirby	kristen.kirby@canada.ca	Tel: (250) 363-3850 Fax: (250) 363-0144
	Gerry Morello (1 st alternate)	gerry.morello@canada.ca	Tel: (250) 363-3714 Fax: (250) 363-0144
	Pacific Shellfish Desk (2 nd alternate)	cfia.pacificshellfish-mollusquespacifique.acia@canada.ca	Tel: (604) 666-3737 Tel: (604) 666-0572
Fisheries and Oceans Canada (DFO)	Elysha Gordon	elysha.gordon@dfo-mpo.gc.ca	Tel: (250) 756-7192 Cell: (250) 713-5867 Fax: (250) 756-7162
	Neil Jensen (1 st alternate)	neil.jensen@dfo-mpo.gc.ca	Tel: (250) 754-0386 Cell: (250) 618-5231 Fax: (250) 754-0391
	Tom Pawloski (2 nd alternate)	tom.pawloski@dfo-mpo.gc.ca	Tel: (250) 754-0205 Fax: (250) 754-0309

Appendix D – Contact List

ORGANIZATION	NAME	POSITION	TELEPHONE/ FAX	EMAIL
Fisheries and Oceans Canada	Elysha Gordon	CSSP Resource Manager	Tel: (250) 756-7192 Fax: (250) 756-7162	elysha.gordon@dfo-mpo.gc.ca
	Neil Jensen	Conservation and Protection	Tel: (250) 754-0386 Cell: (250) 618-5231 Fax: (250) 754-0391	neil.jensen@dfo-mpo.gc.ca
Canadian Food Inspection Agency	Kristen Kirby	Inspection Specialist	Tel: (250) 363-3850 Fax: (250) 363-0144	kristen.kirby@canada.ca
	Gerry Morello	Senior Compliance Officer	Tel: (250) 363-3714 Fax: (250) 363-0144	gerry.morello@canada.ca
	Pacific Shellfish Desk		Tel: (604) 666-3737 Tel: (604) 666-0572	cfia.pacificshellfish- mollusquespacifique.acia@canada.ca
Environment and Climate Change Canada	Elizabeth Graca	Shellfish Water Classification Program - Pacific	Tel: (604) 903-4475 Cell: (604) 209-5810	Elizabeth.graca@canada.ca
	Sarah Bartnik	Physical Science Officer	Tel: (604) 903-4424 Fax: (604) 903-4423	sarah.bartnik@canada.ca
	Tim Wenman	Area Coordinator	Tel: (250) 903-4415 Cell: (250) 714-8942 Fax: (250) 903-4423	tim.wenman@canada.ca
BC Ministry of Environment and Climate Change Strategy	Stephanie Little	Section Head Compliance	Tel: (250) 490-8258 Cell: (250) 462-2056	stephanie.little@gov.bc.ca
	AJ Downie	Regional Director, South Authorizations	Tel: (250) 751-3176 Fax: (250) 751-3103	aj.downie@gov.bc.ca
Regional District of Nanaimo	Chris Kerman	Chief Operator	Tel: (250) 248-5794 Cell: (250) 927-1040 Fax: (250) 248-0147	ckerman@rdn.bc.ca
	Ian Lundman	Operations Superintendent	Tel: (250) 758-1157 Cell: (250) 713-5580 Fax: (250) 758-8628	ilundman@rdn.bc.ca
	Sean De Pol	Director, Water & Wastewater Services	Tel: (250) 390-6560 Cell: (250) 713-5896 Fax: (250) 390-1542	sdepol@rdn.bc.ca
Qualicum First Nations	Michael Recalma	Chief and Council	Tel: (250) 757-9337 Fax: (250) 757-9898	Council.qualicum@shaw.ca
Underwater Harvesters Association	Michelle James	Executive Director	Tel: (604) 734-5929 Fax: (604) 734-5919	geoduck@telus.net
Underwater Harvesters Association	James Austin	President	Tel: (250) 752-7205 Fax: (250) 752-6892	jeaustin@shaw.ca
Emergency Management BC				1-800-663-3456
DFO Radio Room				1-800-465-4336

Appendix E – CSSP and Conditional Management Plan Definitions

Approved Area - The classification assigned to a shellfish harvest area as determined by the shellfish control authority from which shellfish can be harvested for direct consumption.

Bypass – Effluent flow at a wastewater treatment plant or lift station that bypasses the treatment plant and is discharged to the marine environment. Also the system that directs the effluent flow to bypass the treatment plant.

Canadian Shellfish Sanitation Program - A program to classify and monitor shellfish harvest areas to determine whether shellfish are safe for human consumption and to regulate harvesting from those areas.

Conditionally Approved Area - The classification assigned to a shellfish harvest area which has been determined by the shellfish control authority to meet approved area criteria for a predictable period. The period is conditional upon meeting established requirements and/or performance standards specified in a conditional management plan.

Conditional Management Plan (CMP) - An agreement signed by relevant Participants for the management of shellfish harvest in conditionally classified areas.

Conditionally Restricted Area – The classification assigned to a shellfish harvest area which has been determined by the shellfish control authority to meet, at a minimum, the restricted classification criteria for a predictable period. The period is conditional upon meeting established requirements and/or performance standards specified in a conditional management plan.

Controlled Purification or Depuration - The process of using a controlled, aquatic environment to reduce the level of bacteria and viruses in live shellfish.

Detection: The point in time at which a wastewater treatment or collection system release / discharge incident (as defined in the relevant CMP) is first detected by a wastewater treatment plant operator or collection system operator (or delegate).

Emergency Closure - A shellfish harvesting area in the open status may be placed in the closed status via an emergency closure when it is suspected that shellfish may become contaminated as a result of a temporary emergency situation. Emergency situations may include natural or operational events such as severe storms, flooding, and spills of oil, toxic chemicals or significant sewage discharges.

Lift Station – Part of a wastewater treatment plant collection system.

Notification – The point in time at which one of the federal CSSP partners receives notice from a wastewater treatment or collection system operator (or delegate) of a release / discharge incident (as defined in the relevant CMP).

Prohibited Area - The classification assigned to a shellfish harvest area as determined by the shellfish control authority where shellfish harvesting is not permitted.

Prohibition Order – A regulatory mechanism used by Fisheries and Oceans Canada to close and open shellfish harvesting areas for fishing bivalve shellfish.

Response - A series of actions taken by the federal shellfish control authorities as defined in the relevant CMP based on the classification of the area that will serve to ensure that product does not reach market and the implicated area is placed in closed status.

Response Line - The boundary at which the sewage effluent plume is predicted to lie during a wastewater treatment plant or collection system release/ discharge incident before the competent shellfish control authority will respond.

Restricted Area - The classification assigned to a shellfish harvest area as determined by the shellfish control authority where harvesting shall be by licence under the Management of Contaminated Fisheries Regulations and the shellfish, following harvest, is subjected to a suitable and effective treatment process through relaying or depuration.

Shellfish Control Authority – The departments or agencies of the Government of Canada that are signatories to the interdepartmental [Memorandum of understanding between the CFIA and DFO and ECCC concerning the CSSP](#) or provincial shellfish leasing bodies.

Shellstock – Live shellfish in the shell.

Status - Describes whether shellfish harvest is permitted and is independent of the classification of the area

- **Open** - Any classified area where shellfish harvest is authorized.

Closed - Any classified area where shellfish harvest is not authorized.

There may be circumstances under which areas in closed status can be harvested for depuration or relay under MCFR (Management of Contaminated Fisheries Regulations) licence provided that the requirements for such a licence are met.

Trigger Event – Any event or disruption that results in untreated effluent or effluent with insufficient or inadequate disinfection being released from the WWTP that causes action to commence closure of an area to shellfish harvest.

TO: Committee of the Whole **MEETING:** January 8, 2019
FROM: Murray Walters **FILE:** 5500-22-SP-01
 Manager, Water Services
SUBJECT: San Pareil Water Supply Local Service Area Capital Charge Bylaw No. 1781,
 2019

RECOMMENDATION

That “San Pareil Water Supply Local Service Area Capital Charge Bylaw No. 1781, 2019” be introduced, read three times, adopted, and forwarded to the Inspector of Municipalities for Approval.

SUMMARY

The San Pareil Water Service Area (WSA) is a community water system located at the eastern boundary of the City of Parksville comprised of 282 residential connections. There are 42 residential properties located adjacent to the San Pareil WSA that are not connected to the community water system. A number of these residents have expressed interest in joining the water system. This Bylaw would establish a Capital Cost Charge (CCC) to be payable by each of these properties if and when they are able to join the WSA and connect to the community water system. The Capital Cost Charge bylaw is the first step in this process. For information only, the next steps (beyond the scope of this report) are:

1. Attain the residents’ assent to pay for the construction costs for the water main extension.
2. Complete a bylaw revision to adjust the boundaries of the WSA.
3. Complete the construction required to expand the system.
4. Connect residents to the new system upon request and upon receipt of the CCC payment.

BACKGROUND

Water Service Area Details

The WSA was established in 1999 when the Regional District of Nanaimo (RDN) acquired the existing Bubbling Springs Water Utility. This water system is located at the eastern boundary of the City of Parksville and is comprised of 282 residential connections. There are 42 small residential properties located adjacent to the San Pareil WSA that are not connected to the San Pareil WSA. The homes on these residential properties have been serviced by private wells since the 1960s.

Figure 1 shows the WSA and the un-serviced lots, and illustrates their close proximity.

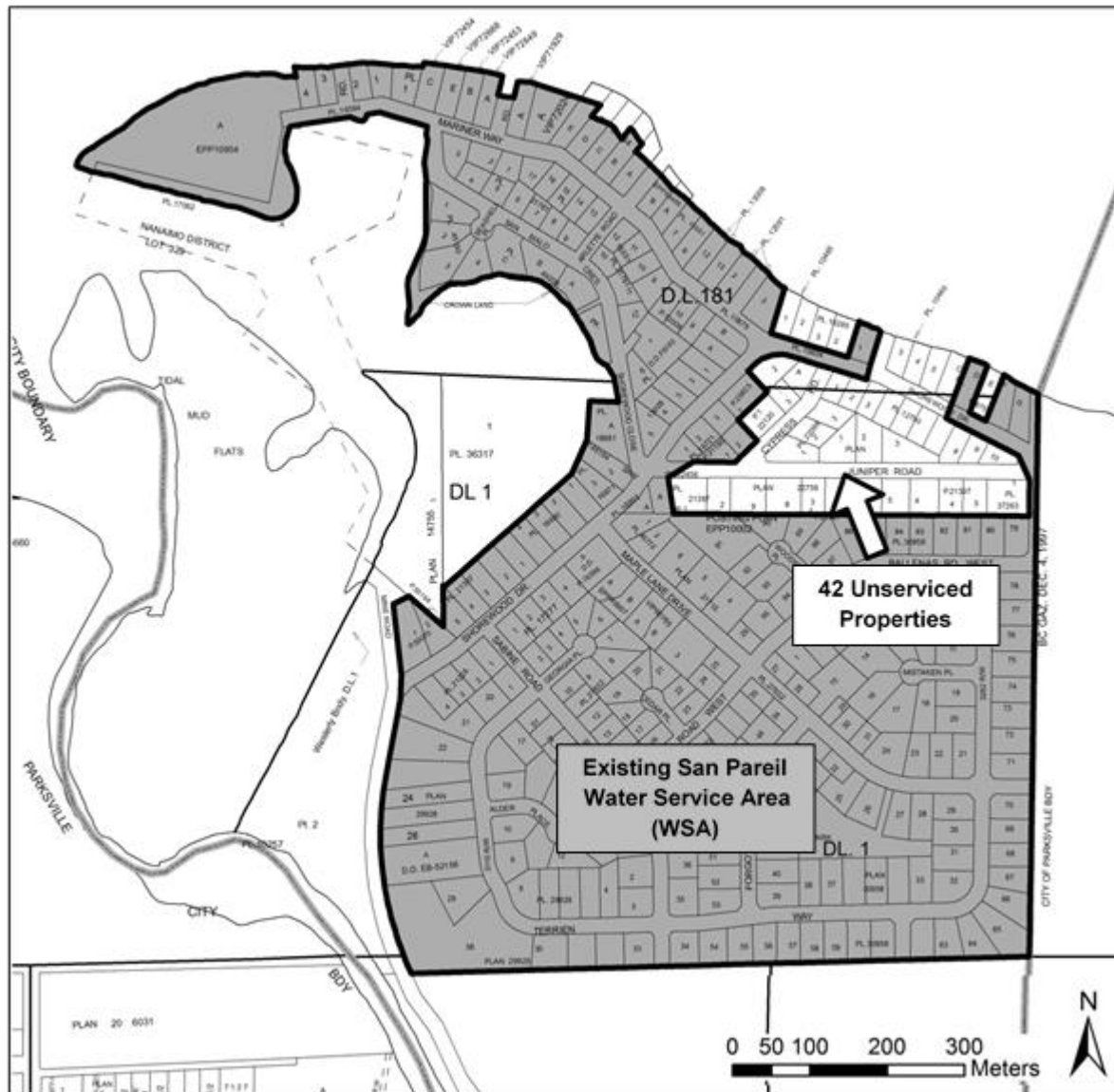


Figure 1 – San Pareil WSA Extents

The water source for the San Pareil WSA is a series of groundwater wells located within the neighbourhood. The water system also includes two reservoirs, ultraviolet and hypochlorite water treatment systems, and the necessary delivery pumps, distribution water mains, and fire hydrants. Although some components of the water system are aged, the San Pareil water system is a valuable asset that has many years of satisfactory use remaining.

The population serviced with drinking water/domestic supply in San Pareil, based on the RDN average of 2.2 people per home (property), is estimated to be 620 people. The addition of the 42 un-serviced properties into the WSA would increase the number by 92 additional people, for an estimated future population of 712 people. The area is fully built out, so there is no potential for further growth.

Historical operating records indicate that the San Pareil water system has produced up to 137,600 m³/year. However, in the past eighteen years the average volume of water produced in the San Pareil WSA has been 111,900 m³/year. The addition of 42 homes or 92 people will increase the annual water demand by 16,600 m³/year (or 14.9%), to an expected total of 128,500 m³/year. The RDN's historic operating records and anticipated expansion of the San Pareil WSA were used in the RDN's recent application for an *Existing Use Groundwater License* to the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRO). Based on this data, the application requested a licensed extraction volume of 157,050 m³/year. This amount was selected to meet the anticipated future demand with an additional 20% contingency. The license has not yet been issued due to a large backlog of applications. Table 1 summarizes this data.

Table 1: Summary of Current, Proposed, and Licensed Water Usage

	<i>Current</i>	<i>Future</i>
<i>Number of Connections</i>	282	324
<i>Population (estimated)</i>	620	712
<i>Average Water Demand (m³/year)</i>	111,900	128,500
<i>Licensed Water Extraction quantity (m³/year)</i>	157,050	157,050

There are 3 supply wells in the San Pareil WSA: Well #1, Well #2, and Well #4. Well #1 and Well #4 are currently being utilized for drinking water. These pumps run intermittently to control reservoir level, and the pump speed is adjusted seasonally to maximize operational efficiency. Well #2 is a back-up well that currently serves as a monitoring well. Pump running time and the water pumping rate from each well are recorded to monitor the sustainable pumping rate of each well. In Table 2, it can be seen that the future production requirements and the licensed production capability are well within the current well ratings.

Table 2 – Summary of Well Performance and Capability

	<i>Well #1</i>	<i>Well #4</i>	<i>Total</i>
<i>2018 Well Rating or Maximum Pumping Rate(m³/min)</i>	0.643	0.560	1.203
<i>2018 Average Running Time required (hrs/day)</i>			5
<i>2018 Average Pumping Rate (m³/min)</i>			0.204
<i>Average Pumping Rate required to meet future demand at current running time (m³/min),</i> <i>OR</i>			0.235
<i>Average Running Time required to meet future demand at current pumping rate (hr/day).</i>			5.74

Average Pumping Rate required to meet licensed demand at current running time (m³/min),	0.286
OR	
Average Running Time required to meet licensed demand at current pumping rate (hr/day).	7.02

The existing water supply is deemed to be adequate to support the addition of the 42 un-serviced properties into the San Pareil WSA.

Capital Cost Charge Details

Between 2015 and in 2017, three property owners applied to join the San Pareil WSA for health/environmental reasons. The boundaries of the San Pareil WSA were amended by bylaw in these cases, and the owners were required to pay a “buy-in” fee to join the water system as a Capital Cost Charge (CCC) bylaw had not been established at that time. The “buy-in” fee of \$5,000 per property was charged in anticipation of a CCC bylaw being established in the future, and the language in the agreement makes the owners liable for any additional fees or refunds that result when the CCC charge is eventually established. One water connection request was also allowed in 2002 for compassionate reasons.

A group of homeowners within the un-serviced area recently approached the RDN with a request to start the process of allowing them to join the WSA. The first step toward making this a reality is to establish a Capital Cost Charge (CCC). The *Local Government Act* authorizes regional districts to impose a CCC on property owners outside a water service area who want to join an existing water system. The intent of the CCC is to establish the value of the community water system at a point in time so that any new connections are assessed a fair price to share in the ownership and advantages of the system. The current value of the water system is established according to the “Guide to the Amortization of Tangible Capital Assets” published by the Ministry of Community Services, and relies on data from the RDN’s Asset Management database and current, similar Class B construction estimates. Current asset values are developed using the straight-line depreciation method. The CCC is then calculated as the total value of the depreciated assets divided by the number of existing properties in the service area. The resulting cost is the per-unit value of each existing water connection in the service area.

Improvements to the San Pareil Fire Service Area, which involves some water system assets and includes all the properties in that area, were completed in 2014. The depreciated cost of these additions has not been included in the calculation of the CCC.

For comparison, the following RDN service areas currently have CCC Bylaws in place: Nanoose Bay Bulk Water, French Creek Sewer, Fairwinds Sewer, Surfside Sewer, and Cedar Sewer. These charges range from \$800 to \$8,000 per property, and are typically higher for small service areas where there are fewer properties. Capital Cost Charges in the Regional District cannot be compared to those in nearby municipalities because the CCC is derived from the service area asset values alone rather than the entire municipality’s asset values.

As shown in detail in Table 3, the total value of depreciated assets in San Pareil, minus the value of the depreciated Fire Service Area upgrades, and divided by the number of existing properties in the WSA results in a Capital Cost Charge of **\$7,386.30** per property.

Table 3 – San Pareil WSA Capital Cost Charge Calculation

Category	No. of Units	Average Unit Replacement Cost	Approximate Useful Life (yrs)	Present (Depreciated) Value of Assets	Depreciated Fire Service Portion of Assets
Alarm Systems	2	\$5,000.00	15	\$ 10,000.00	\$ 3,000.00
Check Valves	4	\$5,000.00	40	\$ 15,875.00	\$ 8,500.00
Chlorine System	2	\$5,000.00	25	\$ 5,000.00	
Electrical Controls	2	\$200,000.00	20	\$ 178,500.00	\$ 154,000.00
Fencing	1	\$15,000.00	50	\$ 9,300.00	
Flushouts	15	\$3,000.00	40	\$ 15,750.00	\$ 5,100.00
Generators	1	\$64,000.00	20	\$ 54,400.00	\$ 44,800.00
HVAC	1	\$1,500.00	20	\$ 7,750.00	\$ 7,000.00
Hydrants	28	\$3,500.00	40	\$ 59,762.50	\$ 55,250.00
Pipes	7473m	\$350/meter	50 -80 yrs	\$ 1,328,403.68	\$ 544,615.38
Pump Stations	2	\$50,000.00	50	\$ 52,000.00	\$ 44,000.00
Pumps	11	\$20,000.00	20	\$ 110,250.00	\$ 70,000.00
Reservoirs	2	\$500,000.00	40	\$ 450,000.00	\$ 374,000.00
Service Lines	283	\$1,000.00	50	*	
Valves	105	\$2,000.00	40	\$ 105,250.00	\$ 53,040.00
Water Meters	282	\$700.00	20	*	
UV Treatment Equip.	1	\$800,000.00	20	\$ 800,000.00	
Wells	3	\$150,000.00	50	\$ 244,000.00	
Total				\$ 3,446,241.18	\$ 1,363,305.38

Subtract Fire Service Proj
Costs: **\$ 1,363,305.38**

Corrected Asset Value: **\$ 2,082,935.79**

Div by 282 existing
connections: 282

Capital Cost Charge per property to join LSA: \$ 7,386.30 per property

Reference: The Asset Values were taken from the RDN's Asset Management System (AMS) and are considered to be Class B estimates. The amortization method and asset life span were taken from recommendations in the "Guide to the Amortization of Tangible Capital Assets", as published by the Ministry of Community Services.

* The values of the existing water service lines and water meters were not included in the total asset value of the water system for the purposes of establishing a Capital Cost Charge. Any new connections will be responsible for the cost of their own water service and water meter.

Other Cost Information

This Bylaw would establish a CCC to be payable by each of these properties if and when they are able to join the WSA and connect to the community water system. The CCC Bylaw is the first step in this process. For information only, the next steps (beyond the scope of this report) are described below:

1. Attain the residents' assent to pay for the construction costs for the water main extension. This cost is estimated at \$550,000, and if approved would be paid by the 42 properties currently outside the WSA.
2. Complete a Bylaw revision to adjust the boundaries of the WSA.
3. Complete the construction required to expand the system.
4. Connect residents to the new system upon request and upon receipt of the CCC payment. Residents are responsible for the cost of the water line from the RDN's water meter to their house, and the standard RDN fees payable for a new water connection.

ALTERNATIVES

1. Introduce, give three readings to, and adopt Bylaw No. 1781.
2. Do not introduce, give three readings to, or adopt Bylaw No. 1781. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS

There are no negative financial implications to the RDN by establishing a CCC for the San Pareil WSA. The CCC would be charged to property owners at the time their properties are included within the water service area. If unpaid, the CCC would be applied to each property owner's building permit at the time he/she requests a connection to the water system. If no new properties are incorporated into the WSA, the bylaw remains in effect and there is no cost burden to the RDN or the existing water service area taxpayers.

There are two positive financial implications to the RDN and the residents of the San Pareil WSA with the establishment of a CCC. First, any CCC's paid would be added to reserves in the WSA, lessening the financial impact of future asset renewal projects. Second, as the number of properties in the WSA increases, the yearly tax requisition that pays for the operation of the community water system will be also be shared among that greater number of properties.

If a CCC for the San Pareil WSA is not established, there are no financial implications to the RDN. However, requests for new connections to the San Pareil WSA would continue to be received by the RDN, and staff would not be able to collect a fair "buy-in" cost on behalf of the existing San Pareil WSA customers.

STRATEGIC PLAN IMPLICATIONS

“Focus On Economic Health - We Recognize The Importance Of Water In Supporting Our Economic And Environmental Health“

The CCC Bylaw also aligns with two of the RDN Board’s governing principles:

1. **Be Fair and Equitable** where the cost of services should be shared as fairly as possible among those who benefit, and
2. **Be Responsive** by responding to the needs of the Region, and prioritizing projects that advance residents’ well-being.



Murray Walters
mwalters@rdn.bc.ca
December 14, 2018

Reviewed by:

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

Attachment:

1. San Pareil Water Supply Local Service Area Capital Charge Bylaw No. 1781, 2019

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1781

**A BYLAW TO IMPOSE CAPITAL COST CHARGES FOR
SAN PAREIL WATER SUPPLY LOCAL SERVICE AREA**

WHEREAS by "San Pareil Water Supply Local Service Area Establishment Bylaw No. 1170, 1999" the Regional District of Nanaimo established a local service for the purpose of supply, treatment, conveyance, storage and distribution of water;

AND WHEREAS Section 397 of the *Local Government Act* authorizes a Board to, by bylaw, impose a fee or charge payable in respect of all or part of a service of the Regional District;

AND WHEREAS capital improvements will be required to provide the service to additional customers or additional capacity purchased if an expansion of the local service area boundaries occurs and therefore the Board desires to impose a capital charge on each parcel added to the local service area under a boundary expansion;

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

1. This bylaw may be cited for all purposes as the "San Pareil Water Supply Local Service Area Capital Charge Bylaw No. 1781, 2019".
3. The owner of any parcel of land proposed to be added to the San Pareil Water Supply Local Service Area must pay to the Regional District of Nanaimo, the applicable charge set out in Schedule 'A' to this bylaw.
4. The charge imposed under Section 2 must be paid to the Regional District of Nanaimo prior to any physical connection being made to the San Pareil Water Supply Local Service Area system.

Introduced and read three times this day of , 20xx.

Adopted this day of , 20xx.

CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany " San Pareil Water Supply
Local Service Area Capital Charge Bylaw No. 1781,
2019".

Chair

Corporate Officer

SCHEDULE 'A'

Capital Charges Payable:

\$7,386.30 per property

TO: Committee of the Whole

FROM: Deb Churko
Engineering Technologist

MEETING: January 8, 2019

FILE: 5500-20-FC-01

SUBJECT: Bylaw Nos. 813.55 and 889.73 – French Creek Sewer Service Area Amendment

RECOMMENDATIONS

1. That “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.55, 2018” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.73, 2018” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

SUMMARY

Petitions have been received from the owner of 545 Ackerman Road to amend the boundaries of the French Creek and Northern Community Sewer Service Areas. The owner wishes to connect to the community sewer system instead of investing in upgrades to the property’s aging septic disposal system. Connecting this property to the community sewer system is supported by both the Electoral Area G OCP and the Regional Growth Strategy. The owner has paid the Capital Charges required by the RDN for sewer service.

BACKGROUND

The subject property is located on Ackerman Road behind Wembley Mall, near the western boundary of the City of Parksville (see Location Plan in Figure 1). This 2.4 acre (9,600 m²) residential property consists of one single-family home which has been discharging domestic sewage to an on-site septic tank and disposal field for 29 years. The owner wishes to connect to the community sewer system instead of investing in upgrades to the existing septic disposal system. The property owner has petitioned the Regional District of Nanaimo (RDN) to be included in the adjacent French Creek and Northern Community Sewer Service Areas. A sewer main is located along Ackerman Road thereby making a connection to the community sewer system possible. The Capital Charges payable when a property is being brought into the community sewer service have been submitted by the owner.

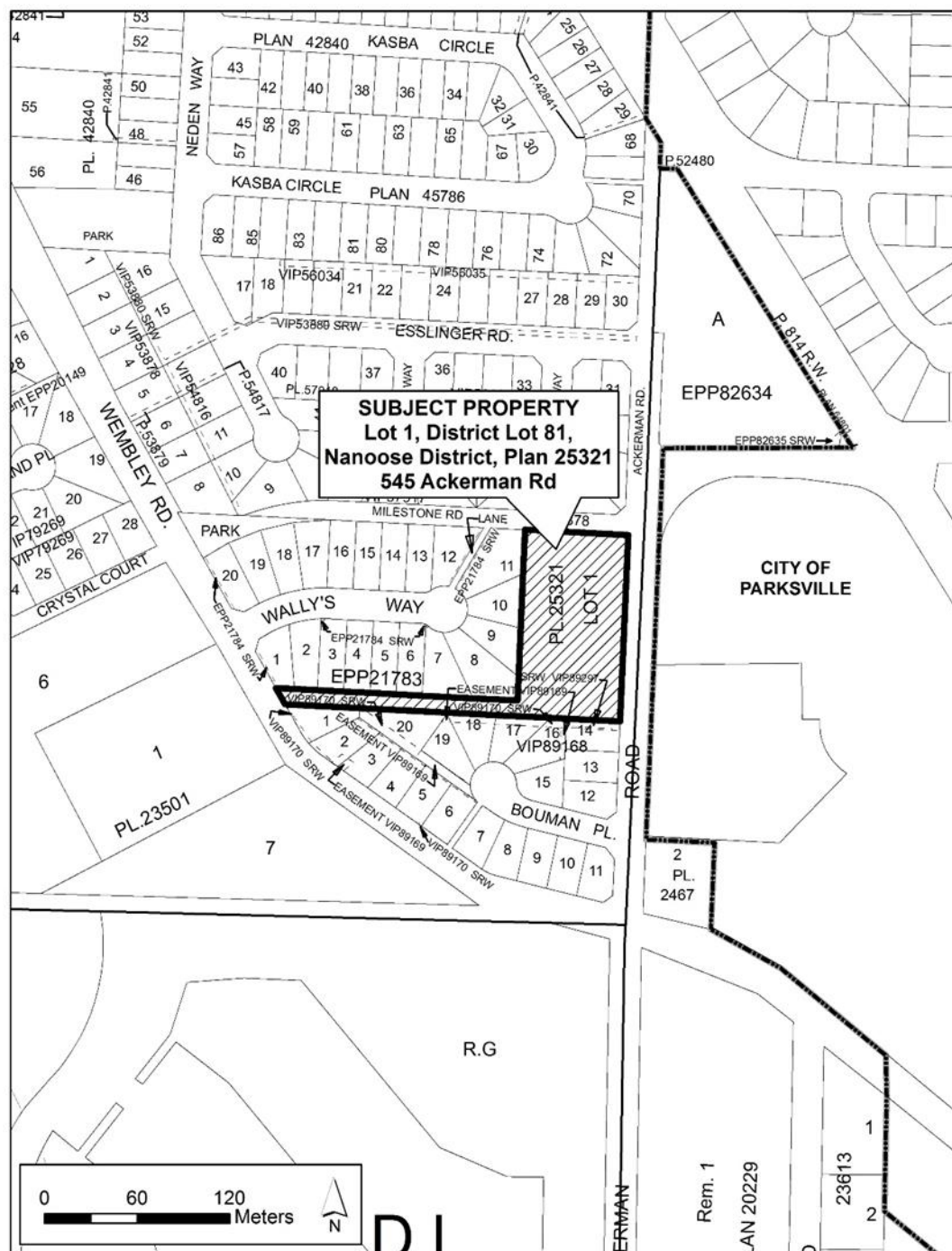


Figure 1 – Location Plan

ALTERNATIVES

1. Accept the application to include the property at 545 Ackerman Road into the French Creek and Northern Community Sewer Service Areas.
2. Do not accept the application for sewer servicing. The owner would explore remedial options for on-site sewage treatment and disposal.

FINANCIAL IMPLICATIONS

If Alternative 1 is selected, there are no financial implications to the RDN. All costs associated with connection to the community sewer would be at the expense of the applicant. The owner has paid Capital Charges on the parent lot in the amount of \$3,253.00 as contribution towards the capital value of the existing sewer collection and treatment system, pursuant to *French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330, 2003*, and *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003*. A Section 219 Covenant has been registered on the land title to ensure that the remaining Capital Charges for sewer will be paid if/when the property is ever subdivided. Annual cost recovery for sewer service is done through parcel taxes and user fees.

If Alternative 2 is selected, the owner would explore upgrades to the existing on-site septic treatment and disposal system. The initial Capital Charges paid by the property owner would be refunded.

DEVELOPMENT IMPLICATIONS

The subject property is approximately 9,600 m² in size (2.4 acres), and is zoned RS1-Q according to *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500*. Provision of sewer service will allow the property owner to further subdivide into 700 m² lots. Both the *Electoral Area G Official Community Plan Bylaw No. 1540 (2008)*, and the *Regional Growth Strategy Bylaw No. 1309 (2003)* support the provision of sewer service to residential developments in this area. As noted above, a covenant has been registered on the land title to ensure Capital Charges are paid if further subdivision occurs in the future.

STRATEGIC PLAN IMPLICATIONS

Focus On The Environment - We Will Have A Strong Focus On Protecting And Enhancing Our Environment In All Decisions

While it may be possible to complete upgrades to the aged on-site septic disposal system in this case, an economically feasible connection to the community sewer system is always the preferred approach to minimizing the environmental impact of domestic sewage treatment.



Deb Churko
dchurko@rdn.bc.ca
November 16, 2018

Reviewed by:

- M. Walters, Manager, Water Services
- S. De Pol, Director Water & Wastewater Services
- R. Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer

Attachments:

1. French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.55, 2018
2. Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.73, 2018

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.55

**A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Sewer Service pursuant to Bylaw No. 813, cited as “French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the service area to include the land shown outlined in black on Schedule ‘A’ of this bylaw and legally described as:

- Lot 1, District Lot 81, Nanoose District, Plan 25321;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with the *Local Government Act*;

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

1. Amendment

“French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990” is amended as follows:

By amending Schedule ‘A’ of Bylaw No. 813 to add the lands shown outlined in black on Schedule ‘A’ of this bylaw.

2. Citation

This bylaw may be cited for all purposes as “French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.55, 2018”.

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

Adopted this ____ day of _____, 2018.

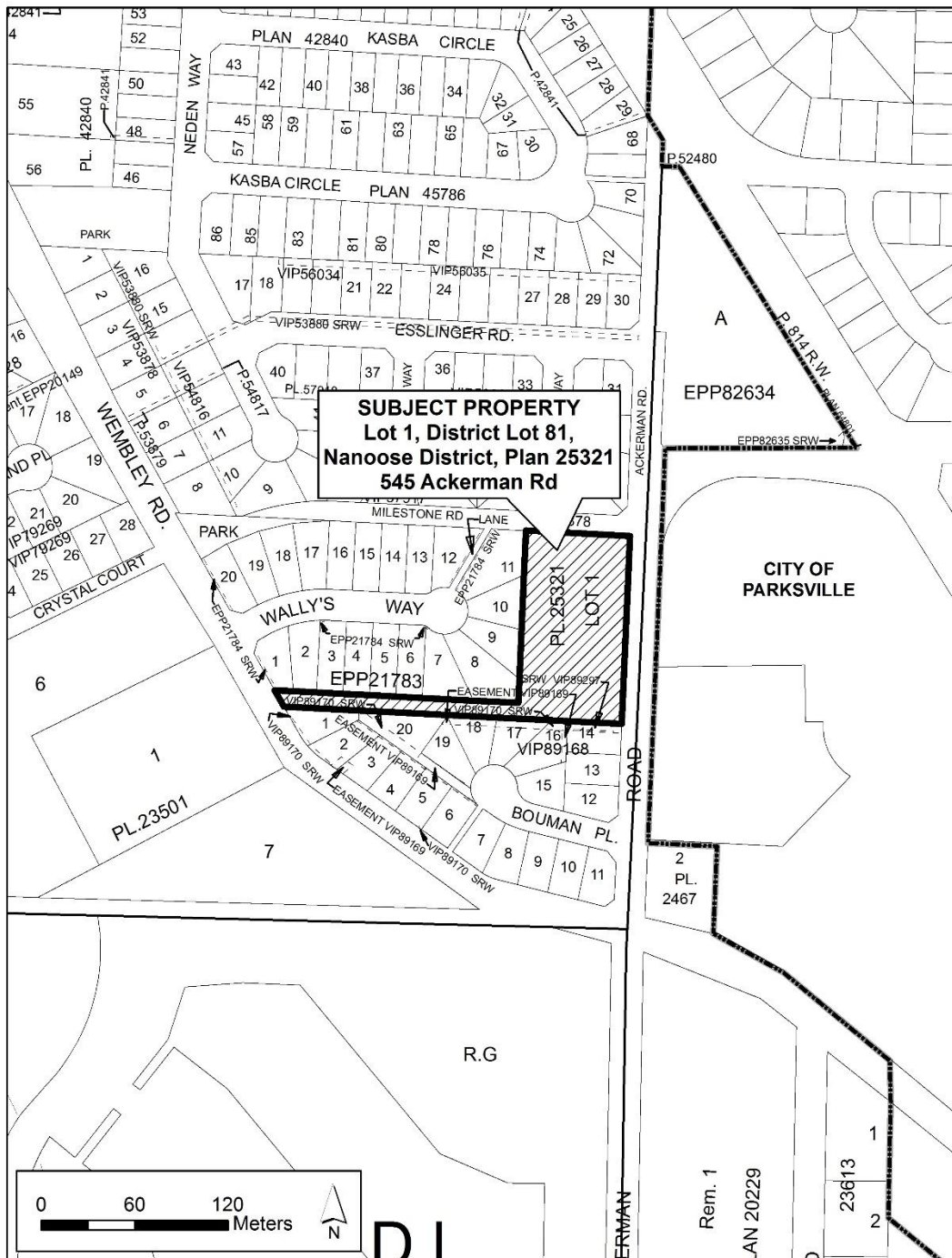
CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany "French Creek Sewerage
Facilities Local Service Boundary Amendment Bylaw
No. 813.55, 2018"

Chair

Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.73

**A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owners to extend the boundaries of the benefitting area of the service area to include the land shown outlined in black on Schedule ‘A’ of this bylaw and legally described as:

- Lot 1, District Lot 81, Nanoose District, Plan 25321;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with the *Local Government Act*;

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

1. Amendment

“Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993” is amended as follows:

By amending Schedule ‘A’ of Bylaw No. 889 to *add* the lands outlined in black on Schedule ‘A’ of this bylaw.

2. Citation

This bylaw may be cited for all purposes as “Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.73, 2018”.

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

Adopted this ____ day of _____, 2018.

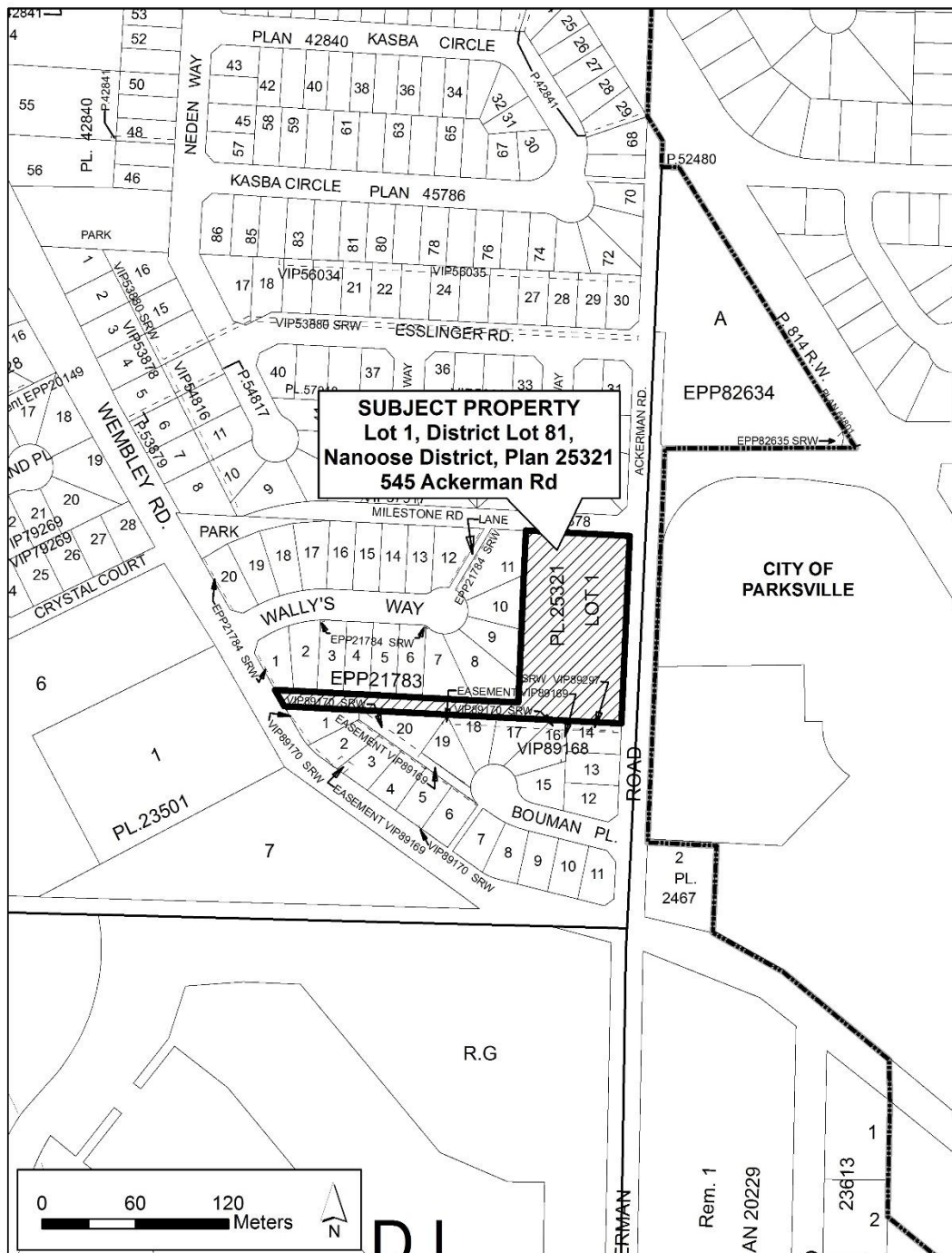
CHAIR

CORPORATE OFFICER

Schedule 'A' to accompany "Regional District of
Nanaimo Northern Community Sewer Local Service
Boundary Amendment Bylaw No. 889.73, 2018"

Chair

Corporate Officer





MEETING: January 8, 2019

FILE: 5600-07

SUBJECT: Hydrometric Monitoring Station Operational Agreement

That the Board endorse and execute the Hydrometric Monitoring Station Operational Agreement with Fisheries and Oceans Canada (DFO) and BC Ministry of Forests Lands Natural Resource Operations and Rural Development (FLNR) in support of the operational partnership for multiple streamflow monitoring stations in the RDN.

The Regional District of Nanaimo (RDN) Drinking Water and Watershed Protection (DWWP) program has identified the need for hydrometric monitoring (stream level monitoring) in certain under-represented surface water systems in the region. This need has also been identified by other agencies including the BC Ministry of Forests Lands Natural Resource Operations and Rural Development (FLNR) and Fisheries and Oceans Canada (DFO). These partners have come together to install and operate stations that will collect valuable data to enhance our collective understanding of surface water dynamics in the region. The stations collect data on stream level, temperature and rainfall. This data is critical for water supply planning and management, regional flood management, drought analysis, climate change adaptation, assessment of aquatic ecosystems and more. The hydrometric data further enhances the utility of groundwater level data currently collected by the RDN and the Province to track trends in water availability and climate change impacts, for communities and ecosystems in the region.

The responsibility for these stations will be shared between DFO, FLNR and RDN. The main responsibility for RDN, through the DWWP program, is for annual operational costs, while DFO and FLNR are responsible for station capital costs, installation and maintenance and data publication. Data processing is the responsibility of FLNR hydrologists. This operational agreement – Attachment 1: *Hydrometric Monitoring Stations Memorandum of Agreement* – represents an excellent example of partnership and cooperation among three levels of government to achieve water monitoring goals to inform decision-making and water resource understanding in the region. The agreement has been excuted by DFO and FLNR signatories. The agreement will be reviewed every 5 years by all parties.

BACKGROUND

Through studies commissioned by the RDN's DWWP program, data gaps were identified revealing a lack of monitoring data on streamflow and stream level, since many Water Survey of Canada hydrometric stations were discontinued in the 1980's and 1990's. The RDN Phase 1 Water Budget Assessment (Waterline, 2013), the RDN Regional Hydrometric and Climate Monitoring Scoping Study (Kerr Wood Leidal, 2015) and the Area E Water Monitoring Plan (Golder, 2016) all presented priority locations for monitoring to fill the gaps in hydrometric (streamflow) data. This data is critical for water supply planning and management, regional flood and drought frequency analysis, climate change assessment and adaptation, assessment of aquatic ecosystems and more. Without local regional stations, we are left with proxy stations from other regions that do not tell us exactly about local conditions and are therefore not as reliable or useful.

Once these priority locations were identified, the RDN DWWP program explored partnership opportunities with other agencies to pursue effective implementation options. Both DFO and FLNR emerged as keen cooperators and provided the expertise and capital costs needed to launch the stations. These agencies offered a more cost-effective option than the Water Survey of Canada could offer, and than what the RDN could achieve without partnerships. The RDN contribution is for annual operating costs for telemetry to send the data for public display on the web in near real-time. DFO and FLNR are in charge of station maintenance and data handling. With each agency having a stake in the success of this operational arrangement, a memorandum of agreement was developed by FLNR to ensure commitment and understanding of shared responsibilities. The agreement is already signed by DFO and FLNR signatories and awaits the RDN signature. Once signed by all parties the agreement will be formally enacted and reviewed every 5 years by all parties.

Stations included in this agreement currently are: Haslam Creek, Nanoose Creek and French Creek hydrometric monitoring stations. These stations collect data on water level, temperature and rainfall and display the data publically on DFO and FLNR web portals. Additional stations can be added to the roster over time by amendment of the agreement through Appendix III.

ALTERNATIVES

1. That the Board endorse and co-sign the Hydrometric Monitoring Station Operational Agreement with DFO and FLNR in support of the operational partnership for multiple streamflow monitoring stations in our region.
2. That the Board provide alternative direction to staff.

FINANCIAL IMPLICATIONS

Through this agreement, the RDN commits to providing annual supportive funding to a maximum of \$750 per station annually, to contribute to the costs for the real-time data service and yearly site visits, currently for two existing stations. In order to accommodate this cost, \$1,500 is budgeted for under the Drinking Water and Watershed Protection annual operating budget and financial plan. The attached agreement contemplates operation of additional stations during the term of the agreement and this would be considered within the DWWP annual operating budget and financial plan.

STRATEGIC PLAN IMPLICATIONS

Focus On Relationships- We Look For Opportunities To Partner With Other Branches Of Government/Community Groups To Advance Our Region

Focus On The Environment- We Will Prepare For And Mitigate The Impact Of Environmental Events

Focus On Economic Health- We Recognize The Importance Of Water In Supporting Our Economic And Environmental Health

By leveraging partnerships, the RDN can achieve its strategic goals that focus on relationships, environment and economic health. The Hydrometric Monitoring Station Operational Agreement is a great example where these elements have come together to the advantage of the RDN.



Julie Pisani
jpisani@rdn.bc.ca
December 13, 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. Hydrometric Monitoring Stations Memorandum of Agreement – *signed by DFO and FLNR*

Hydrometric Monitoring Stations Memorandum of Agreement

MEMORANDUM OF AGREEMENT made effective as of _____, 2018.

BETWEEN:

**THE GOVERNMENT OF CANADA, AS REPRESENTED BY
FISHERIES AND OCEANS CANADA ("DFO")**

- and -

**THE PROVINCE OF BRITISH COLUMBIA, AS REPRESENTED BY
THE MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL
DEVELOPMENT ("FLNR")**

- and -

**REGIONAL DISTRICT OF NANAIMO
(Drinking Water and Watershed Protection Program)
("RDN")**

PREAMBLE

The RDN, DFO and FLNR will cooperate to install and operate hydrometric stations to monitor streamflow, water level, water temperature and other parameters as available on a selection of surface water sources within the RDN. This memo describes the responsibilities of each agency during the life cycle of each station. Once signed by all parties, the Memorandum of Agreement will be considered enacted. The Memorandum will be reviewed every 5 years by all parties.

Local stakeholders, including the partners listed above have identified the need for hydrometric monitoring in certain under-represented surface water systems in the region. The stations will collect valuable data to enhance our collective understanding of surface water dynamics. The stations will serve as representative sites for lower elevation watersheds in the Nanaimo region that do not have upland storage. This data will be useful in concert with groundwater level data as collected by the Province in nearby BC Observation Wells, and by the RDN in local volunteer observation wells, to track trends in water availability and climate change impacts.

INCLUDED STATIONS

The stations included under this agreement are listed in Appendix I.

RESPONSIBILITIES

This agreement has been crafted to apply to all stations operated in partnership by the included agencies. The contributions included in this partnership agreement are outlined below. The assignment of these responsibilities to each agency in this agreement is listed in Appendix I.

Station Installation and Maintenance

- Provide the physical infrastructure to monitor a set of hydrometric parameters which may include, but is not limited to: water level, water temperature, barometric air pressure, air temperature and rainfall, utilizing telemetry.
- Provide servicing and critical and/or emergency repairs as necessary to maintain station operation.

Data Processing

- Install a staff gauge or other elevation reference for calibration of water level measurements.
- Take discharge and water level measurements and develop a rating curve for the site.
- Provide data correction and processing for various parameters including the calculation of continuous discharge using the developed rating curves.

Data Publication

- Provide data archiving for the site and update and report publicly on the data online via the PacFish (DFO) or BC Real-Time Water Data (FLNR) websites.

Operational Costs

- The RDN will provide annual supportive funding to a maximum of \$750 per station annually to cover air time costs for the real-time data service and visits to the station on DFO operated sites.

STATION ACCESS PROCEDURE

Contact information for accessing sites which require permission is listed in Appendix II.

ACCESS TO DATA

All partners listed will have unrestricted access to real-time data via:

- The website maintained by DFO: <http://www.pacfish.ca/wcviweather/>
- The Real-Time Water Data site operated by FLNR: <http://aqrt.nrs.gov.bc.ca/>.
- Email request to the operating partner.

ADDITION OF NEW STATIONS

The addition of new stations may be made by amendment of Appendix I and II of this document. The amendment will require the agreement of all parties by the completion and signing of Appendix III by

their representatives. The agreement to amend (Appendix III) will be appended to this document along with the revised tables in Appendix I and II to reflect the addition.

TERMINATION CLAUSE

DFO, RDN or FLNRO may terminate their contributions in this Agreement upon giving sixty days written notice to the other parties.

CONTACTS

Notices to be sent pursuant to this Agreement shall be sent to:

Ministry of Forests, Lands, Natural Resource Operations and Rural Development
2080 Labieux Road, Nanaimo BC, V9T 6J9

Attention
Neil Goeller
Regional Hydrologist – West Coast Region
Water Protection, FLNR
Email: neil.goeller@gov.bc.ca
Tel: 250-751-7118

Department of Fisheries and Oceans
3225 Stephenson Point Road, Nanaimo BC, V9T 1K3

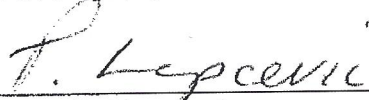
Attention
Carmen McConnell
Senior Technician – Stock Assessment
Department of Fisheries and Oceans Canada
Email: Carmen.McConnell@dfo-mpo.gc.ca
Tel: 250-756-7272

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

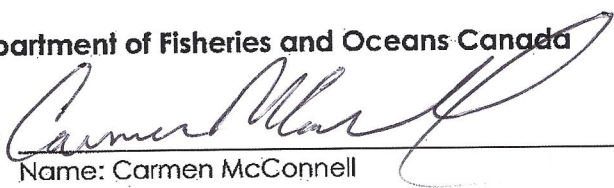
Attention
Julie Pisani
Program Coordinator, Drinking Water & Watershed Protection
Regional District of Nanaimo
Email: jpisani@rdn.bc.ca
Tel: 250-390-6586

IN WITNESS WHEREOF the parties hereto have executed this Memorandum of Agreement as of the day and year first above written.

Ministry of Forests Lands Natural Resource Operations and Rural Development

Per: 
Name: Pat Lapcevic
Title: Section Head, Water Protection

Department of Fisheries and Oceans Canada

Per: 
Name: Carmen McConnell
Title: Senior Technician

Regional District of Nanaimo

Per: _____
Name: Phyllis Carlyle
Title: Chief Administrative Officer

Appendix I: List of Stations and Responsible Parties

Source Name	Station Location	Station Installation and Maintenance	Data Processing	Data Publication	Operational Cost
Haslam Creek	Behind the Kingdom Hall of Jehovah's Witnesses at 1724 VOWELS, Ladysmith, BC V9G 1J8	DFO	FLNR	DFO/FLNR	RDN
Nanoose Creek	Approximately 100 m downstream of the Nanoose Creek Bridge on Highway 19	FLNR	FLNR	FLNR	FLNR
French Creek	Approximately 30 m Downstream of the footbridge at Barclay Crescent in Parksville BC	DFO	FLNR	DFO/FLNR	RDN

Appendix II: Stations Contacts

Haslam Creek Station Contact

All parties will provide appropriate notice to the staff at the Kingdom Hall of Jehovah's Witnesses at 1724 Vowels Rd in order to access the station.

The point of contact at the time of drafting this agreement is:

Clint Babcock majorreclaim@gmail.com or assemblyhall@shaw.ca

Nanoose Creek Station Contact

There is no direct site contact for the Nanoose Creek station, however; the land on either side of Nanoose Creek below highway 19 is privately owned. Access is recommended via the stream channel starting at the highway bridge (on the Ministry of Transportation right of way) to avoid trespassing on private land.

French Creek Station Contact

The French Creek station is located on RDN parks land and is accessed through crown land along the stream bank. Contact with the adjacent landowners is recommended prior to accessing the station or staff gauge. The following contacts are relevant to this site.

Joan Michel, Parks and Trails Coordinator, Recreation and Parks Services, RDN, Regional District of Nanaimo,
T: (250) 248-4744, x3658 jmichel@rdn.bc.ca

Appendix III: Addition of New Station to the Network

IN WITNESS WHEREOF the parties hereto have agreed to revise the existing agreement to include the new station as detailed below on this day ____ of 20__.

STATION DETAILS

Source Name:	
Station Location:	

RESPONSIBILITIES

Station Installation and Maintenance:	
Data Processing:	
Data Publication:	
Operational Cost:	

Ministry of Forests Lands Natural Resource Operations and Rural Development

Per: _____
Name: Pat Lapcevic
Title: Section Head, Water Protection

Department of Fisheries and Oceans Canada

Per: _____
Name: Carmen McConnell
Title: Senior Technician

Regional District of Nanaimo

Per: _____
Name: Phyllis Carlyle
Title: Chief Administrative Officer

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

FROM: Melissa Tomlinson
Special Projects Coordinator,
Emergency Services **FILE:** 2240 20 EOC

SUBJECT: Emergency Operations Centre Grant - UBCM Community Emergency
Preparedness Fund Amendment

RECOMMENDATION

That the Board endorse the amendment to the Emergency Operations Centre Union of British Columbia Municipalities Community Emergency Preparedness Fund Grant to purchase additional equipment to enhance the function of the Emergency Operations Centre by approving spending of \$9,000 remaining of the initial \$24,000 grant.

SUMMARY

The Regional District of Nanaimo (RDN) was approved for an Emergency Operations Centre (EOC) grant through the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) in March, 2018. This \$24,000 grant allowed for the purchase of nine dedicated phone handsets for the assigned sections within the EOC, two portable satellite phones and a GIS capable laptop with external storage. These items have been purchased and have come in under the total budget of \$24,000, with approximately \$9,000 remaining. A Board approval is required to request the approval of the UBCM to spend the remaining funds on additional EOC equipment.

BACKGROUND

In October 2017, UBCM introduced the Community Emergency Preparedness Fund, intended to enhance resiliency of local governments in responding to emergencies. Funding streams are available for four categories including Emergency Operations Centre, Emergency Social Services (ESS), Evacuation Route Planning, and Flood Planning and Mitigation. The RDN was awarded the EOC grant in March 2018 for the amount of \$24,000 to improve the EOC's capability through providing critical equipment for communications and mapping. This grant allowed for the purchase of:

- 1) **Nine dedicated handsets** for each of the assigned sections within the EOC which will eliminate potential impacts to business continuity; and
- 2) **Two portable satellite phones** which are consistent with satellite phone equipment used by other levels of government in BC and Canada within EOCs; and
- 3) **A GIS capable laptop with external data storage** which can enable quick and efficient setup of mapping software and data records with the benefit of portability in the event that the EOC needs to be moved.

Purchase of these items has been completed and has come in under budget. The proposed amendment will include spending up to \$9,000 on:

1. **Two radio communications laptops and pelican cases** to support the emergency radio communications team.
2. **Two LTE tablets** for Field Liaison officers to enable them to take date and location stamped photos in the field as well as fill and send forms to the EOC from their field location.
3. **Projector and screen** to add to the visual display in the EOC to increase situational awareness amongst the different EOC sections.

ALTERNATIVES

1. That the Board endorse the budget amendment to the Emergency Operations Centre Union of British Columbia Municipalities Community Emergency Preparedness Fund Grant to purchase additional equipment to enhance the function of the Emergency Operations Centre by approving spending of \$9,000 remaining of the initial \$24,000 grant as per the Staff Report dated January 8, 2019.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

There are no financial implications associated with amending the budget on this grant.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We View Our Emergency Services As Core Elements Of Community Safety



Melissa Tomlinson
mtomlinson@rdn.bc.ca
December 19, 2018

Reviewed by:

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

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

FROM: Catherine Morrison **FILE:** 7130-16 NSAR
Manager, Emergency Services

SUBJECT: Nanaimo Search and Rescue Funding

RECOMMENDATIONS

That the renewal of the Contribution Agreement with the Nanaimo Search and Rescue Society for a term commencing February 1, 2019 and ending on December 31, 2023 be endorsed.

SUMMARY

The Nanaimo Search and Rescue (NSAR) Contribution Agreement signed between the Regional District of Nanaimo (RDN) and NSAR has expired. Contributions are being made in accordance with the terms of the expired agreement. The renewal of this agreement for the period February 1, 2019 to December 31, 2023 is recommended.

BACKGROUND

Funding for Nanaimo Search and Rescue

In the Province of British Columbia (BC), Search and Rescue (SAR) organizations are provincially legislated and funded from a variety of provincial and federal sources. A portion of SAR funding within BC is provided by some local governments. This multi-agency funding model provides non-operational funds for training, administration, insurance, as well as a 4-priority federal funding initiative. The local SAR agency, Nanaimo Search and Rescue (NSAR), was offered the opportunity for a long term lease by the City of Nanaimo for a parcel of land on Nanaimo Lakes Road, as well as being gifted \$1,000,000 by an anonymous donor. Construction costs of the desired facility are estimated at \$1,800,000. NSAR approached the RDN for assistance to acquire the remaining \$800,000 of capital funds needed to build their desired new facility on the land.

At the May 22, 2018 regular Board Meeting, the following motion was approved:

It was moved and seconded that staff be directed to provide the Board with a report to include recommendations of possible funding sources for the Nanaimo Search and Rescue's new facility on Nanaimo Lakes Road.

RDN staff have since been advised by NSAR that they have chosen to instead focus on a feasibility study of their current facility to determine if a renovation is possible. As NSAR is currently focusing on renovation options, the May 22, 2018 board motion to provide possible funding sources is no longer required.

Contribution Agreement renewal with Nanaimo Search and Rescue Society

The Regional District, by Bylaw No. 1552, known as the Southern Community Search and Rescue Contribution Service, agrees to provide a contribution to organizations carrying out search and rescue activities within the City of Nanaimo, District of Lantzville and the Electoral Areas A, B and C.

On May 22, 2012, the Regional District Board approved an annual grant of \$29,975. Of the \$29,975, \$24,000 was paid to the City of Nanaimo for the lease of the premises and \$5,975 to NSAR as an operating grant. The Contribution Agreement has expired, but annual contributions are continuing to be made in accordance with the terms of the expired agreement. The RDN wishes to renew the Contribution Agreement for a term commencing in February 1, 2019 and ending December 31, 2023.

Lease Agreement with City of Nanaimo and Sublease Agreement with NSAR

On February 14, 2014, the RDN renewed a lease agreement with the City of Nanaimo for the use of 195B Fourth Street and renewed a sublease of the premises to the NSAR Society. The lease agreement and sublease expire on January 31, 2019.

NSAR is in the process of finalizing a letter of intent with the City of Nanaimo to stay in their current facility and renovate. If the renovations are not feasible, NSAR will be looking at other options for a long term facility.

In discussions with NSAR and the City of Nanaimo, the lease contribution will be provided directly to NSAR so that NSAR may enter into a lease agreement of their own with the City of Nanaimo and negotiate the terms directly including any renovations or relocation.

ALTERNATIVES

1. That the renewal of the Contribution Agreement with the Nanaimo Search and Rescue Society for a term commencing February 1, 2019 and ending on December 31, 2023 be endorsed.
2. Alternate direction be provided.

FINANCIAL IMPLICATIONS

The RDN currently provides NSAR with an annual grant of \$29,975. Since these funds are part of the current annual budget, there will be no added costs. The RDN will see financial savings in staff time and legal fees by providing the lease contribution directly to NSAR.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We View Our Emergency Services As Core Elements Of Community Safety



Catherine Morrison
cmorrison@rdn.bc.ca
December 5, 2018

Reviewed by:

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

Attachment:

1. RDN Nanaimo Search and Rescue Contribution Agreement

THIS AGREEMENT is made the ____ day of _____, 2018.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO

6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

(the "**Regional District**")

OF THE FIRST PART

AND:

NANAIMO SEARCH AND RESCUE SOCIETY

(Incorporation No. S- 0028362)
195b Fourth St.
Nanaimo, BC V9R 1T1

(the "**Society**")

OF THE SECOND PART

WHEREAS

- A. The Regional District, by Bylaw No. 1552, known as the Southern Community Search & Rescue Contribution Service, to provide a contribution to organizations carrying out search and rescue activities ("**Search and Rescue**") within the City of Nanaimo, District of Lantzville and the Electoral Areas A, B, and C (collectively, the "**Service Area**");
- B. The Regional District Board has approved an annual grant of \$24,000 for the lease of a facility from the City of Nanaimo, to the Society (the "**Lease Contribution**");
- C. The Regional District Board has approved an annual grant for operating purposes to the Society (the "**Operational Contribution**");
- D. The Society is incorporated under the laws of BC and the objects of the Society are to provide Search and Rescue.
- E. The Regional District has agreed to contribute funding to the Society and the Society has agreed to use the Lease Contribution and the Operational Contribution (collectively the "**Contributions**") in accordance with the terms and conditions of this Agreement.

NOW THEREFORE, this agreement witnesses that in consideration of the premises, the terms and conditions hereinafter contained, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Regional District and the Society covenant and agree as follows:

1.0 OPERATING REQUIREMENTS

- 1.1 As a condition of receiving the Lease Contribution under this Agreement, the Society agrees to use the Lease Contribution solely for the purpose of payments towards the Lease.
- 1.2 As a condition of receiving the Operating Contribution under this Agreement, the Society agrees to use the Operational Contribution for the sole purpose of Eligible Expenditures as defined in Schedule “A” to provide Search and Rescue within the Service Area in accordance with the terms and conditions set out in this Agreement.
- 1.2 The Society shall not use the Operating Contribution or any part of the Contribution for any purpose other than eligible expenditures for Search and Rescue.
- 1.3 In providing Search and Rescue, the Society shall at its own cost:
 - a) comply with all enactments that apply to the provision of Search and Rescue, including all applicable bylaws of the Regional District, as amended or replaced from time to time and the requirements of the *Workers Compensation Act* and the Occupational Health and Safety Regulation under that Act;
 - b) obtain all licenses, permits and consents under any federal, provincial or municipal enactment or bylaw in order to provide the service in the manner set out in the proposal; and

2.0 TERM

- 2.1 The Term of this Agreement commences on February 1, 2019 and ends on December 31, 2023 unless otherwise earlier terminated under this Agreement.
- 2.2 This Agreement may be renewed for further terms at the discretion of the Board.

3.0 PAYMENT OF CONTRIBUTION

- 3.1 Provided that the Society complies with all covenants to be performed under this Agreement, the Regional District shall pay to the Society as the Operational Contribution Five Thousand, Nine Hundred and Seventy Five (\$5,975.00) dollars per year on August 31st of each year of the Term.
- 3.2 Provided that the Society complies with all covenants to be performed under this Agreement, the Regional District shall pay to the Society as the Lease Contribution Twenty Four Thousand (\$24,000.00) dollars per year on August 31st of each year of the Term. The Lease Contribution paid to the Society in 2019 will be Twenty Two Thousand (\$22,000.00), the remaining Two Thousand (\$2,000.00) will be paid to the City of Nanaimo in January 2019 to fulfil the remaining term of the lease agreement signed between the Regional District and the City of Nanaimo.

4.0 FINANCIAL MATTERS

- 4.1 On or before September 30th in each year of the Term, and as soon as practicable following the termination or expiry of the Agreement, the Society shall provide to the Director of Finance of the Regional District with a set of review engagement financial statements for revenue and

expenditures and financial position for the Society in relation to its Search and Rescue activities for the preceding fiscal period, March 1st to February 28th or shorter period, as applicable (the “**Financial Statements**”).

- 4.2 The Financial Statements must contain sufficient detail to identify revenues, and types of capital and operating expenditures.

5.0 COVENANTS OF THE SOCIETY

- 5.1 The Society covenants agree that it will, during the term of this Agreement:

- a) maintain its corporate existence, carry on and conduct its affairs in a proper and businesslike manner and keep or cause to be kept properly, books of account in accordance with generally accepted accounting principles applied consistently;
- b) maintain, at all times, separate and accurate books, records and accounts including all receipts and invoices supporting any expenditures in accordance with generally accepted accounting principles applied consistently;
- c) perform all its obligations under this Agreement at its own cost;
- d) ensure that the Contribution is spent solely on eligible expenses of Search and Rescue;
- e) permit the Regional District and its auditors within the Term of the agreement and at a time, date and place mutually acceptable, and at the Regional Districts’ own expense and exclusive of any and all documents directly related to operational tasking to have access to and inspect the Society’s books of accounts, documents, cheques, vouchers and other records that relate to the provision of Search and Rescue.
- f) provide an annual aggregate summary of tasks that the Society has undertaken in relation to Search and Rescue, which summary shall include for each task: Task Number, the span of time involved on a task and the number of Nanaimo Search and Rescue members involved on a task, and to make copies thereof and,
- g) if the audit or summary of tasks reveals that the Society has spent any money from the one or both of the Contributions in a manner that is contrary to this Agreement, the Society shall reimburse the Regional District up to \$2,000 for the cost of the audit or review of the summary of tasks within thirty (30) days of receiving notice from the Regional District;
- h) At a mutually agreed date and time and with a minimum of thirty (30) days’ notice to the Society, permit the Regional District to have access to and inspect all facilities, equipment, goods and chattels that are used in connection with the provision of Search and Rescue;
- i) abide by its constitution, bylaws and other requirements of the *Society Act* and hold annual meetings and file annual reports and other documents to be filed with the Registrar of Companies; and
- j) maintain proper records relating to the provision of Search and Rescue, in accordance with this Agreement;

6.0 INSURANCE

- 6.1 In addition to the liability coverage provided to The Society's volunteers by Emergency Management BC Policy 5.08 (Revised: 2016 Aug 04), the Society shall, throughout the Term of this Agreement, obtain and maintain a policy or policies of Directors and Officers liability insurance, with a deductible and in a form acceptable to the Regional District, and in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence, protecting the Society and the Regional District against:
- a) liability arising from an act, error, omission or breach of duty on the part of the Society, and its officers and directors in the management and direction of The Society.
- 6.2 The Society shall, throughout the Term of this Agreement, obtain and maintain in force for all motor vehicles used in the provision of Search and Rescue, whether owned or leased by the Society or the Regional District, automotive liability insurance in accordance with the Insurance (Motor Vehicle) Act of British Columbia, and in the amount of not less than Three Million DOLLARS (\$3,000,000.00) per accident.
- 6.3 The Society shall provide the Regional District for each year of the Term with a certificate signed by an authorized signatory of each insurer confirming that the coverage required under Section 6.0 has been provided, and upon request shall provide a copy of the said policy or policies.
- 6.4 The Society shall be responsible for the cost of providing all insurance required under this Agreement.

7.0 INDEMNITY

- 7.1 The Society shall indemnify and save harmless the Regional District, its employees, agents, officers, directors, and authorized representatives, and each of them, from and against all losses, claims, damages, actions, causes of action, costs, and expenses, of any kind that the Regional District may sustain, incur, suffer or be put to at any time, arising from acts, errors or omissions including negligent acts or breaches of law, contract or trust, committed by the Society or its employees, members, agents, officers or directors in relation to their use of the Contributions. This indemnity shall survive the duration of this Agreement.

8.0 TERMINATION

- 8.1 Either party may terminate this Agreement at any time by giving not less ninety (90) calendar days written notice of termination to the other party, and the Agreement shall terminate at midnight on the last day of the third calendar month following the month during which notice is given provided however that, in any event, unless renewed by the Regional District the Agreement shall terminate not later than the 31st day of December, 2023. Within thirty (30) calendar days of termination, the Society agrees to reimburse the Regional District the prorated share of the grant based on the first day of the month immediately following the month in which the contract was terminated.

9.0 EARLY TERMINATION

- 9.1 Notwithstanding any other provision of this Agreement, the Regional District may terminate this Agreement upon giving written notice of its intention to so terminate:

- a) 30 days' notice should the Society fail to file its Annual Report or otherwise no longer be in good standing with the Registrar of Companies under the *Society Act*
- b) 30 days' notice should the Society default in any term or condition of this Agreement or fail to perform any covenant required to be performed by the Society under this Agreement or such default continues for more than 30 days' notice to correct the default;
- c) Immediately upon notice should the Society make an assignment in bankruptcy or be declared bankrupt.
- d) Notwithstanding any other provision in this agreement, the Society retains its right to terminate this agreement for any reason whatsoever by providing ninety (90) calendar days' written notice to the Regional District.

Immediately upon termination under this section 9.1, the Society agrees to reimburse the Regional District the prorated share of the grant based on the first day of the month immediately following the month in which the contract was terminated.

10.0 CONFIDENTIALITY AND FREEDOM OF INFORMATION

10.1 Each party to this agreement covenants and agrees as follows:

10.2 The Society and the Regional District covenant and agree that they will not, at any time either during the term of this Agreement or thereafter, disclose to or discuss with a third party any personal information (as defined in the legislation applicable to the party), or information regarding the internal affairs, data, financial, business, trade secrets or other confidences of the other party ("Confidential Information") except:

- a) as required by law or court order;
- b) or as necessary to instruct third party professional consultants for the purpose of the legitimate business affairs of the party relating to this Agreement,
- c) unless it has obtained express authorization from the party to which the Confidential Information relates.

10.3 With respect to personal information to which the Freedom of Information and Protection of Privacy Act or the Personal Information Protection Act (the "Privacy Enactments") apply, each party shall collect, store, protect, use and disclose such information in accordance with the requirements of the applicable Privacy Enactment, and in a manner that ensures that there is no violation of any obligations of the other party under a Privacy Enactment.

10.4 Each party shall cooperate with the other in relation to requests for release of records to which a Privacy Enactment applies, and the parties acknowledge and agree that the Regional District is required to disclose certain records in accordance with applicable legislation, including information that must or may be disclosed in accordance with the Freedom of Information and Protection of Privacy Act.

10.5 Nothing herein shall relieve the Society or the Regional District of their respective obligation to determine their obligations under and responsibility for compliance with applicable Privacy

Enactments. In the case of conflict between a Privacy Enactment and the terms and conditions of this Agreement (including any schedules) the provisions of the Privacy Enactments prevail.

11.0 ENFORCEABILITY AND SEVERABILITY

- 11.1 If any provision of this Agreement is determined to be invalid, void, illegal or unenforceable, in whole or in part, such invalidity, voidance, illegality or unenforceability shall attach only to such provision or part of such provision and then such provision or part will be deleted from this Agreement, and all other provisions or the remaining part of such provision, as the case may be, will continue to have full force and effect.
- 11.2 The parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the parties.

12.0 GENERAL PROVISIONS

12.1 Notice

- a) All notices required or permitted to be given under this Agreement ("**Notice**") shall be in writing and shall be sent to the relevant party at the relevant address, facsimile number or e-mail address set out below. Each such Notice may be sent by registered mail, by commercial courier, or by electronic mail:

To the Regional District:
 Attention: Director of Finance
 6300 Hammond Bay Road
 Nanaimo, BC, V9T 6N2
 Fax: 250-390-6572
 Email: corpsrv@rdn.bc.ca

To the Society:
 Attention: _____
 3237 Alberni Highway
 Qualicum Beach, BC, V9K 1Y6
 Fax: _____
 Email: _____

- b) Each Notice sent by electronic mail ("**E-Mail Notice**") must show the e-mail address of the sender, the name or e-mail address of the recipient, and the date and time of transmission, must be fully accessible by the recipient, and unless receipt is acknowledged, must be followed within twenty-four (24) hours by a true copy of such Notice,—including all addressing and transmission details, delivered (including by commercial courier).
- i. if sent by registered mail, seven (7) days following the date of such mailing by sender;
 - ii. if sent by electronic mail, on the date the E-Mail Notice is sent electronically by e-mail by the sender.

- c) If a Notice is sent by electronic mail after 4:00 p.m., or if the date of deemed receipt of a Notice falls upon a day that is not a Business Day, then the Notice shall be deemed to have been given or made on the date of transmission or delivery.
- d) If normal mail service or electronic mail is interrupted by strike, slow down, force majeure or other cause beyond the control of the parties, then a Notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the Notice shall utilize any other such services which have not been so interrupted or shall personally deliver such Notice in order to ensure prompt receipt thereof.
- e) Each party shall provide Notice to the other party of any change of address or e-mail address of such party within a reasonable time of such change.

12.2 Authority

The Society represents and warrants to the Regional District that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

12.3 Relationship

The legal relationship between the Society and the Regional District arising pursuant to this Agreement is that of a recipient and funder. Nothing in this Agreement shall be interpreted so as to render the Regional District the employer or partner of the Society, or anyone working for the Society. The Society is not, and must not claim to be, the agent of the Regional District for any purpose.

The Regional District shall not purport to own, direct, administer, deliver or direct the operations of the Society's Search and Rescue operations, training or administration. The Regional District shall not attempt, directly or indirectly, direct or attempt to direct, interfere or attempt to interfere with the Search and Rescue operations, training, or administration of the Society.

12.4 Assignment

This Agreement shall not be assignable by the Society.

12.5 Enurement

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

12.6 Time

Time is to be of the essence of this Agreement.

12.7 Further Assurances

The parties hereto shall execute and do all such further deeds, acts, things and assurances that may be reasonably required to carry out the intent of this Agreement.

12.8 Entire Agreement

This Agreement is the entire agreement among the parties as at the date hereof and neither the Regional District nor the Society has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement is valid or binding unless in writing and executed by the parties.

12.9 Waiver

The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar. Any waiver shall be in writing and shall be delivered in accordance with Section 12 Notice.

12.10 Cumulative Remedies

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

12.11 Amendment

No amendment, waiver, termination or variation of the terms, conditions, warranties, covenants, agreements and undertakings set out herein will be of any force or effect unless they are in writing and duly executed by all parties to this Agreement and delivered in accordance with Section 12 Notice.

12.12 Law Applicable

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

12.13 No Partnership or Agency

No provision of this Agreement shall be construed to create a partnering agreement, a partnership or joint venture relationship, an employer-employee relationship, or a principal-agent relationship.

12.14 Non-Derogation

Nothing contained or implied in this Agreement shall prejudice or affect the rights and powers of the Regional District in the exercise of its functions under any public or private statutes, bylaws, orders and regulations, all of which may be fully and effectively exercised as if this Agreement had not been executed and delivered by the parties, and the interpretation of this Agreement shall be subject to and consistent with statutory restrictions imposed on the Regional District under the Local Government Act and Community Charter.

12.15 Counterpart

This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

13.0 INTERPRETATION

13.1 In this Agreement:

- a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise.
- b) articles and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- c) reference to a particular numbered section or article, or to a particular lettered Schedule, is a reference to the correspondingly numbered or lettered article, section or Schedule of this Agreement;
- d) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- e) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- f) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- g) reference to time or date is to the local time or date in Victoria, British Columbia;
- h) all provisions are to be interpreted as always speaking;
- i) reference to a “day”, “month”, “quarter” or “year” is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided;
- j) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”;
- k) word importing the masculine gender includes the feminine or neuter, and a word importing the singular includes the plural and vice versa; and
- l) a reference to approval, authorization, consent, designation, waiver or notice means written approval, authorization, consent, designation, waiver or notice.

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

REGIONAL DISTRICT OF NANAIMO)
by its authorized signatories:)
)
)
_____)
Chair:)
)
)
)
_____)
Corporate Administrator

NANAIMO SEARCH AND RESCUE SOCIETY)
by its authorized signatories:)
)
)
_____)
Name:)
)
)
_____)
Name:)
)

SCHEDULE A

This Schedule forms part of the Agreement between the Regional District and the Society.

1. ELIGIBLE EXPENDITURES

1.1 Eligible expenditures shall mean:

- a) Costs of rehabilitation, maintenance and repair of the vehicles and equipment;
- b) costs of wages and benefits of employees;
- c) costs of rent and utilities for office space;
- d) cost of fuel;
- e) insurance costs;
- f) other operating costs of the Society as reasonably required to provide Search and Rescue described in section 1.1

TO: Committee of the Whole

FROM: Doug Gardiner
Fire Services Coordinator

MEETING: January 8, 2019

FILE: 5500-20-NBP

SUBJECT: White Heather Lane Interface Firewater Storage Tank – Construction Tender Award

RECOMMENDATION

That the contract for the construction of the White Heather Lane Interface Firewater Storage Tank be awarded to David Stocker Excavating Ltd. for the tender price of \$166,351.15 (excluding GST).

SUMMARY

Detailed design of the White Heather Lane Interface Firewater Storage Tank was completed by McElhanney Consulting and the construction portion of the project was issued for Tender on November 6, 2018. On November 29, 2018 the Tender closed with five (5) tenders received. The lowest Tender price was received from David Stalker Excavating Ltd. in the amount of \$166,351.15 (excluding GST), and McElhanney has recommended awarding the project to this contractor.

BACKGROUND

Currently, if responding to a fire in the Rural Residential/Forested Lands interface areas of Area E, the Nanoose Volunteer Fire Department (NVFD) must return to the firehall in order to fill their tanker trucks.

In order to provide enhanced fire protection services the Regional District of Nanaimo (RDN) and NVFD plan to install a firewater storage tank at the intersection of White Heather Lane and Seablush Drive in the interface area. This tank will provide the NVFD with a water source much closer to the fire risk areas and reduce their turnaround time.

A list of the five (5) tender prices is provided in Table 1.

Table 1 – List of Tender prices

Tenderers	Tender Price (excluding GST)
David Stalker Excavating Ltd.	\$166,351.15
Hazelwood Construction Services	\$175,537.50
Copcan Civil Ltd.	\$191,871.25
Leuco Construction Services	\$195,037.68
Seafirst Construction Corp.	\$340,935.00

The lowest tender price was submitted by David Stalker Excavating Ltd. in the amount of \$166,351.15 (excluding GST).

The Consultant, McElhanney Consulting, has reviewed the tenders for compliance and recommends awarding the contract to David Stalker Excavating Ltd. See attached Tender Report.

ALTERNATIVES

1. Award the construction of the Interface Firewater Storage Tank project to David Stocker Excavating Ltd. for the Tender price of \$166,351.15 (excluding GST).
2. Do not award the tender and re-tender the project.
3. Provide alternate direction.

FINANCIAL IMPLICATIONS

The proposed 2019 capital budget amount includes provision for this project.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We View Our Emergency Services As Core Elements Of Community Safety

The Interface Firewater Tank project advances the Board Strategic Priority to Focus on Service and Organizational Excellence. That priority states that the RDN will deliver efficient, effective and economically viable services that meet the needs of the Region, including viewing emergency services as core elements of community safety.



Doug Gardiner
dgardiner@rdn.bc.ca
November 29, 2018

Reviewed by:

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

Attachments

1. White Heather Lane Firewater Storage Tank Tender Report - McElhanney

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

Dec. 4, 2018
2231-12516-02

Attention: Mike Squire, ASCT
Project Engineer, Engineering Services

Dear Mr. Squire,

**Reference: White Heather Lane Firewater Storage Tank
Tender Report**

Tenders for the above referenced project closed at RDN offices on Thursday November 29, 2019 at 2:00 pm. Five (5) tenders were received as follows:

David Stalker Excavating Ltd.	\$166,351.15	(plus GST)
Hazelwood Construction Svcs	\$175,537.50	(plus GST)
Copcan Civil Ltd.	\$191,871.25	(plus GST)
Leuco Construction Ltd.	\$195,037.68	(plus GST)
Seafirst Construction Corp.	\$340,935.00	(plus GST)

We have reviewed the tenders received for compliance with tender requirements and note the following:

- Two contractors acknowledged receipt of all Addenda, three did not;
- Four contractors noted a substantial performance date (dates vary from March 31, 2019 to May 24, 2019), one contractor noted May 2019 without specifying a date;
- No arithmetic errors were found;
- The tender received from Seafirst Construction Corp. did not include a list of sub-contractors.
- All tenders included a description of both superintendent and project experience, a schedule, and the required Bid Bond.

For your information we have included a copy of our tender analysis spreadsheet. The low tender was submitted by David Stalker Excavating Ltd. who have demonstrated their experience and capacity to perform this work.

Based on the funding available, we recommend that the Regional District of Nanaimo award a contract to David Stalker Excavating Ltd. for the tendered amount of \$166,351.15 plus GST. In addition, we recommend the District carry a 10% contingency for the project should any unforeseen issues arise during construction.

If you have any questions, please do not hesitate to contact me.

Yours truly,



Michael Lonsdale, ASCT, LEED GA
Project Manager

Documentation Check:

Contractor	FT Page	David Stalker Excavating Ltd.	Hazelwood Construction Services	Copcan Civil Ltd.	Leuco Construction Ltd.	Seafirst Construction Ltd.
Item						
Addendum Rec'd (4)	1	3 (Fourth attached and signed)	3	4	2	3
Substantial performance	1	May 3, 2019	March 31, 2019	May 13, 2019	May 24, 2019	May 2019 No Date Provided
Signed & Sealed	3	No Issues	No Issues	No Issues	No Issues	No Issues
Arithmetic Check Unit prices	A1	No Issues	No Issues	No Issues	No Issues	No Issues
Schedule	A2	No Issues	No Issues	No Issues	No Issues	No Milestone Date Provided 5 Week Duration
Superintendent	A3	No Issues	No Issues	No Issues	No Issues	Reference Check Required
Experience	A4	No Issues	No Issues	No Issues	No Issues	Reference Check Required
Subcontractors & Suppliers	A5	No Issues	No Issues	No Issues	None Listed	List Not Included in Submission
Bid Bond		No Issues	No Issues	No Issues	No Issues	No Issues

REGIONAL DISTRICT OF NANAIMO
WHITE HEATHER LANE FIREWATER STORAGE TANK

CONSTRUCTION COST ESTIMATE

					David Stalker Excavating Ltd.		Hazelwood Construction Services		Copcan Civil Ltd.		Leuco Construction Ltd.		Seafirst Construction Corp.		
ITEM NO.	MMCD REF.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	REVISED UNIT PRICE	AMOUNT
1.0	GENERAL CONDITIONS														
1.1	Refer to Supplementary Specifications	Mobilization and Demobilization	Lump Sum	1.00	\$1,766.40	\$1,766.40	\$10,093.00	\$10,093.00	\$8,360.00	\$8,360.00	\$2,500.00	\$2,500.00	\$40,000.00	-\$25,000.00	\$15,000.00
	01 55 00	TRAFFIC CONTROL, VEHICLE ACCESS, AND PARKING:													
1.2	Refer to Supplementary Specifications	Control of Public Traffic	Lump Sum	1.00	\$4,645.00	\$4,645.00	\$4,426.00	\$4,426.00	\$6,230.00	\$6,230.00	\$2,500.00	\$2,500.00	\$40,000.00	-\$25,300.00	\$14,700.00
	01 57 01	ENVIRONMENTAL PROTECTION:													
1.3	Refer to Supplementary Specifications	Site Maintenance and Sediment Management	Lump Sum	1.00	\$2,873.00	\$2,873.00	\$3,418.00	\$3,418.00	\$6,380.00	\$6,380.00	\$3,000.00	\$3,000.00	\$20,000.00	-\$6,000.00	\$14,000.00
		GENERAL CONDITIONS SUBTOTAL				\$9,284.40		\$17,937.00		\$20,970.00		\$8,000.00			\$43,700.00
2.0	SITEWORKS														
2.1	31 11 01 1.4.1/2	Clearing and grubbing tank area (includes offsite disposal)	Square metre	230.00	\$4.00	\$920.00	\$8.00	\$1,840.00	\$7.60	\$1,748.00	\$15.32	\$3,523.60	\$60.00	-\$30.00	\$6,900.00
2.2	31 22 01 1.4.4	Stripping unsuitable material (300mm thickness), off-site disposal	Cubic Metre	70.00	\$38.50	\$2,695.00	\$41.00	\$2,870.00	\$18.70	\$1,309.00	\$33.10	\$2,317.00	\$100.00		\$7,000.00
2.3	31 24 13 1.8.5.1	Common excavation, off-site disposal	Cubic metre	450.00	\$30.50	\$13,725.00	\$38.00	\$17,100.00	\$25.10	\$11,295.00	\$49.33	\$22,198.50	\$60.00	\$10.00	\$31,500.00
2.4	Refer to Supplementary Specifications	Common excavation, storage, and re-use of native materials for embankment fill	Cubic metre	220.00	\$5.90	\$1,298.00	\$22.00	\$4,840.00	\$28.60	\$6,292.00	\$40.18	\$8,839.60	\$100.00	-\$51.00	\$10,780.00
2.5	31 23 17 1.6.1/2/3/4	Rock Removal – as directed by Contract Administrator	Cubic metre	25.00	\$135.00	\$3,375.00	\$255.00	\$6,375.00	\$300.00	\$7,500.00	\$56.40	\$1,410.00	\$1,000.00	-\$350.00	\$16,250.00
2.6	31 24 13 1.8.9	Subgrade preparation	Square metre	110.00	\$13.50	\$1,485.00	\$2.00	\$220.00	\$2.70	\$297.00	\$33.60	\$3,696.00	\$100.00	-\$35.00	\$7,150.00
2.7	Refer to Supplementary Specifications	Hydraulic seeding	Square metre	215.00	\$1.90	\$408.50	\$5.00	\$1,075.00	\$3.25	\$698.75	\$23.15	\$4,977.25	\$20.00	-\$5.00	\$3,225.00
2.8	Refer to Supplementary Specifications	Growing Medium and Seeding	Square metre	42.00	\$29.00	\$1,218.00	\$17.00	\$714.00	\$86.50	\$3,633.00	\$41.00	\$1,722.00	\$200.00	-\$110.00	\$3,780.00
2.9	33 11 01 1.8.9	50mm Concrete Cap	Cubic metre	2.00	\$1,035.00	\$2,070.00	\$1,096.00	\$2,192.00	\$855.00	\$1,710.00	\$375.00	\$750.00	\$3,000.00		\$6,000.00
2.10	Refer to Supplementary Specifications	Custom Signs	Each	2.00	\$476.00	\$952.00	\$1,081.00	\$2,162.00	\$335.00	\$670.00	\$600.00	\$1,200.00	\$700.00		\$1,400.00
2.11	03 40 01 1.4.4	Concrete Barriers	Linear metre	25.00	\$224.00	\$5,600.00	\$152.00	\$3,800.00	\$198.00	\$4,950.00	\$464.00	\$11,600.00	\$400.00	-\$160.00	\$6,000.00
2.12	Refer to Supplementary Specifications	10Kg Class Riprap - 450mm min. thickness	Square metre	55.00	\$74.25	\$4,083.75	\$52.00	\$2,860.00	\$54.00	\$2,970.00	\$96.81	\$5,324.55	\$300.00	-\$180.00	\$6,600.00
2.13	33 42 13 1.5.2	Culvert - 600mm HDPE - Boss 2000	Lineal metre	3.50	\$424.00	\$1,484.00	\$458.00	\$1,603.00	\$432.00	\$1,512.00	\$550.00	\$1,925.00	\$500.00	\$600.00	\$3,850.00
2.14	33 42 13 1.5.3	Concrete Sandbag End Walls (for all pipe sizes), refer to drawings	Each	2.00	\$307.50	\$615.00	\$780.00	\$1,560.00	\$1,430.00	\$2,860.00	\$2,200.00	\$4,400.00	\$3,000.00	-\$1,000.00	\$4,000.00
2.15	Refer to Supplementary Specifications	W-054-R/L Signs	Each	2.00	\$282.00	\$564.00	\$655.00	\$1,310.00	\$335.00	\$670.00	\$600.00	\$1,200.00	\$500.00	\$100.00	\$1,200.00
		SITE PREPARATION SUBTOTAL				\$40,493.25		\$50,521.00		\$48,114.75		\$75,083.50			\$115,635.00
3.0	33 11 01	WATERWORKS:													
3.1	Refer to Supplementary Specifications	Tank, deadmen and other appurtenances supply, and delivery	Lump Sum	1.00	\$91,100.00	\$91,100.00	\$81,906.00	\$81,906.00	\$81,900.00	\$81,900.00	\$84,000.00	\$84,000.00	\$100,000.00	-\$19,200.00	\$80,800.00
3.2	Refer to Supplementary Specifications	Tank, deadmen and other appurtenances installation, and backfill with import materials	Lump Sum	1.00	\$14,500.00	\$14,500.00	\$14,614.00	\$14,614.00	\$29,300.00	\$29,300.00	\$18,946.50	\$18,946.50	\$100,000.00	-\$13,300.00	\$86,700.00
3.3	33 11 01 1.8.1/2	Pipe - 150mm diam. PVC DR18, imported backfill.	Lineal metre	22.50	\$133.00	\$2,992.50	\$149.00	\$3,352.50	\$139.00	\$3,127.50	\$89.23	\$2,007.68	\$300.00	-\$100.00	\$4,500.00
3.4	33 11 01 1.8.3	Gate Valve - 150 F x H c/w 1.5m stem extension	Each	1.00	\$1,491.00	\$1,491.00	\$1,387.00	\$1,387.00	\$1,410.00	\$1,410.00	\$1,600.00	\$1,600.00	\$3,000.00		\$3,000.00
3.5	33 11 01 1.8.1/2	Bend - 150 F x F, 11.25 degree	Each	1.00	\$314.00	\$314.00	\$372.00	\$372.00	\$289.00	\$289.00	\$1,000.00	\$1,000.00	\$600.00		\$600.00
3.6	Refer to Supplementary Specifications	Fire Hydrant Assembly - Std. Dwg W4	Each	1.00	\$6,176.00	\$6,176.00	\$5,448.00	\$5,448.00	\$6,760.00	\$6,760.00	\$4,400.00	\$4,400.00	\$6,000.00		\$6,000.00
		WATERWORKS SUBTOTAL				\$116,573.50		\$107,079.50		\$122,786.50		\$111,954.18			\$181,600.00

Total: \$166,351.15 \$175,537.50 \$191,871.25 \$195,037.68 \$340,935.00