

REGIONAL DISTRICT OF NANAIMO  
COMMITTEE OF THE WHOLE  
AGENDA

Tuesday, February 19, 2019  
Immediately Following the Special Board Meeting  
Board Chambers

(Rescheduled from original meeting date of February 12, 2019)

*This meeting will be recorded*

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES  
That the following minutes be adopted:
  - 3.1 Regular Committee of the Whole Meeting - January 8, 2019 4
  - 3.2 Special Committee of the Whole Meeting - December 4, 2018 14
4. DELEGATIONS
5. CORRESPONDENCE
6. CORPORATE SERVICES
  - 6.1 2019-2023 Financial Plan 16
    1. That the Board approve the 2019-2023 Financial Plan as presented.
    2. That "Southern Community Economic Development Service Amendment Bylaw No. 1648.02, 2019" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
    3. That "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019" be introduced, and read three times.
    4. That "Electoral Area 'G' Community Parks Service Amendment Bylaw No. 805.07, 2019" be introduced, and read three times.

**7. STRATEGIC AND COMMUNITY DEVELOPMENT**

**7.1 Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019, being a Bylaw to Implement a Bylaw Notice Bylaw** 55

1. That “Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019” be introduced and read three times.
2. That “Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019” be adopted.

**8. RECREATION AND PARKS**

**8.1 Oceanside Recreation and Sport Infrastructure Sub-Committee** 90

1. That an Oceanside Recreation and Sport Infrastructure Sub-Committee be established to report to the District 69 Recreation Commission and the attached Terms of Reference be approved.
2. That the following infrastructure projects be given equal priority by the District 69 Recreation Commission and Oceanside Recreation and Sport Infrastructure Sub-Committee and that project planning, community review, cost estimate information and funding sources be completed:

- a. Expansion to Ravensong Aquatic Centre;

*Prepare a concept plan to advance the addition of a second 25m tank and expanded change rooms at the Ravensong Aquatic Centre.*

- b. Review and consideration of a rubberized track of up to eight (8) lanes;

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

- c. A centralized land acquisition strategy for a future indoor/outdoor sport and recreation complex for Oceanside;

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

**9. REGIONAL AND COMMUNITY UTILITIES**

**9.1 RDN Drinking Water and Watershed Protection Action Plan Update Project** 109

That the Board nominate three (3) Directors to a temporary Drinking Water and Watershed Protection Action Plan Update Board Steering Committee for the 2019 project.

**10. BUSINESS ARISING FROM DELEGATIONS**

**11. MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

**11.1 Gabriola Community Hall, re Electoral Area B Community Works Funds**

Director Craig served notice of the following motion to the Corporate Officer on February 1, 2019:

That pending project approval from UBCM, staff be directed to complete an agreement with the Gabriola Community Hall Association for up to \$25,000 from the Electoral Area B Community Works Fund allocation as a matching contribution towards roof upgrades for the Gabriola Community Hall.

**12. NEW BUSINESS**

**12.1 Directors' Roundtable**

**13. IN CAMERA**

That pursuant to Sections 90 (1) (e), (j), and (k) 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, third party business interests, and the provision of a proposed service.

**14. ADJOURNMENT**

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

**Tuesday, January 8, 2019  
3:00 P.M.  
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
	Alternate	
	Director J. Fell	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
	Director M. Swain	Town of Qualicum Beach
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director L. Salter	Electoral Area F
	Director J. Turley	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	S. De Pol	Director of Water & Wastewater Services
	D. Pearce	Director of Transportation & Emergency 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 in order to facilitate the 2019 budget approval, the Notice of Motion requirement per Section 21 of the Regional District of Nanaimo Board Procedure Bylaw be waived for this meeting for motions amending the proposed 2019 budget.

CARRIED UNANIMOUSLY

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

- 5.4 Linda Addison, Chairperson and Joyce Mitchell, Director, Jonanco Hobby Workshop Association, re All about us..."Nanaimo's Best Kept Secret"
- 5.5 Bryan Holyk, Executive Director, Area H Rate Payers and Residents Association, re Land Based Effluent Disposal – Bowser Village Centre Wastewater Project
- 5.6 Thomas Gates, Director, Area H Rate Payers and Residents Association, re Land Based Effluent Disposal – Bowser Village Centre Wastewater Project

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Regular Committee of the Whole Meeting - November 20, 2018**

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held November 20, 2018, be adopted.

CARRIED UNANIMOUSLY

## **INVITED PRESENTATIONS**

### **Kwispaa LNG/Steelhead Natural Gas Pipelines, re Project Overview**

John Jack and Stewart Dill provided an overview and projected timeline of the proposed Kwispaa LNG/Steelhead Natural Gas Pipeline Project.

### **Larry Stevenson, CEO, and Andrea Thomas, Manager, Corridor Development, Island Corridor Foundation, re Introductions and Updates**

Larry Stevenson and Andrea Thomas introduced themselves and provided an overview and update on the Island Corridor Foundation.

## **DELEGATIONS**

### **Dale Harvey, Chair, Nanaimo Seniors Task Force, re Age Friendly City Plan as per Guidelines set out by the World Health Organization**

Dale Harvey presented the Age-Friendly City Plan on behalf of the Nanaimo Seniors Task Force.

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

Lisa Griffith provided an update of the Gabriola Historical and Museum Society and requested an increase of \$4,000 to the annual contribution agreement.

**Steve Earle, Gabriola Community Bus Foundation, re Funding Increase for Gabriola Community Bus Foundation**

Steve Earle provided an overview of Gabriola's Environmentally Responsible Trans-Island Express and requested a cost of living increase, and a 1% increase of tax allocation for the operation of the service.

**Linda Addison, Chairperson and Joyce Mitchell, Director, Jonanco Hobby Workshop Association, re All about us.... "Nanaimo's Best Kept Secret"**

Linda Addison and Joyce Mitchell provided an overview of Jonanco Hobby Workshop Association and requested funding to pave a portion of their parking lot.

**Bryan Holyk, Executive Director, Area H Rate Payers and Residents Association, re Land Based Effluent Disposal – Bowser Village Centre Wastewater Project**

Bryan Holyk requested that the Regional District of Nanaimo proceed with a land based disposal system for the Bowser Wastewater Project.

**Thomas Gates, Director, Area H Rate Payers and Residents Association, re Land Based Effluent Disposal - Bowser Village Centre Wastewater Project**

Thomas Gates requested that the Regional District of Nanaimo proceed with a land based disposal system for the Bowser Wastewater project.

**CORRESPONDENCE**

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

Town of Qualicum Beach, re Request for Letter of Support for Qualicum Beach Community Park All-Season Field Upgrade

MNP, re Regional District of Nanaimo Audit Service Plan - Year Ending December 31, 2018

CARRIED UNANIMOUSLY

It was moved and seconded that the Regional District of Nanaimo provide a letter of support to the Town of Qualicum Beach, for the Qualicum Beach Community Park All-Season Field Upgrade.

CARRIED UNANIMOUSLY

**COMMITTEE MINUTES**

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

Agricultural Advisory Committee - December 7, 2018

CARRIED UNANIMOUSLY

## **COMMITTEE RECOMMENDATIONS**

### **Agricultural Advisory Committee**

#### **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 (14): Director Thorpe, Director Young, Director Fell, Director Gourlay, Director McLean, Director Krog, Director Bonner, Director Brown, Director Geselbracht, Director Hemmens, Director Mayne, Director Fras, Director Swain, and Director Westbrook

DEFEATED

## **CORPORATE SERVICES**

### **Public Engagement Review of the 2019 Proposed Budget**

It was moved and seconded that the public consultation results be incorporated into the Board's deliberations on the proposed 2019 budget.

CARRIED UNANIMOUSLY

### **Web Map Request for Proposals**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

## **RECREATION AND PARKS**

### **Grant Funding Applications for Huxley Community Park Improvements**

It was moved and seconded that an application for grant funding be submitted for the Huxley Community Park Improvements, Phase II through the ICIP - Community, Culture and Recreation Program.

CARRIED UNANIMOUSLY

It was moved and seconded 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.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board supports the Huxley Park Community Improvements and commits its funding share of the project costs in the amount of \$206,346.

CARRIED UNANIMOUSLY

**Grant Funding Applications for Benson Creek Falls Regional Park Infrastructure**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

It was moved and seconded 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.

CARRIED UNANIMOUSLY

It was moved and seconded 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.

CARRIED UNANIMOUSLY

It was moved and seconded 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.

CARRIED UNANIMOUSLY

**Mount Benson Regional Park Parking Lot – Tender Award Approval**

It was moved and seconded 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).

CARRIED UNANIMOUSLY

It was moved and seconded that the Construction Contract between the Regional District of Nanaimo and Milestone Equipment Contracting Inc. for the Mount Benson parking lot project be executed.

CARRIED UNANIMOUSLY

It was moved and seconded that an additional 15% contingency in the amount of \$80,000.00 be carried for the Mount Benson parking lot project.

CARRIED UNANIMOUSLY

## **REGIONAL AND COMMUNITY UTILITIES**

### **Conditional Management Plan for French Creek Pollution Control Centre Pump Stations**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

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

It was moved and seconded that “San Pareil Water Supply Local Service Area Capital Charge Bylaw No. 1781, 2019” be introduced, read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that “San Pareil Water Supply Local Service Area Capital Charge Bylaw No. 1781, 2019” be adopted.

CARRIED UNANIMOUSLY

### **Bylaw Nos. 813.55 and 889.73 – French Creek Sewer Service Area Amendment**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

It was moved and seconded 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.

CARRIED UNANIMOUSLY

### **Hydrometric Monitoring Station Operational Agreement**

It was moved and seconded 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 Regional District of Nanaimo.

CARRIED UNANIMOUSLY

## **TRANSPORTATION AND EMERGENCY PLANNING SERVICES**

### **Emergency Operations Centre Grant - UBCM Community Emergency Preparedness Fund Amendment**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

### **Nanaimo Search and Rescue Funding**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

### **White Heather Lane Interface Firewater Storage Tank – Construction Tender Award**

It was moved and seconded 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).

CARRIED UNANIMOUSLY

## **BUSINESS ARISING FROM DELEGATIONS**

### **Gabriola Historical and Museum Society, re Request for Increase to Existing Regional District of Nanaimo Grant to the Gabriola Historical and Museum Society**

It was moved and seconded that the 2019 proposed budget, as presented on December 4, 2018, be amended so that the Regional District of Nanaimo funding for the Gabriola Museum be increased to \$16,000 and further that the Regional District of Nanaimo and the Gabriola Island Historical and Museum Society agreement be updated to reflect the funding increase.

CARRIED UNANIMOUSLY

### **Gabriola Community Bus Foundation, re Funding Increase for Gabriola Community Bus Foundation**

It was moved and seconded that the 2019 proposed budget, as presented on December 4, 2018, be amended so that the Regional District of Nanaimo funding for the Gabriola Transit Contribution be increased to \$134,106 and further that the Regional District of Nanaimo and the Gabriola Community Bus Foundation agreement be updated to reflect the funding increase.

CARRIED UNANIMOUSLY

**MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

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

It was moved and seconded 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.

CARRIED UNANIMOUSLY

**2019 Budget Update, re Huxley Park Improvements Phase 2**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**2019 Budget (Community Parks in Area G and the Regional Parks Capital Reserve Fund)**

It was moved and seconded that the annual Regional Parks parcel tax be increased by \$2 effective January 1, 2019 and that the funds be placed in the Regional Parks Development Service Area Reserve Fund.

It was moved and seconded that the following motion be referred to the Regional Parks and Trails Select Committee:

That the annual Regional Parks parcel tax be increased by \$2 effective January 1, 2019 and that the funds be placed in the Regional Parks Development Service Area Reserve Fund.

Opposed (6): Director Gourlay, Director McLean, Director Krog, Director Bonner, Director Geselbracht, and Director Fras

CARRIED

It was moved and seconded that a review of the existing funding mechanism for Regional Parks be incorporated into the new Regional Parks and Trails Master Plan development.

It was moved and seconded that the following motion be referred to the Regional Parks and Trails Select Committee:

That a review of the existing funding mechanism for Regional Parks be incorporated into the new Regional Parks and Trails Master Plan development.

Opposed (1): Director Bonner

CARRIED

It was moved and seconded that a contribution to the Electoral Area G Community Parks Reserve Fund in the amount of \$25,000 annually and funding for an environmental assessment of potential parkland in the amount of \$8,000 in 2019 be added to the Area G Community Parks budget.

CARRIED UNANIMOUSLY

**Notice of Motion - Electoral Area E 2019 Community Works Fund**

Director Rogers provided notice of the following motion:

That the following Community Works Fund items be included in the 2019 Financial Plan for Electoral Area E:

- EA E Nanoose Bay Water Quality/Quantity Monitoring Program - \$25,000
- EA E Stone Lake Natural Playground - \$50,000
- EA E Jack Bagley Multi-Sport Site - \$30,000
- EA E Nanoose Road Park Upgrade - \$5,000
- EA E Nanoose Place Solar System and Landscaping - \$60,000

**Northern Community Recreation Program Grant Surplus**

It was moved and seconded that the Northern Community Recreation Program Grants budget be increased by \$7,887 in 2019 and that the increase be funded by the 2018 surplus.

CARRIED UNANIMOUSLY

**Gabriola Island Emergency Wharf**

It was moved and seconded that the 2019 proposed budget, as presented on December 4, 2018, be amended so that the Regional District of Nanaimo funding for the Gabriola Island Emergency Wharf be increased by \$10,000.

CARRIED UNANIMOUSLY

**Community Parks Operational Fund**

It was moved and seconded that the 2019 proposed budget, as presented on December 4, 2018, be amended so that the Regional District of Nanaimo funding for the Community Parks Operational Fund be decreased by \$10,000.

CARRIED UNANIMOUSLY



### **Board Strategic Planning Sessions**

It was moved and seconded that the Regional District of Nanaimo 2019 Strategic Planning sessions and all annual update sessions be held as open Committee of the Whole meetings.

Opposed (16): Director Thorpe, Director Rogers, Director Wilson, Director Craig, Director Young, Director Fell, Director Gourlay, Director McLean, Director Krog, Director Armstrong, Director Geselbracht, Director Hemmens, Director Mayne, Director Fras, Director Swain, and Director Westbroek

DEFEATED

The meeting recessed at 5:44 PM

The meeting reconvened at 5:52 PM

### **IN CAMERA**

It was moved and seconded that pursuant to Sections 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.

CARRIED UNANIMOUSLY

TIME: 5:53 PM

### **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:57 PM

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CHAIR

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

**Tuesday, December 4, 2018  
4:00 P.M.  
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
	Alternate	
	Director J. Fell	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
	Director M. Swain	District of Lantzville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director L. Salter	Electoral Area F
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	J. Bradburne	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	C. Golding	Recording Secretary

**CALL TO ORDER**

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

The Chair welcomed Alternate Director Fell to the meeting.

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

**CORPORATE SERVICES**

**2019 Proposed Budget Overview**

Staff presented an overview of the Regional District of Nanaimo 2019 Proposed Budget.

It was moved and seconded that the public consultation on the proposed 2019 budget proceed with the results of such consultation reported to the Board.

CARRIED UNANIMOUSLY

It was moved and seconded that during the public consultation feedback be sought on how to best obtain public input on future budgets.

CARRIED UNANIMOUSLY

It was moved and seconded that the proposed 2019 budget form the basis of public consultation.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:04 PM

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CHAIR

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**TO:** Committee of the Whole

**MEETING:** February 12, 2019

**FROM:** Jeannie Bradburne  
Director of Finance

**FILE:** 1700-06

**SUBJECT:** Regional District of Nanaimo 2019-2023 Financial Plan

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### **RECOMMENDATIONS**

1. That the Board approve the 2019-2023 Financial Plan as presented.
2. That "Southern Community Economic Development Service Amendment Bylaw No. 1648.02, 2019" be introduced, read three times and forwarded to the Inspector of Municipalities for approval.
3. That "Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019" be introduced, and read three times.
4. That "Electoral Area 'G' Community Parks Service Amendment Bylaw No. 805.07, 2019" be introduced, and read three times.

### **SUMMARY**

The 2019-2023 Financial Plan is provided for the Board's consideration. Included in the Financial Plan are the major initiatives set out in the Board approved operational plan. Key drivers include legislated wastewater, solid waste and water service standards, as well as increased demand from the community for increased services such as recreation and parks.

The 2019 Budget has been approved and forms part of the five-year plan. Minor amendments have been made, such as recent Board approved motions, updates to surplus and carry-forward amounts, updated costs from external organizations, and estimated tax implications now based on the 2019 completed roll.

The 2019-2023 proposed budget information is available on the RDN website for public access at [www.getinvolved.rdn.ca/](http://www.getinvolved.rdn.ca/) and [www.rdn.bc.ca/financial-reports](http://www.rdn.bc.ca/financial-reports).

Three bylaws require amendment in order to support the proposed 2019-2023 Financial Plan. Bylaw 1648.02 is included with this report to complete apportionment amendment required for the Southern Community Economic Development Service in order to accurately reflect the approved 2019 budget. Funds will only be requisitioned from Electoral Area B for work being done by the Gabriola Island Chamber of Commerce. Bylaw 1231.06 is required to be amended to increase the annual parcel tax by \$2 per the Board motion. Bylaw 805.07 is required as the proposed 2019-2023 Financial Plan exceeds the maximum amount that may be requisitioned for Electoral Area 'G' Community Parks Services, as set out in the service establishment bylaw.

## **BACKGROUND**

Regional Districts must prepare a five-year financial plan that must be approved, by bylaw, by March 31 each year<sup>1</sup>. The 2019 preliminary budget information was made available on the RDN website for public access at [www.getinvolved.rdn.ca/](http://www.getinvolved.rdn.ca/) and [www.rdn.bc.ca/financial-reports](http://www.rdn.bc.ca/financial-reports). Public consultation was sought and provided to the Board at the January 8, 2019 Committee of the Whole. It was moved and seconded *that the public consultation results be incorporated into the Board's deliberations on the proposed 2019 budget*.

At the January 22, 2019 Board Meeting, approval was given to the 2019 Budget so that work could begin on new initiatives and capital projects. It was noted that some amendments to the 2019 Budget would be brought forward as part of the five-year financial plan, including updated carry-forwards amounts, updated costs from external organizations, and any approved Board motions. These changes have been incorporated into the 2019-2023 Financial Plan as presented in this report.

The RDN provides 106 different services. Of those services, 34 services, such as Wastewater & Solid Waste Management, Regional Parks, or Transit, are shared among multiple member jurisdictions. The remaining services are provided to a single member jurisdiction, such as Community Parks or Noise Control. Additionally, local area services provide for services such as fire, water, sewage collection, and street lighting. Local area services may be for a portion of an electoral area or may span boundary lines. Each resident only pays for those services that they receive. Each service is accounted for individually and funds cannot be transferred between services. As a result, just like for 2019, the RDN does not have an overall requisition increase that is applicable to every resident for each year of the 2019-2023 Financial Plan, which would be the case for a municipality. The tax impact for any property is depended on the unique set of services received.

### **Departmental Highlights:**

#### **Regional and Community Utilities**

Key projects for 2019-2023 include completion of the Greater Nanaimo Secondary Treatment construction, French Creek Pollution Control Centre Expansion, Bay Avenue Pump Station Upgrades, Nanoose Secondary Treatment Plant Upgrades, Bowser Village Treatment Facility, Chase River Pump Station and Forcemain Upgrade, Solid Waste Capital Equipment Replacements, and implementation of the Board adopted Solid Waste Management Plan initiatives.

#### **Recreation and Parks Services**

Key projects for Recreation Services in 2019-2023 include implementation of the RDN Board direction on: concept design plan for expansion to Ravensong Aquatic Centre, review and consideration of a rubberized athletics track in the Oceanside area, development of a centralized land acquisition strategy for a future indoor/outdoor sport and recreation complex for Oceanside. Key projects in Parks Services include Mount Benson parking lot construction, land use agreements and preliminary construction planning for Nanaimo River Bridge – Morden

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<sup>1</sup> *Local Government Act*, Section 374 (1)

Colliery Trail, Regional Trail development from Big Qualicum River to Alberni-Clayoquot Regional District, Benson Creek Falls access improvements, redevelopment plans for Jack Bagley Field, Little Qualicum River bridge construction, Meadowood Community Recreation Centre construction, and Huxley Park Phase II Development.

### **Transportation and Emergency Services**

Key projects for 2019-2023 include the update to three transit exchanges in Nanaimo as they are at capacity and enhancements to the exchanges will increase operational efficiency. This includes Woodgrove, Country Club, and Downtown. Other initiatives include a South Area Plan, North Area Plan, and electronic fare technology.

Emergency services 2019-2023 proposed budget includes replacement of the Dashwood Fire Hall, Errington Satellite Fire Hall replacement, Bow Horn Bay Satellite Fire Hall, Cassidy Fire Hall upgrades and fire trucks for Dashwood, Bow Horn Bay, Nanoose Bay, Errington, Extension, and Coombs Hilliers. Key projects include the National Disaster Mitigation and Hazard Risk and Vulnerability Assessment Program, evacuation planning, a new RDN Emergency Plan, and an emergency communications trailer.

### **Strategic and Community Development**

Key projects for 2019-2023 include Sea Level Rise and Floodplain Mapping, Regional Affordable Housing Service Review, Business Licensing and Regional Economic Development Service Review, Official Community Plan Policy Reviews for Nanaimo Airport and Electoral Area F, Review of the Regional Growth Strategy, Cannabis Licensing Process Implementation, First Nation Engagement Strategy and Truth and Reconciliation Activities, Climate Change Adaptation and Community Resiliency, Green Building Rebate Programs, Online Building Application Portal and Online Bylaw Complaint Portal, Electoral Area Building Bylaw Review, Bylaw Dispute Adjudication System, and vehicle replacements for building inspection and bylaw services.

### **Corporate Services**

The key initiative in Corporate Services for 2019-2023 is the Electronic Document Records Management System, which will provide the RDN with a records management system, ensuring that records are appropriately kept, while freeing up space and creating efficiencies in locating documents. The project will involve the software purchase, ongoing licensing, and the creation of three permanent positions to manage the software and data.

Other initiatives include increased communications support to enhance public engagement, social media presence, and support RDN website updates, upgraded Board Audio Visual, increased finance support to enhance internal and external support and reporting, increased administration support to provide centralized meeting and administrative support for Board Committees.

**Capital Projects:**

The 2019-2023 Financial Plan includes \$170,379,447 of capital, broken down as follows:

<b>Year</b>	<b>Budget</b>
2019	\$74,294,717
2020	\$45,781,115
2021	\$26,720,087
2022	\$15,821,014
2023	\$7,762,514
Total	\$170,379,447

Attachment 5 includes a summary of the Five Year Capital Plan.

**Staffing Level Changes:**

Staffing level changes for 2019-2023 were highlighted in the 2019 Proposed Budget Overview Report presented on December 4, 2018 to the Committee of the Whole. 2019 staffing requests were approved as part of the 2019 Budget. Staffing requests for future years are provided in Attachment 6.

**Southern Community Economic Development Service**

Each service establishment bylaw establishes limits of the amount to be requisitioned and by whom. Southern Community Economic Development Service Amendment Bylaw No. 1648.01, 2018 amended Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011 so that \$0 was apportioned to Electoral Areas A and C and \$65,000 was apportioned to Electoral Area B. The amendment was made for solely the 2018 year. As a result, another amendment is required for 2019 to leave the apportionment the same.

Bylaw 1648.02 is included with this report to complete the apportionment amendment required for the Southern Community Economic Development Service in order to accurately reflect the approved 2019 budget. Pending a review of the Southern Community Economic Development Service, Electoral Area A and C will not be requisitioned for this service in 2019. Funds will only be requisitioned from Electoral Area B for work being done by the Gabriola Island Chamber of Commerce.

**Regional Parks and Trails Service**

At the January 22, 2019 Board meeting, direction was provided *that the annual Regional Parks parcel tax be increased by \$2 effective January 1, 2019 and that the funds be placed in the Regional Parks Development Service Area Reserve Fund.* Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019 will provide the authority to increase the parcel tax by \$2. The bylaw will require consent of at least 2/3 of the local service participants (the 7 electoral areas and 4 municipalities). The bylaw will be brought back for adoption once the appropriate level of consent is received.

### **Electoral Area 'G' Community Parks Services**

The revenue collected for a service may not exceed the requisition limits in the establishing bylaw for a service<sup>2</sup>. The revenue required to support the proposed initiatives in the Electoral Area 'G' Community Parks Service budget exceeds the limit in the establishing bylaw. As such, an amendment is required to the service establishment bylaw.

### **ALTERNATIVES**

1. That the Board provide direction to staff for recommended amendments to the 2019-2023 Financial Plan.
2. Other direction, as provided.

### **FINANCIAL IMPLICATIONS**

Yearly details of the tax requisition by service can be found in Attachment F for each Electoral Area and Municipality. Local service tax requisitions, if applicable, are located at the bottom of the report. Local service taxes are only paid if a property is located within the service boundary, which varies from the electoral area boundary. Services include fire, water, sewage collection, and street lighting.

The 2019-2023 Financial Plan includes the following tax requisitions: \$51,756,147 (2019); \$54,699,217 (2020); \$57,245,869 (2021); \$59,714,354 (2022); \$61,461,371 (2023). Unlike a municipality, an overall tax increase does not exist. Each property receives a combination of 106 services the RDN provides and as such, the financial implications vary widely by property.

Detailed financial information can be located in the 2019-2023 Financial Plan Volume 2 Binder.

### **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



Jeannie Bradburne  
[jbradburne@rdn.bc.ca](mailto:jbradburne@rdn.bc.ca)  
February 1, 2019

Reviewed by:

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

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<sup>2</sup> *Local Government Act*, Section 374 (10)



Attachments:

1. Southern Community Economic Development Service Amendment Bylaw No. 1648.02, 2019
2. Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019
3. Electoral Area 'G' Community Parks Service Amendment Bylaw No. 805.07, 2019
4. Average Home Tax Change
5. 2019-2023 Capital Summary
6. Future Staffing Level Changes
7. Tax Requisition Forecast 2019-2023

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1648.02**

**A BYLAW TO AMEND THE SOUTHERN COMMUNITY  
ECONOMIC DEVELOPMENT SERVICE ESTABLISHING BYLAW NO. 1648**

WHEREAS the Regional District of Nanaimo wishes to amend Regional District of Nanaimo Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011 to alter the apportionment allocation;

AND WHEREAS the Regional Board has obtained the consent of at least two-thirds of the participants as required under the *Local Government Act*;

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

1. Citation

This bylaw may be cited for all purposes as the "Southern Community Economic Development Service Amendment Bylaw No. 1648.02, 2019".

2. Amendment

"Southern Community Economic Development Service Establishing Bylaw No. 1648, 2011" is amended as follows:

(1) By replacing Section 6 with the following:

6. Apportionment

The costs of the service shall be apportioned among the Participating Areas as follows:

- (a) The tax requisition for Electoral Area 'A' is 0%.
- (b) The tax requisition for Electoral Area 'B' is 100%.
- (c) The tax requisition for Electoral Area 'C' is 0%.

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Received the approval of the Inspector of Municipalities this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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CHAIR

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1231.06**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO  
REGIONAL PARKS AND TRAILS SERVICE AREA  
CONVERSION BYLAW NO. 1231**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend “Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001”;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 349 of the *Local Government Act*;

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

**1. Citation**

This bylaw may be cited as the “Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019”.

**2. Amendment**

“Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001” is amended as follows:

(1) By deleting Section 7 and substituting it with the following:

“The amount to be requisitioned under Subsection 4(e) shall be \$16.00 per taxable parcel.”

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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CHAIR

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CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 805.07**

**A BYLAW TO AMEND THE REQUISITION LIMIT IN THE  
ELECTORAL AREA 'G' COMMUNITY PARKS LOCAL SERVICE  
ESTABLISHMENT BYLAW NO. 805**

WHEREAS the Regional District of Nanaimo established the Electoral Area 'G' Community Parks Service pursuant to Bylaw No. 805 cited as "Electoral Area 'G' Community Parks Local Service Establishment Bylaw No.805, 1990";

AND WHEREAS the Regional District of Nanaimo 2019 to 2023 Financial Plan estimates that the requisition required for the service in 2019 will exceed the current maximum of \$176,720;

AND WHEREAS the Board of the Regional District of Nanaimo deems it desirable and expedient to increase the maximum requisition limit to that value established in year 2023 of the financial plan;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 349 of the *Local Government Act*;

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

**1. Citation**

This bylaw may be cited as "Electoral Area 'G' Community Parks Service Amendment Bylaw No. 805.07, 2019".

**2. Amendment**

"Electoral Area 'G' Community Parks Local Service Establishment Bylaw No.805, 1990" is amended as follows

(a) By deleting Section 4 and replacing it with the following:

4. The maximum amount that may be requisitioned for this service shall be the greater of:

(a) The sum of Two Hundred and Twenty Thousand, Nine Hundred Thirty-Six Dollars (\$220,936), or;

(b) The value obtained by applying a property tax rate of \$0.09327 per \$1,000 to the net taxable values of land and improvements in the service area

Introduced and read three times this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

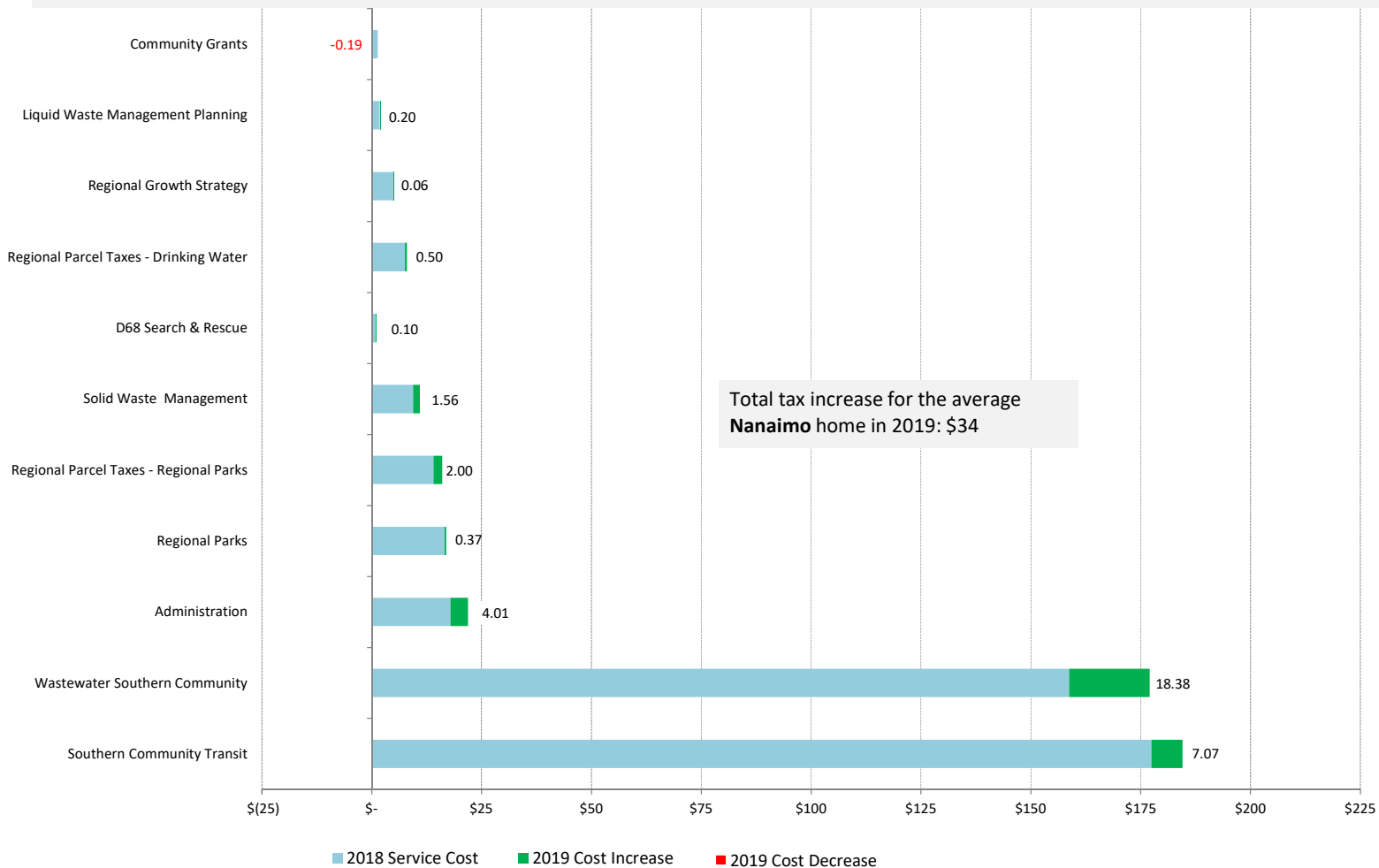
\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

# REGIONAL DISTRICT OF NANAIMO SERVICES

## City of Nanaimo Average Home Tax Change

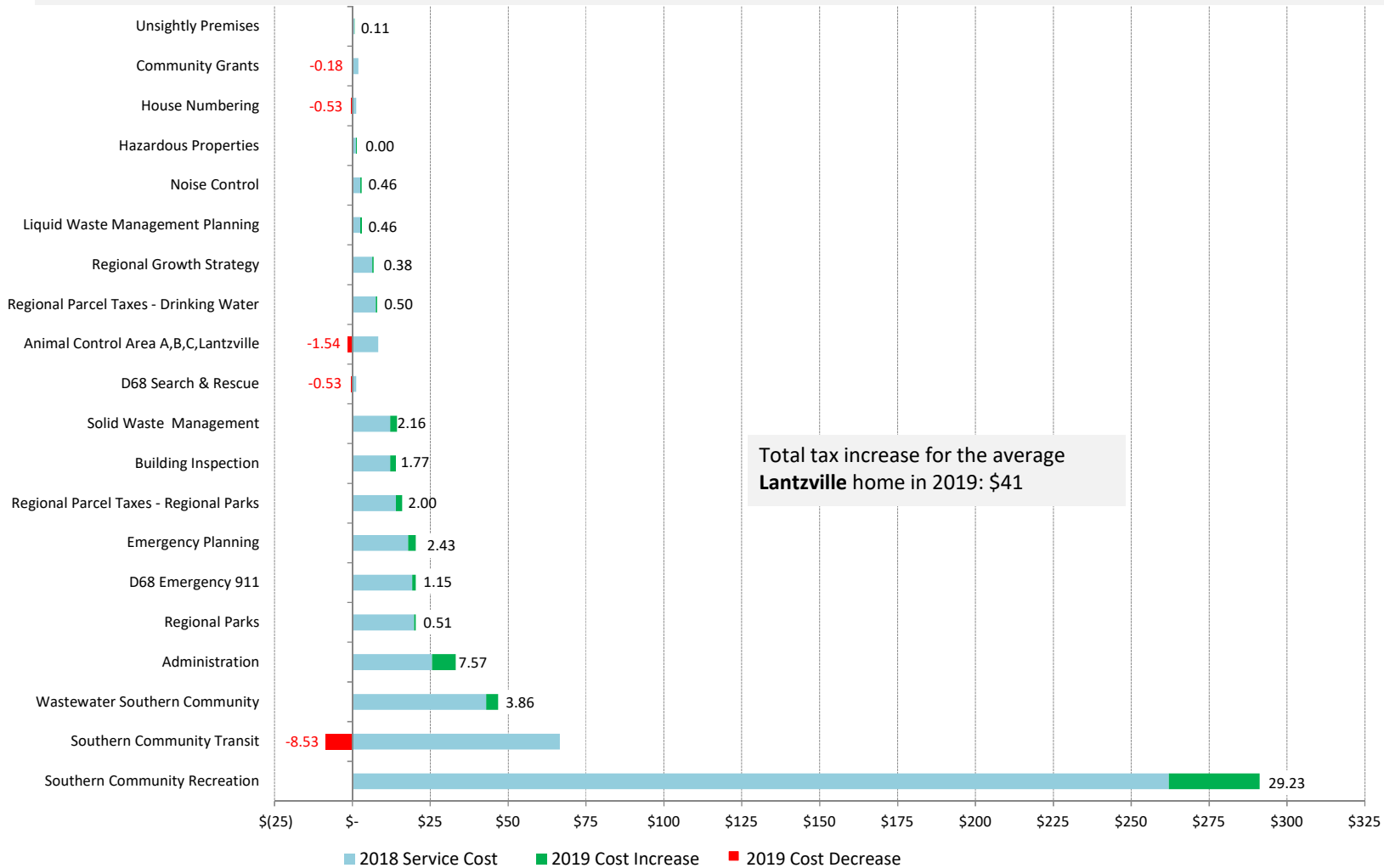
2019 Total Cost for the average **Nanaimo Home** (\$497,409) = \$444



# REGIONAL DISTRICT OF NANAIMO SERVICES

## District of Lantzville Average Home Tax Change

2019 Total Cost for the average **Lantzville Home** (\$754,605) = \$ 568

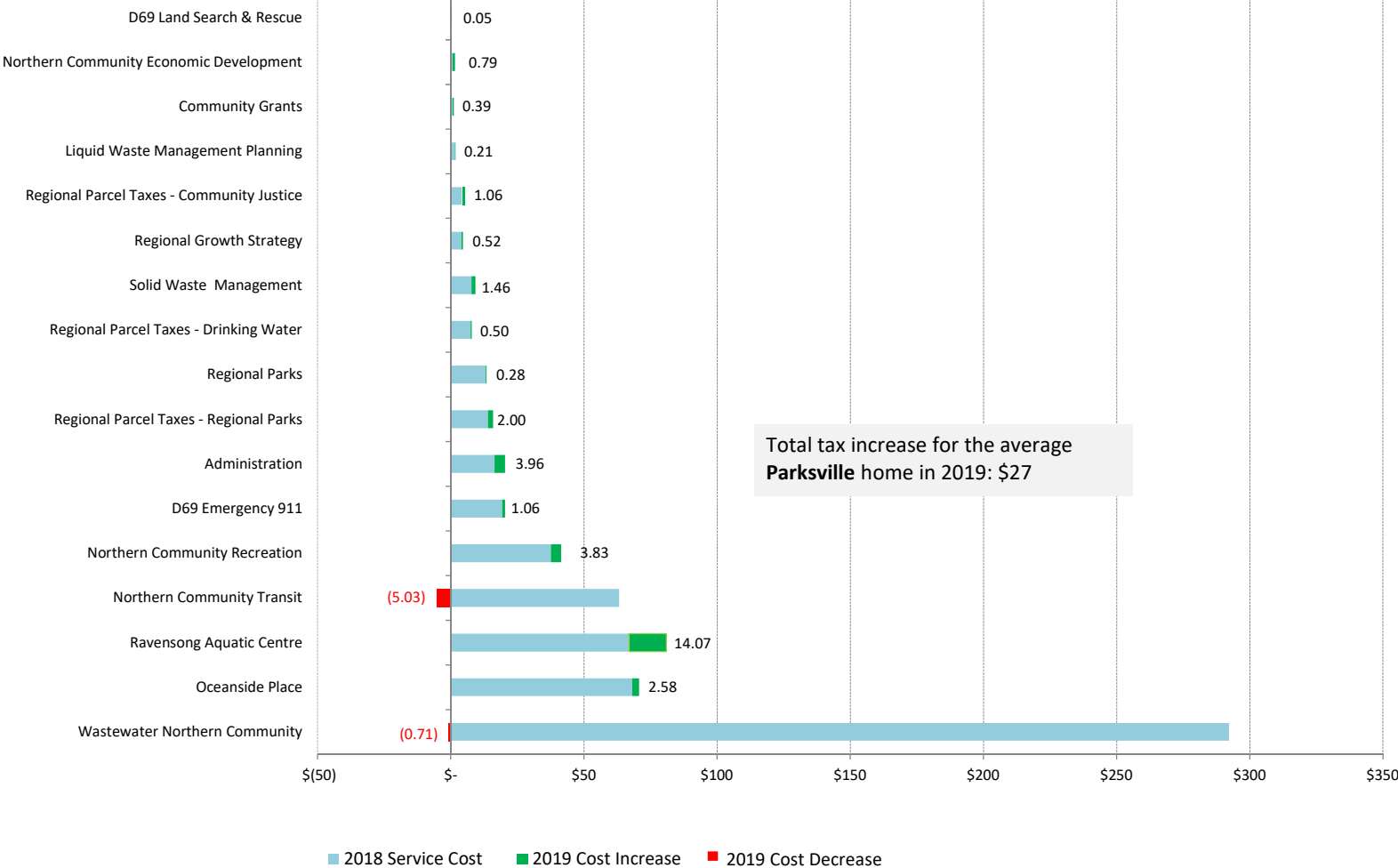




# REGIONAL DISTRICT OF NANAIMO SERVICES

## City of Parksville Average Home Tax Change

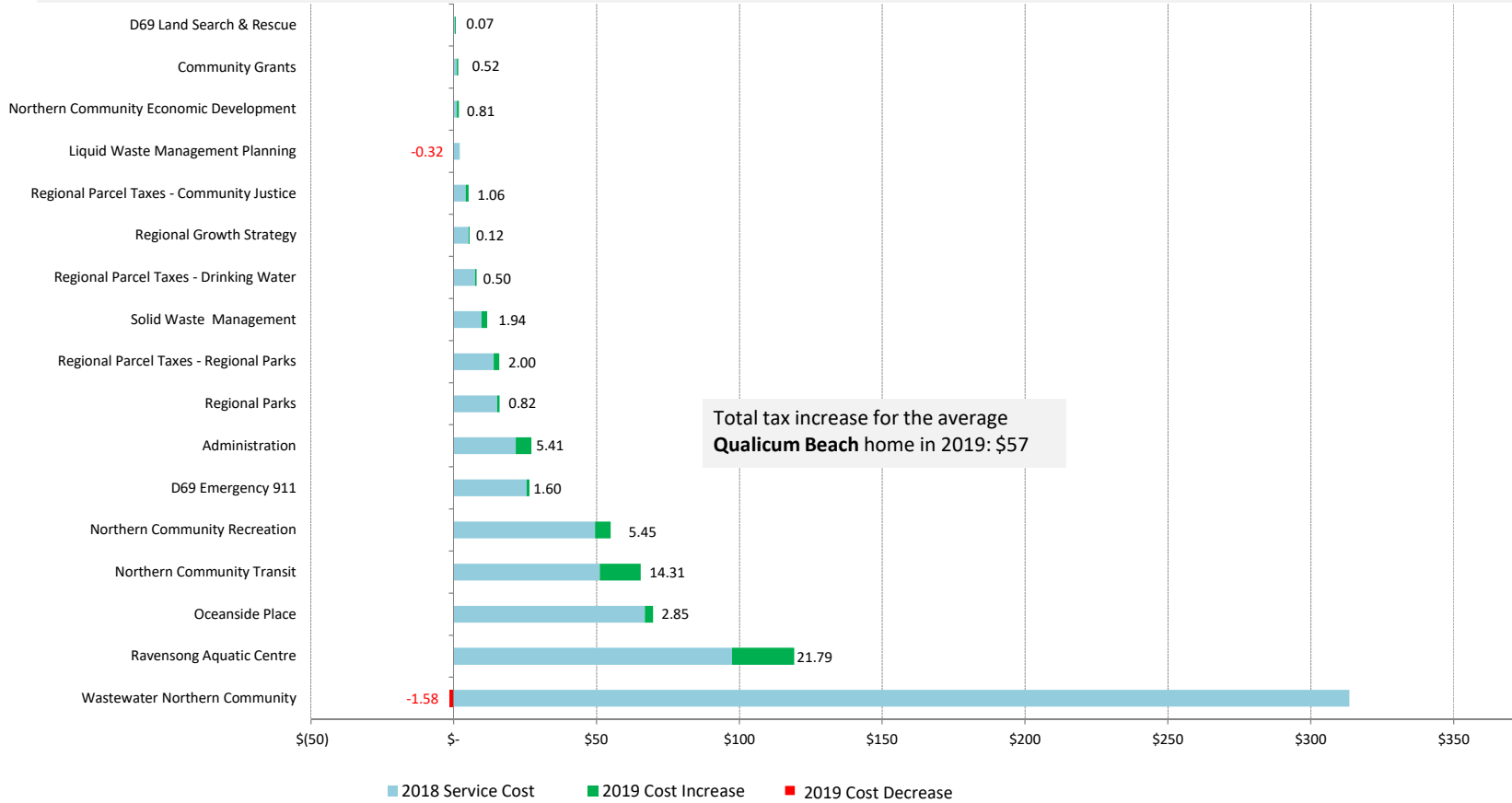
2019 Total Cost for the average Parksville Home (\$465,644) = \$ 646



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Town of Qualicum Beach Average Home Tax Change

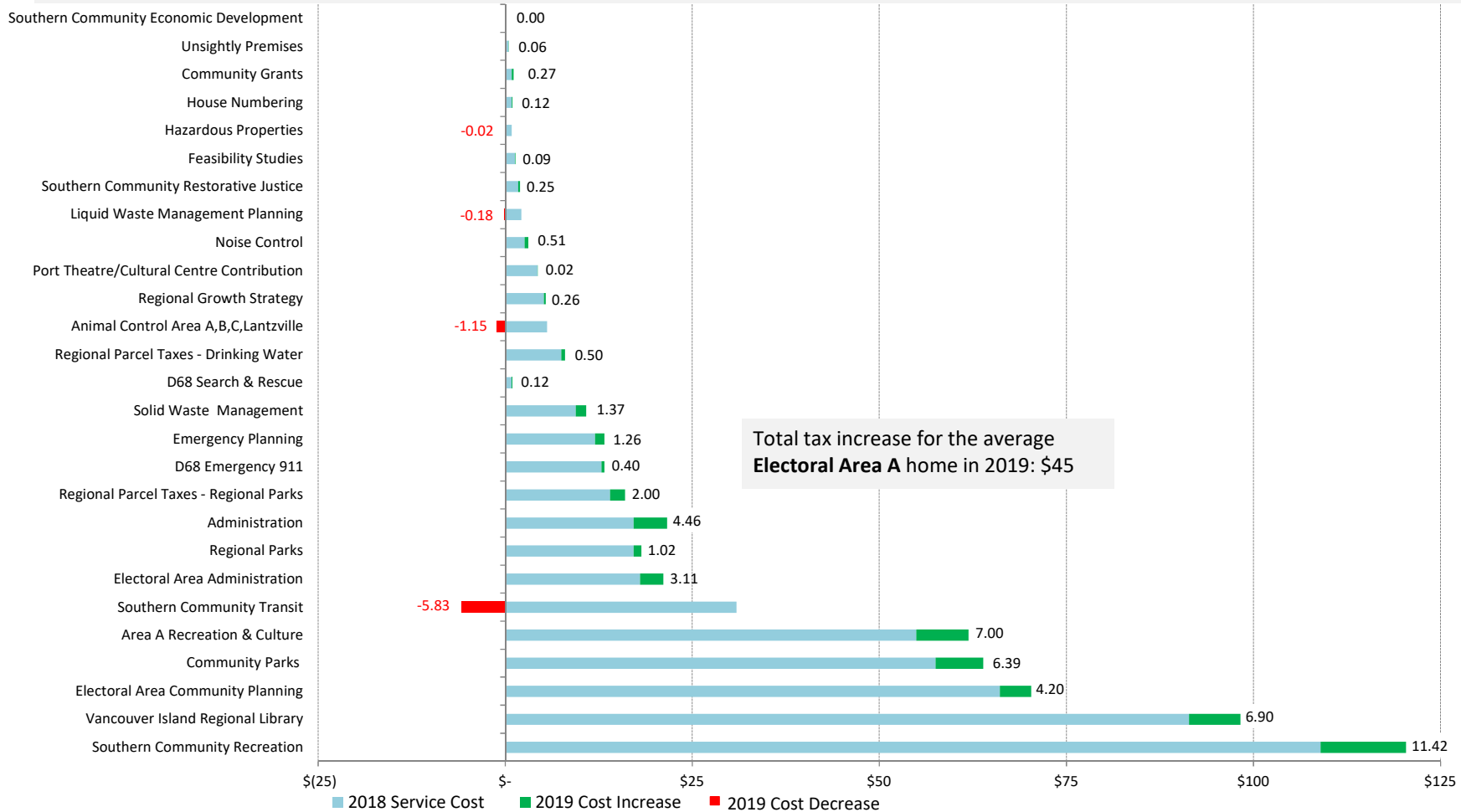
2019 Total Cost for the average Qualicum Beach Home (\$617,787) = \$ 744



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area A Average Home Tax Change

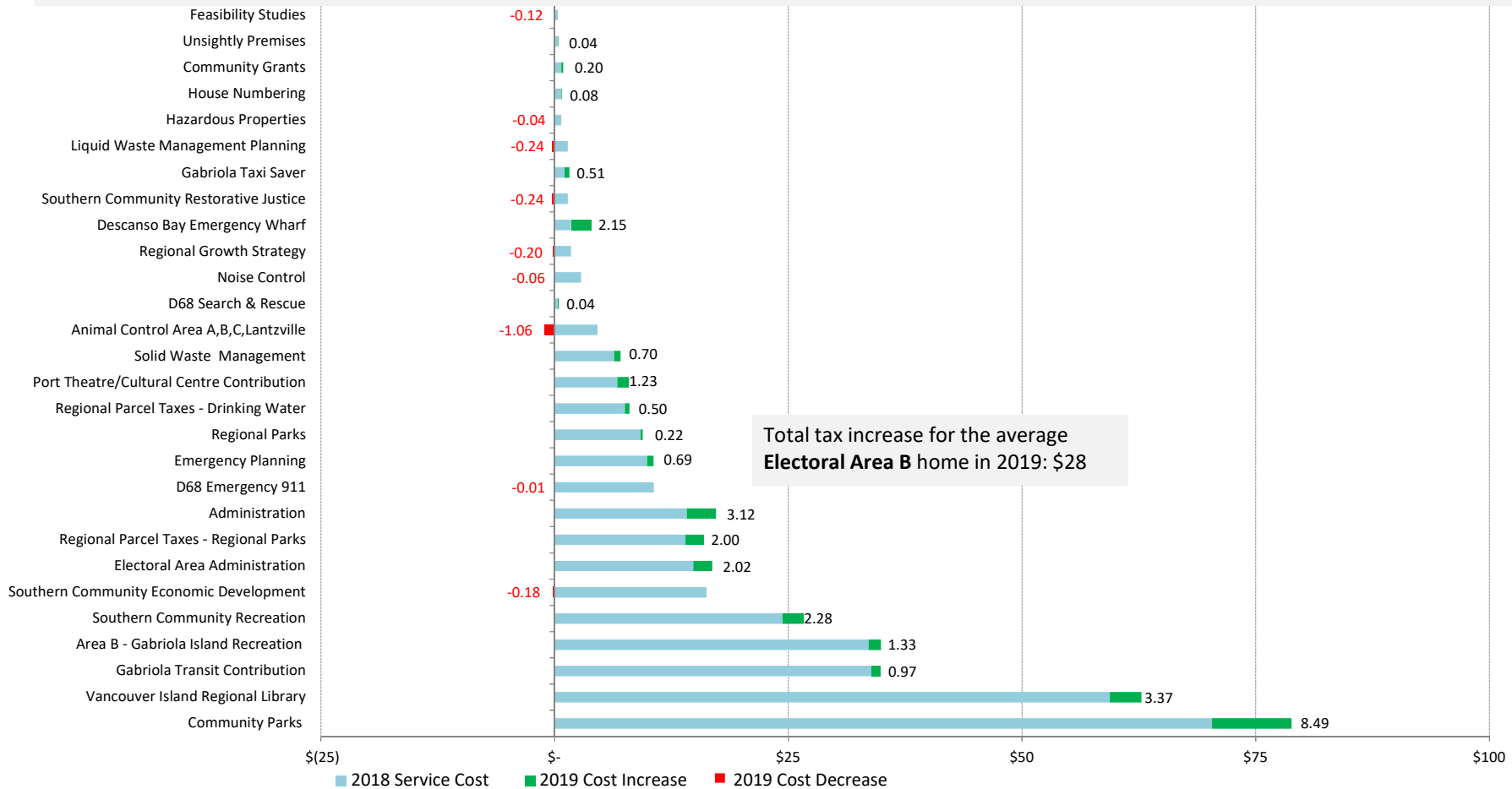
2019 Total Cost for the average **Electoral Area A Home** (\$491,430) = \$589



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area B Average Home Tax Change

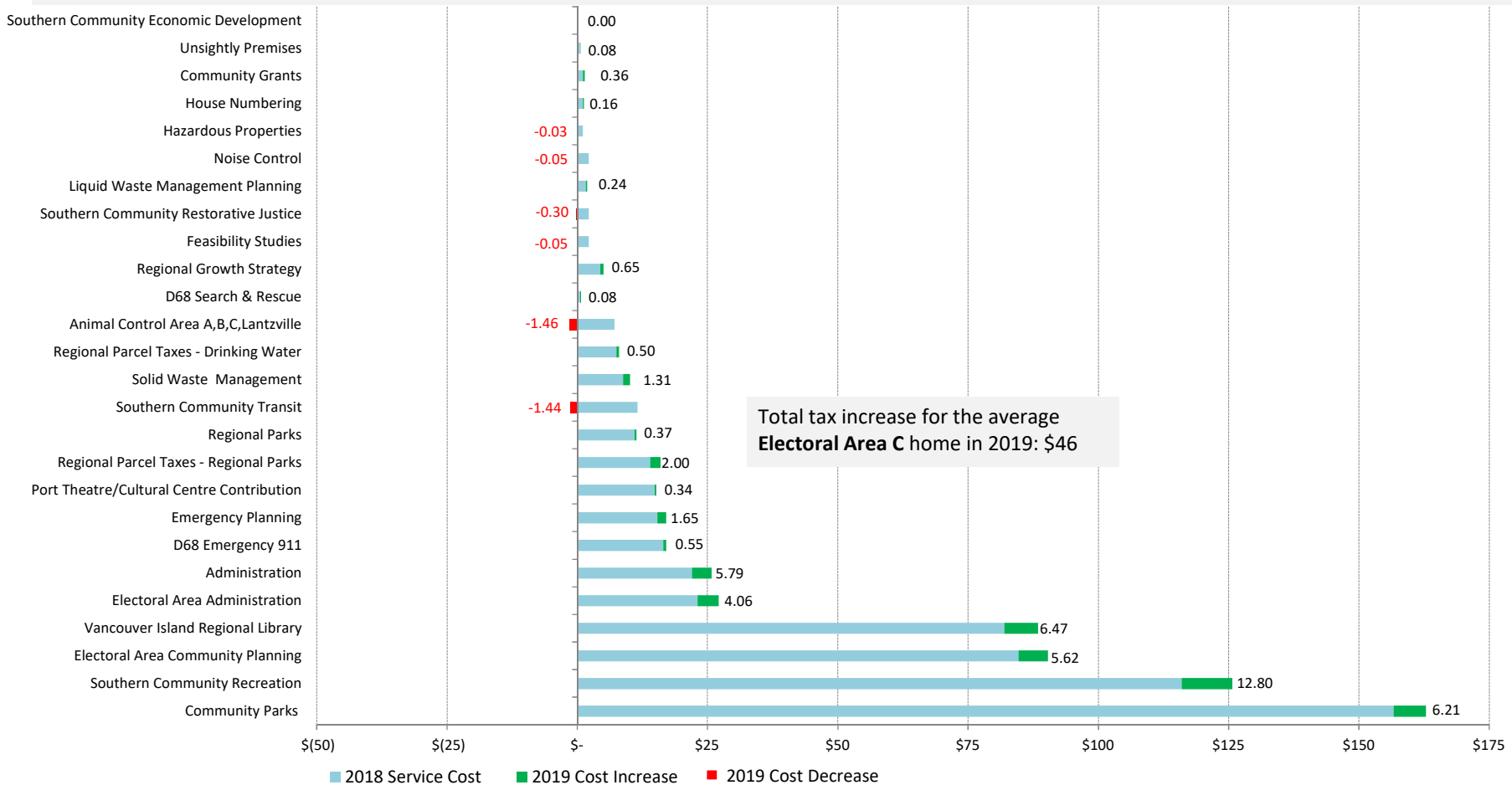
2019 Total Cost for the average **Electoral Area B Home** (\$392,160) = \$377



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area C Average Home Tax Change

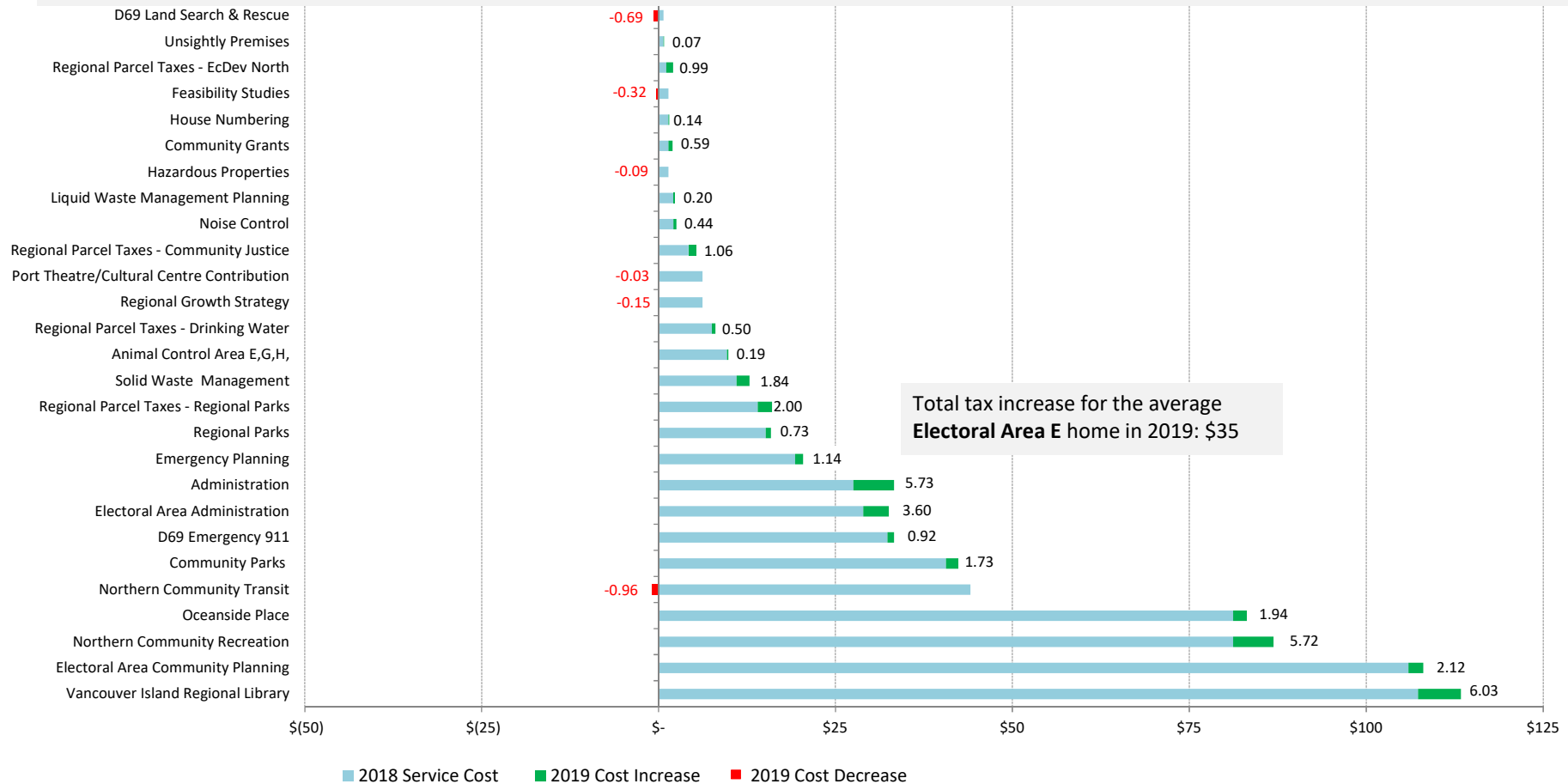
2019 Total Cost for the average **Electoral Area C Home** (\$631,326) = \$654



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area E Average Home Tax Change

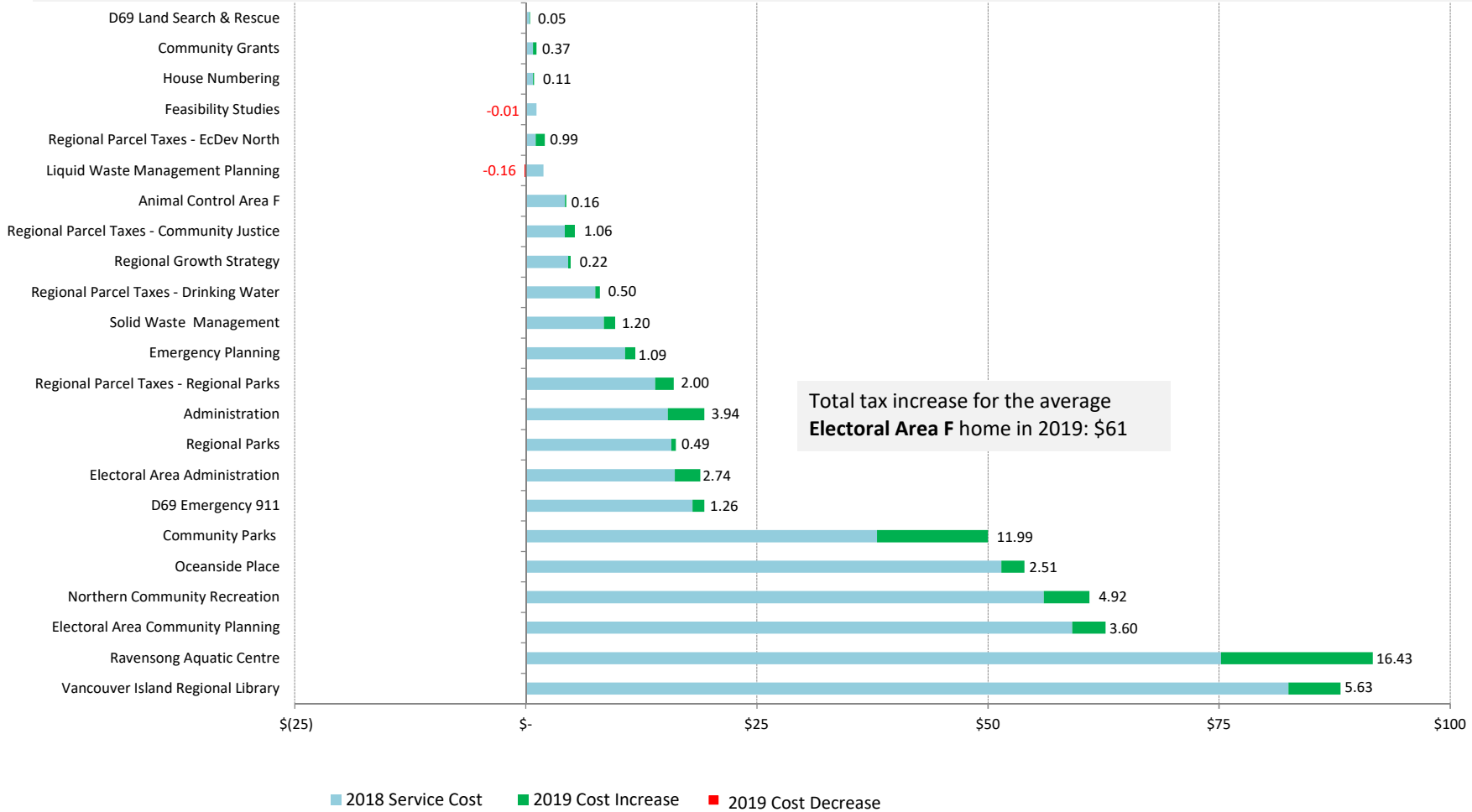
2019 Total Cost for the average **Electoral Area E Home** (\$755,770) = \$690



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area F Average Home Tax Change

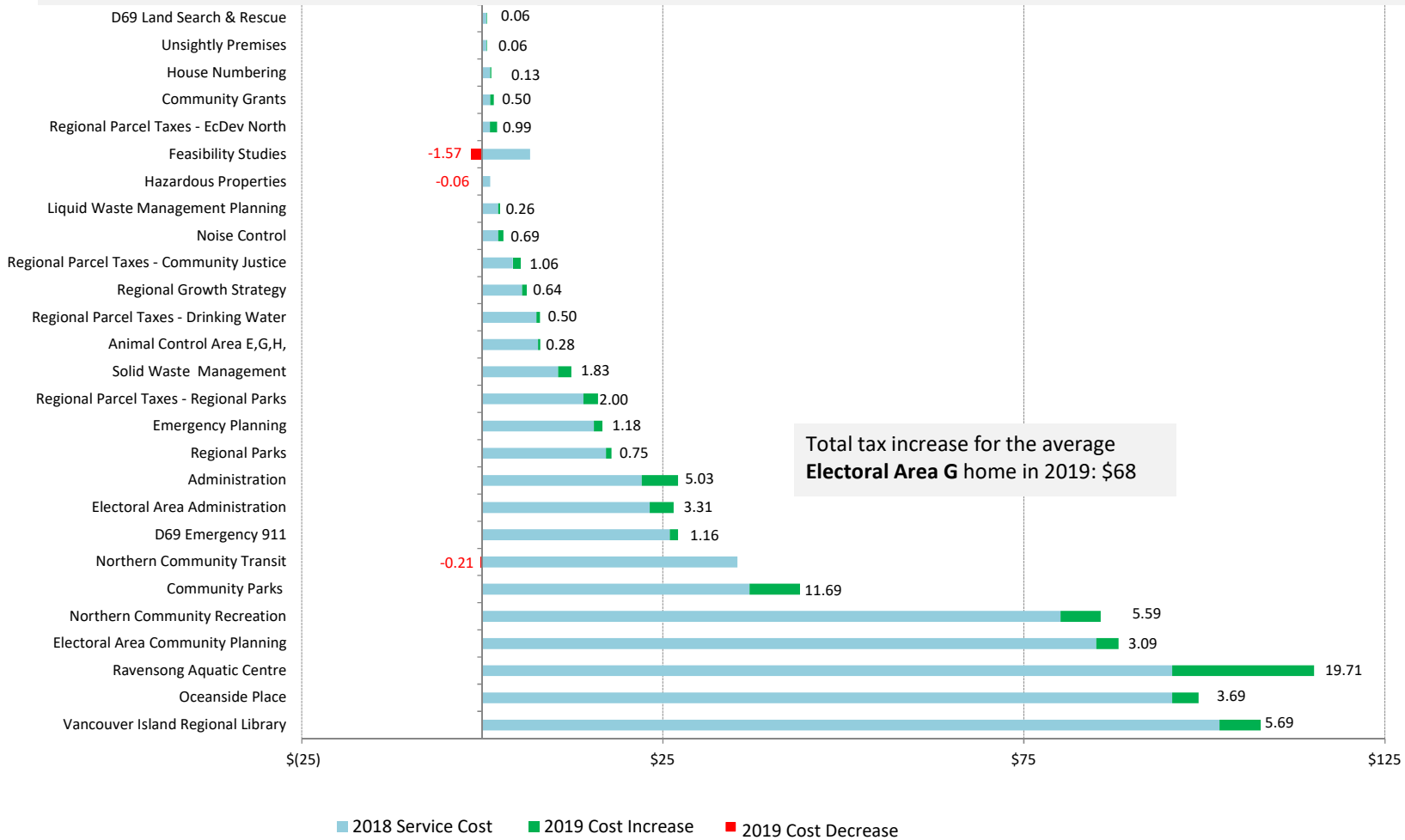
2019 Total Cost for the average **Electoral Area F Home** (\$438,460) = \$548



# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area G Average Home Tax Change

2019 Total Cost for the average **Electoral Area G Home** (\$616,063) = \$768

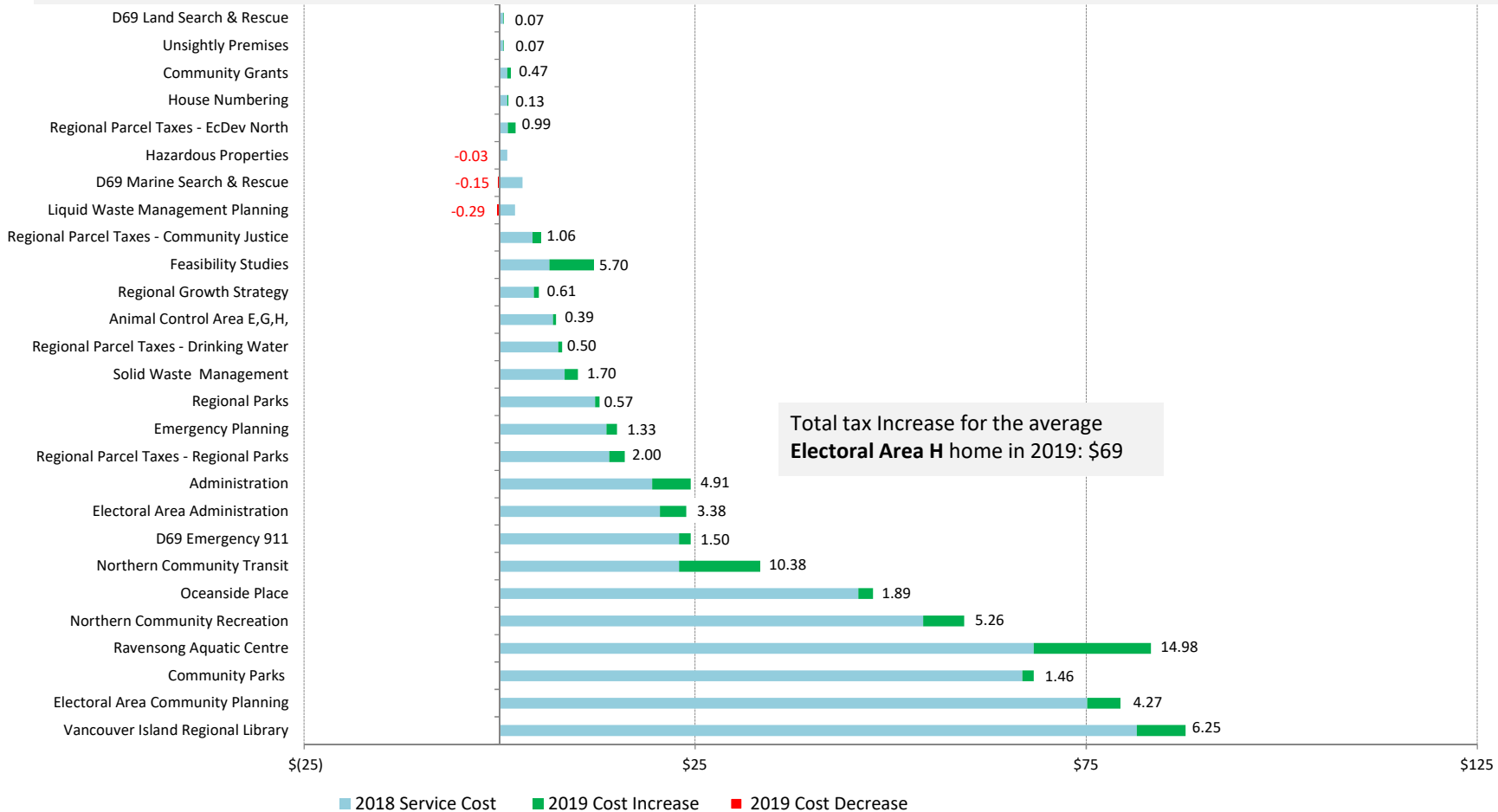




# REGIONAL DISTRICT OF NANAIMO SERVICES

## Electoral Area H Average Home Tax Change

2019 Total Cost for the average **Electoral Area H Home** (\$555,014) = \$634



**RDN  
5 Year Capital Plan**

	2019 Capital	2020 Capital	2021 Capital	2022 Capital	2023 Capital	Total
AD-0001 ASSET MANAGEMENT	150,000					<b>150,000</b>
FR-0003 ERRINGTON SEISMIC UPGRADE HALL #2		50,000	1,050,000	1,050,000		<b>2,150,000</b>
FR-0005 DASHWOOD BUILDING ADDITION	120,000	3,900,000				<b>4,020,000</b>
FR-0006 EXTENSION FIREHALL REBUILD 2021					100,000	<b>100,000</b>
FR-0007 BHB SATELLITE HALL DESIGN & CONST		100,000	2,000,000			<b>2,100,000</b>
FR-0010 COOMBS HILLIERS WATER TANK CONSTRUCTION	242,102					<b>242,102</b>
FR-0011 COOMBS HILLIERS FIREHALL 2 RECONST			50,000	900,000		<b>950,000</b>
LD-2047 LAND - WATER NANOOSE PENINSULA	70,000					<b>70,000</b>
MJ-0108 MAJOR CAP - BLDG OPS/OTHER	17,500	10,000	10,000	10,000	10,000	<b>57,500</b>
MJ-0109 MAJOR CAP - BUILDING OPS			100,000			<b>100,000</b>
MJ-0500 MAJOR CAP - TRANSIT STRN CONVENTIONAL	1,000,000	78,000	65,000	65,000	65,000	<b>1,273,000</b>
MJ-1202 MAJOR CAP - SOLID WASTE CHURCH ROAD	205,000	275,000	213,000	205,000	75,000	<b>973,000</b>
MJ-1203 MAJOR CAP - SOLID WASTE ENG & DISP OPS	527,500	50,000	91,000	30,000	35,000	<b>733,500</b>
MJ-1900 MAJOR CAP - EMERGENCY PLANNING	35,000		50,000			<b>85,000</b>
MJ-2020 MAJOR CAP - FIRE COOMBS HILLIERS	50,000					<b>50,000</b>
MJ-2021 MAJOR CAP - FIRE ERRINGTON	63,200				85,000	<b>148,200</b>
MJ-2023 MAJOR CAP - FIRE NANOOSE BAY	244,000	15,000	12,000			<b>271,000</b>
MJ-2026 MAJOR CAP - FIRE DASHWOOD	4,000	25,000		235,000	1,500	<b>265,500</b>
MJ-2029 MAJOR CAP - FIRE BOW HORN BAY			10,000			<b>10,000</b>
MJ-2034 MAJOR CAP - WATER SURFSIDE	56,000	12,500	57,500	50,000		<b>176,000</b>
MJ-2038 MAJOR CAP - WATER FRENCH CREEK	39,500	22,500	12,500	12,500	386,800	<b>473,800</b>
MJ-2039 MAJOR CAP - WATER WHISKEY CREEK	32,000	10,000				<b>42,000</b>
MJ-2042 MAJOR CAP - WATER DECOURCEY	1,000	5,000				<b>6,000</b>
MJ-2043 MAJOR CAP - WATER SAN PAREIL	47,404		100,000	350,000	100,000	<b>597,404</b>
MJ-2045 MAJOR CAP - WATER ENGLISHMAN RIVER	22,000	40,000				<b>62,000</b>
MJ-2046 MAJOR CAP - WATER MELROSE PLACE	67,000	15,000				<b>82,000</b>
MJ-2047 MAJOR CAP - WATER NANOOSE PENINSULA	252,000	312,000	239,500	539,500	217,500	<b>1,560,500</b>
MJ-2048 MAJOR CAP - BULK WATER NANOOSE BAY	1,990,092	9,100	13,000	13,000	325,000	<b>2,350,192</b>
MJ-2051 MAJOR CAP - WATER WESTURNE HEIGHTS	1,000	10,000				<b>11,000</b>
MJ-2080 MAJOR CAP - COMM PARKS EA A	25,000	15,000	55,000			<b>95,000</b>
MJ-2081 MAJOR CAP - COMM PARKS EA B	360,850	360,850				<b>721,700</b>
MJ-2082 MAJOR CAP - COMM PARKS EA C		30,000	20,000			<b>50,000</b>
MJ-2083 MAJOR CAP - COMM PARKS EA D		60,000				<b>60,000</b>
MJ-2084 MAJOR CAP - COMM PARKS EA E			95,000			<b>95,000</b>
MJ-2085 MAJOR CAP - COMM PARKS EA F		50,000		10,000		<b>60,000</b>
MJ-2086 MAJOR CAP - COMM PARKS EA G	5,000		150,000			<b>155,000</b>
MJ-2700 MAJOR CAP - REGIONAL PARKS	25,000	180,000				<b>205,000</b>
MJ-2702 MAJOR CAP - REG PARKS - TRAIL DEVELOP	161,850					<b>161,850</b>
MJ-2703 MAJOR CAP - REGIONAL PARKS CAPITAL					85,000	<b>85,000</b>
MJ-2704 MAJOR CAP - REG PARKS - HORNE LK CMPGRND	22,500					<b>22,500</b>
MJ-2718 MAJOR CAP - REG PARKS - MOORECROFT	25,000	45,000	35,000			<b>105,000</b>
MJ-2851 MAJOR CAP - WASTEWATER NANOOSE	313,500	230,000	250,000	50,000	50,000	<b>893,500</b>
MJ-2871 MAJOR CAP - WASTEWATER NPCC	255,530	521,500	500,500	650,500	500,000	<b>2,428,030</b>
MJ-2872 MAJOR CAP - WASTEWATER FCPC	292,444	492,000	570,000	595,000	500,000	<b>2,449,444</b>
MJ-2877 MAJOR CAP - WASTEWATER DUKE POINT	3,460	81,000	35,000	35,000	37,500	<b>191,960</b>
MJ-2900 MAJOR CAP - NORTH COMM REC OVERALL				1,000,000		<b>1,000,000</b>

**RDN  
5 Year Capital Plan**

	2019 Capital	2020 Capital	2021 Capital	2022 Capital	2023 Capital	<b>Total</b>
MJ-3070 MAJOR CAP - OCEANSIDE PLACE	555,750	107,500	340,000	150,000	297,000	<b>1,450,250</b>
MJ-3200 MAJOR CAP - RAVENSONG	940,000	9,680,000	275,000	355,000	140,000	<b>11,390,000</b>
MJ-7550 MAJOR CAP - SEWER FRENCH CR COLLECTION		50,000				<b>50,000</b>
MJ-7557 MAJOR CAP - SEWER BARCLAY CRESCENT	6,000		6,000		6,000	<b>18,000</b>
MJ-8103 MAJOR CAP - COMM WORKS - REC & PARKS	85,000					<b>85,000</b>
MN-0108 MINOR CAP - BLDG OPS/OTHER	5,000	5,000	5,000	5,000	5,000	<b>25,000</b>
MN-0109 MINOR CAP - ADMINISTRATION BLDG OPS	40,000	40,000	40,000	40,000	40,000	<b>200,000</b>
MN-0200 MINOR CAP - CURRENT PLANNING	500	500	500	500	500	<b>2,500</b>
MN-0202 MINOR CAP - LONG RANGE PLANNING	500	500				<b>1,000</b>
MN-1202 MINOR CAP - SOLID WASTE CHURCH ROAD	5,000	4,000	4,000	4,000	4,000	<b>21,000</b>
MN-1203 MINOR CAP - SOLID WASTE ENG & DISP OPS	28,500	9,500	9,500	9,500	9,500	<b>66,500</b>
MN-1213 MINOR CAP - GARBAGE COLLECTION & RECYC	250	150	125	125		<b>650</b>
MN-3200 MINOR CAP - RAVENSONG	5,500	10,000		3,500	3,500	<b>22,500</b>
MN-7550 MINOR CAP - SEWER FRENCH CR COLLECTION	11,856	11,856	11,856	11,856	11,856	<b>59,280</b>
MN-7551 MINOR CAP - SEWER FAIRWINDS COLLECTION	5,080	5,080	5,080	5,080	5,080	<b>25,400</b>
MN-7554 MINOR CAP - SEWER PACIFIC SHORES	806	806	806	806	806	<b>4,030</b>
MN-7555 MINOR CAP - SEWER SURFSIDE	178	178	178	178	178	<b>890</b>
MN-7557 MINOR CAP - SEWER BARCLAY CRESCENT	1,556	1,556	1,556	1,556	1,556	<b>7,780</b>
MN-7558 MINOR CAP - SEWER CEDAR COLLECTION	524	524	524	524	524	<b>2,620</b>
PC-0103 COMPUTER - CAO	2,750	2,500		2,500		<b>7,750</b>
PC-0104 COMPUTER - HUMAN RESOURCES	2,700		2,000	2,000	5,375	<b>12,075</b>
PC-0105 COMPUTER - FINANCE	6,100	8,000	2,000	9,500	12,375	<b>37,975</b>
PC-0106 COMPUTER - INFO SYSTEMS	5,600	2,500	2,500	7,500	10,750	<b>28,850</b>
PC-0107 COMPUTER - LEGISLATIVE SERVICES	2,600	4,000	2,800	2,000	750	<b>12,150</b>
PC-0108 COMPUTER - BLDG OPS/OTHER	3,691	4,700		250	2,500	<b>11,141</b>
PC-0110 COMPUTER - COMMUNICATIONS			2,000	2,500		<b>4,500</b>
PC-0112 COMPUTER - INFO SERVICES CAPITAL	966,250	215,500	153,500	102,000	155,500	<b>1,592,750</b>
PC-0113 COMPUTER - GIS & MAPPING	25,000	16,000			24,000	<b>65,000</b>
PC-0200 COMPUTER - CURRENT PLANNING	6,719	7,750	5,100	11,000	6,700	<b>37,269</b>
PC-0202 COMPUTER - LONG RANGE PLANNING		3,140	1,000	4,000		<b>8,140</b>
PC-0208 COMPUTER - STRATEGIC INITIATIVES OVERALL	1,250					<b>1,250</b>
PC-0210 COMPUTER - INTERGOVERNMENTAL LIAISON			2,500			<b>2,500</b>
PC-0300 COMPUTER - BLDG INSPECTION	4,875	8,000	5,250	8,000	4,000	<b>30,125</b>
PC-0301 COMPUTER - BYLAW	2,500			2,500		<b>5,000</b>
PC-0400 COMPUTER - REGIONAL GROWTH STRATEGY	1,031	3,910	2,100			<b>7,041</b>
PC-0500 COMPUTER - TRANSIT STHRN CONVENTIONAL	9,000	10,600	14,000	20,000	7,250	<b>60,850</b>
PC-0501 COMPUTER - TRANSIT STHRN HANDYDART	2,000	2,000	2,000		750	<b>6,750</b>
PC-1200 COMPUTER - SOLID WASTE MANAGEMENT	146,500	6,500	8,000	12,500	2,500	<b>176,000</b>
PC-1213 COMPUTER - GARBAGE COLLECTION & RECYC			2,000			<b>2,000</b>
PC-1500 COMPUTER - EA ONLY	4,900		500	1,000	5,300	<b>11,700</b>
PC-1502 COMPUTER - EA'S ONLY BLD POLICY & ADV	2,000		1,250			<b>3,250</b>
PC-1900 COMPUTER - EMERGENCY PLANNING		200	2,500	2,750	2,500	<b>7,950</b>
PC-2000 COMPUTER - FIRE ADMINISTRATION		200	2,500	250		<b>2,950</b>
PC-2034 COMPUTER - WATER SURFSIDE	65	38	34	34	94	<b>265</b>
PC-2038 COMPUTER - WATER FRENCH CREEK	401	240	214	214	579	<b>1,648</b>
PC-2039 COMPUTER - WATER WHISKEY CREEK	211	126	112	112	306	<b>867</b>

**RDN  
5 Year Capital Plan**

	2019 Capital	2020 Capital	2021 Capital	2022 Capital	2023 Capital	Total	
PC-2042	COMPUTER - WATER DECOURCEY	8	6	4	4	12	<b>34</b>
PC-2043	COMPUTER - WATER SAN PAREIL	486	291	260	260	701	<b>1,998</b>
PC-2045	COMPUTER - WATER ENGLISHMAN RIVER	264	157	140	140	381	<b>1,082</b>
PC-2046	COMPUTER - WATER MELROSE PLACE	48	29	26	26	69	<b>198</b>
PC-2047	COMPUTER - WATER NANOOSE PENINSULA	4,231	2,524	2,256	2,256	6,099	<b>17,366</b>
PC-2048	COMPUTER - BULK WATER NANOOSE BAY	150	147	80	80	700	<b>1,157</b>
PC-2049	COMPUTER - BULK WATER FRENCH CREEK		33			125	<b>158</b>
PC-2051	COMPUTER - WESTURNE HEIGHTS	29	18	16	16	45	<b>124</b>
PC-2080	COMPUTER - COMM PARKS EA A	866	211	1,922	1,142	1,089	<b>5,230</b>
PC-2081	COMPUTER - COMM PARKS EA B	1,304	211	1,922	1,142	1,089	<b>5,668</b>
PC-2082	COMPUTER - COMM PARKS EA C	615	105	966	576	545	<b>2,807</b>
PC-2083	COMPUTER - COMM PARKS EA D	615	105	1,054	576	545	<b>2,895</b>
PC-2084	COMPUTER - COMM PARKS EA E	1,219	211	2,097	1,142	1,089	<b>5,758</b>
PC-2085	COMPUTER - COMM PARKS EA F	1,205	225	2,097	1,142	1,089	<b>5,758</b>
PC-2086	COMPUTER - COMM PARKS EA G	1,205	225	1,922	1,142	1,089	<b>5,583</b>
PC-2087	COMPUTER - COMM PARKS EA H	1,219	211	2,097	1,142	1,089	<b>5,758</b>
PC-2700	COMPUTER - REGIONAL PARKS	13,682	1,722	7,740	1,625	8,785	<b>33,554</b>
PC-2800	COMPUTER - REG & COMM UTIL ADMIN		5,000	9,000	5,000		<b>19,000</b>
PC-2801	COMPUTER - REG & COMM UTIL ENGINEERING			2,500	2,000		<b>4,500</b>
PC-2851	COMPUTER - WASTEWATER NANOOSE	1,000	652	2,400	288	480	<b>4,820</b>
PC-2870	COMPUTER - LIQUID WASTE MGMT PLANNING		150			1,600	<b>1,750</b>
PC-2871	COMPUTER - WASTEWATER NPCC	87,000	6,750	21,000	10,875	12,875	<b>138,500</b>
PC-2872	COMPUTER - WASTEWATER FCPC	18,500	10,925	3,600	2,800	28,000	<b>63,825</b>
PC-2877	COMPUTER - WASTEWATER DUKE POINT		23		2,038	120	<b>2,181</b>
PC-2900	COMPUTER - NORTH COMM REC OVERALL	2,825	11,540	3,000	2,000	2,161	<b>21,526</b>
PC-3070	COMPUTER - OCEANSIDE PLACE	24,200	4,090	11,500	4,425	4,661	<b>48,876</b>
PC-3171	COMPUTER - REC & CULTURE EA A	200	40	200	50	97	<b>587</b>
PC-3200	COMPUTER - RAVENSONG	15,200	7,040	7,500	2,850	5,160	<b>37,750</b>
PC-3681	COMPUTER - RECREATION EA B - GABRIOLA	100	40	100	50	96	<b>386</b>
PC-4500	COMPUTER - DRINKING WTR/WTRSHD PROTECT	2,000	1,933			2,375	<b>6,308</b>
PC-7550	COMPUTER - SEWER FRENCH CR COLLECTION	964	575	514	514	1,391	<b>3,958</b>
PC-7551	COMPUTER - SEWER FAIRWINDS COLLECTION	401	240	214	214	579	<b>1,648</b>
PC-7554	COMPUTER - SEWER PACIFIC SHORES	65	38	34	34	94	<b>265</b>
PC-7555	COMPUTER - SEWER SURFSIDE	14	10	8	8	17	<b>57</b>
PC-7557	COMPUTER - SEWER BARCLAY CRESCENT	124	74	66	66	179	<b>509</b>
PC-7558	COMPUTER - SEWER CEDAR COLLECTION	41	24	22	22	59	<b>168</b>
PR-0005	FRENCH CREEK COMM TRAIL SYSTEM EA G		100,000				<b>100,000</b>
PR-0006	GABRIOLA VILLAGE TRAIL	712,822					<b>712,822</b>
PR-0010	NANAIMO RIV BRIDGE-MORDEN COLLIERY TRAIL	300,000	2,137,875				<b>2,437,875</b>
PR-0011	MT BENSON ADDITION				1,050,000	150,000	<b>1,200,000</b>
PR-0012	MOORECROFT LONGHOUSE				425,000		<b>425,000</b>
PR-0013	NOTCH, EA E				1,000,000		<b>1,000,000</b>
PR-0015	BENSON CREEK LOWER (BCFRP)	35,000	235,000				<b>270,000</b>
PR-0016	LIGHTHOUSE CRT - NILE CREEK			250,000			<b>250,000</b>
PR-0018	BENSON CREEK FALLS STAIRS	30,000	140,000				<b>170,000</b>
PR-0019	THE LOOKOUT - EA E				100,000		<b>100,000</b>

**RDN  
5 Year Capital Plan**

	2019 Capital	2020 Capital	2021 Capital	2022 Capital	2023 Capital	Total
PR-0027 HORNE LAKE REGIONAL TRAIL		750,000				<b>750,000</b>
PR-0028 MT. BENSON PARKING LOT	1,020,000					<b>1,020,000</b>
PR-0030 LITTLE QUALICUM BRIDGE EA F	45,000	839,910				<b>884,910</b>
PR-0031 DUNSMIUR COMMUNITY PARK - EA H	23,784					<b>23,784</b>
PR-0032 MEADOWOOD COMM REC CTR CONSTRUCTION	915,000					<b>915,000</b>
PR-0033 CWF - EA B HUXLEY PARK PH 2 UPGRADE	49,677					<b>49,677</b>
PR-0034 CWF - EA G LITTLE QUALICUM HALL UPGRADES	163,700					<b>163,700</b>
PR-0035 CWF - EA C JONANCO HOBBY WRKSHPR PRKG LOT	31,288					<b>31,288</b>
PR-0036 CWF - EA B HUXLEY SPORT COURT PICKLEBALL	10,000					<b>10,000</b>
SW-0001 SW- CELL 1 CAPITAL PROJECTS (2010)	54,312	1,800,000	110,000			<b>1,964,312</b>
SW-0003 SW- LANDFILL GAS COLLECTION SYSTEM 2014	269,472	50,000	50,000	50,000	50,000	<b>469,472</b>
SW-0006 SW - NORTH BERM PHASE 3 - BERM CONSTRUCT	10,678					<b>10,678</b>
SW-0007 SW - CELL ONE SOUTHWEST BERM CLOSURE			500,000	2,000,000	100,000	<b>2,600,000</b>
SW-0010 SW - CELL TWO SOUTH EAST BERM CONSTRUCT		40,000				<b>40,000</b>
TR-0003 TRANSIT - DOWNTOWN EXCHANGE CONSTRUCTION	1,673,230	1,300,000				<b>2,973,230</b>
TR-0004 TRANSIT - WOODGROVE EXCHANGE IMPROVEMENT	1,600,000					<b>1,600,000</b>
TR-0005 TRANSIT - DOWNTOWN EXCHANGE LAND	1,500,000					<b>1,500,000</b>
TR-0008 TRANSIT - CNG COMPRESSOR STN GENERATOR	435,000					<b>435,000</b>
VH-0108 VEHICLE - BLDG OPS/OTHER	30,000	30,000		30,000	30,000	<b>120,000</b>
VH-0300 VEHICLE - BLDG INSPECTION	41,500	41,500	12,500			<b>95,500</b>
VH-0301 VEHICLE - BYLAW				30,000		<b>30,000</b>
VH-0500 VEHICLE - TRANSIT STHRN CONVENTIONAL	20,000			125,000	75,000	<b>220,000</b>
VH-1203 VEHICLE - SOLID WASTE ENG & DISP OPS	1,210,000	845,000	245,000		25,000	<b>2,325,000</b>
VH-1502 VEHICLE - EA'S ONLY BLD POLICY & ADV	12,500	12,500	12,500			<b>37,500</b>
VH-2020 VEHICLE - FIRE COOMBS HILLIERS	20,000			425,000		<b>445,000</b>
VH-2021 VEHICLE - FIRE ERRINGTON					510,000	<b>510,000</b>
VH-2023 VEHICLE - FIRE NANOOSE BAY	50,000	500,000		150,000		<b>700,000</b>
VH-2026 VEHICLE - FIRE DASHWOOD		250,000	410,000		200,000	<b>860,000</b>
VH-2027 VEHICLE - FIRE EXTENSION	250,000	250,000				<b>500,000</b>
VH-2029 VEHICLE - FIRE BOW HORN BAY	250,000	250,000			350,000	<b>850,000</b>
VH-2851 VEHICLE - WASTEWATER NANOOSE	41,680	72,000		20,000		<b>133,680</b>
VH-2871 VEHICLE - WASTEWATER NPCC	74,400		43,300	38,000	43,300	<b>199,000</b>
VH-2872 VEHICLE - WASTEWATER FCPC	59,200	28,000		50,000	40,000	<b>177,200</b>
VH-2877 VEHICLE - WASTEWATER DUKE POINT	720		4,700		4,700	<b>10,120</b>
VH-2900 VEHICLE - NORTH COMM REC OVERALL	35,000					<b>35,000</b>
VH-3070 VEHICLE - OCEANSIDE PLACE		130,000	35,000		140,000	<b>305,000</b>
WT-0005 NB WT - FAIRWINDS RESERVOIR			300,000	900,000		<b>1,200,000</b>
WT-0006 NB WT- OUTRIGGER RD MAIN 2017	175,000					<b>175,000</b>
WT-0007 NB WT - DORCAS PT RD WTR MAIN		150,000	775,000			<b>925,000</b>
WT-0018 NB WT - WEST BAY PUMPHOUSE UPGRD 2018	15,000	99,900				<b>114,900</b>
WT-0019 NB WT - DOLPHIN DRIVE MAIN 2018	100,000					<b>100,000</b>
WT-0020 NB WT - DCC MAJOR UPDATE STUDY	11,500					<b>11,500</b>
WT-0021 CWF - WATER CONDITION/ MONITORING EA E	61,162	10,000	10,000	13,634		<b>94,796</b>
WT-0022 CWF - WHISKEY CREEK WELL DEVELOPMENT	393,962					<b>393,962</b>
WT-0023 WHISKEY CRK PMP STN & DISTIBTN	453,412					<b>453,412</b>
WT-0025 NANOOSE BAY PENINSULA PUMP STATION	1,723,160					<b>1,723,160</b>

**RDN  
5 Year Capital Plan**

	2019 Capital	2020 Capital	2021 Capital	2022 Capital	2023 Capital	<b>Total</b>
WT-0026 SAN PAREIL WATER - UV TREATMENT	244,725					<b>244,725</b>
WW-0007 NPCC - SECONDARY TREATMENT (2015)	31,555,081					<b>31,555,081</b>
WW-0008 NPCC - CENTRIFUGE#2 (2015)	1,320,315					<b>1,320,315</b>
WW-0009 FCPC - INTERCEPTOR/PMP STN EXPN (2015)			1,377,500			<b>1,377,500</b>
WW-0010 FCPC - PLANT EXPANSION (2016)	1,606,973	15,530,344	15,380,345			<b>32,517,662</b>
WW-0011 NBPC - NANOOSE 2NDRY TRMT (2022)	20,000	100,000	250,000	2,150,000	1,980,000	<b>4,500,000</b>
WW-0014 NPCC - DEPARTURE BAY PMP STN PMP#3 RPLC					640,000	<b>640,000</b>
WW-0015 NPCC - DEPARTURE BAY PMP STN PMP #2 RPLC				640,000		<b>640,000</b>
WW-0016 FCPC - EFFLUENT PUMPING STAGE 2 (2017)		150,000				<b>150,000</b>
WW-0018 FCPC - COMMISSION 5TH ATAD (2019)			170,000			<b>170,000</b>
WW-0019 NPCC - DIGESTER #2 UPGRADE & REPAIRS	1,093,875					<b>1,093,875</b>
WW-0021 FCPC - BAY AVE PMP STN GENSET UPGRD 2016	2,402,652	1,200,000				<b>3,602,652</b>
WW-0024 NPCC - CHASE RIVER PS FORCEMAIN UPGRADES	1,970,429	1,000,000				<b>2,970,429</b>
WW-0025 BOWSER VILLAGE TREATMENT FACILITY	10,225,504	456,007				<b>10,681,511</b>
WW-0028 CWF - BOWSER SEWER PRELIM. DESIGN	153,649					<b>153,649</b>
<b>Total RDN</b>	<b>74,294,717</b>	<b>45,781,115</b>	<b>26,720,087</b>	<b>15,821,014</b>	<b>7,762,514</b>	<b>170,379,447</b>

**Future Staffing Level Changes**

**Attachment 1**

The following positions are proposed for future years in the 2019-2023 Financial Plan

2020

- Electronic Data Records Management Services Records Clerk (1.0 FTE)
- Senior Accountant (1.0 FTE)
- Accounting Clerk (1.0 FTE)
- IT Resource (1.0 FTE)
- Bylaw Officer (0.5 FTE)
- Planner (0.4 FTE)
- Transportation Coordinator (1.0 FTE)
- Fleet Manager (1.0 FTE)
- Bowser Sanitary Sewer Wastewater Operator (1.0 FTE)
- Electronic Data Records Management Services Database Coordinator (1.0 FTE)
- Parks Resources (2.0 FTE)
- Recreation Programmer (1.0 FTE)
- Legal Counsel (0.75 FTE)
- Greater Nanaimo Secondary Treatment Plant Wastewater Operator (2.0 FTE)
- French Creek Expansion Wastewater Operator/Technician (1.0 FTE)
- Drinking Water and Wastewater Protection Special Projects Coordinator (1.0 FTE)
- Utilities Technicians (3.0 FTE)
- Solid Waste Management Plan Special Projects Coordinator (1.0 FTE)

2021

- Finance Administrative Clerk (1.0 FTE)
- French Creek Pollution Control Centre Wastewater Operator/Technician (1.0 FTE)
- Greater Nanaimo Secondary Treatment Plant Wastewater Operator/Technician (1.0 FTE)
- Solid Waste Management Plan Special Projects Coordinator (1.0 FTE)
- Executive Assistant to the Chair (1.0 FTE)
- Building Inspector (1.0 FTE)

2022

- Pool Employees (5.0 FTE)
- Parks Resources (1.0 FTE)
- Facilities Manager (1.0 FTE)
- Bylaw Enforcement Officer (1.0 FTE)
- Wastewater Operator (1.0 FTE)

**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
CITY OF NANAIMO**

	City Of Nanaimo	City Of Nanaimo	City Of Nanaimo	City Of Nanaimo	City Of Nanaimo	City Of Nanaimo
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	900,392	1,097,406	1,185,199	1,256,310	1,294,000	1,332,820
Grants In Aid	71,328	56,962	59,877	59,877	59,877	59,877
Regional Growth Strategy	246,250	257,403	273,128	298,650	310,596	316,808
Southern Community Transit	8,853,982	9,166,265	9,716,241	10,007,728	10,608,192	11,032,519
Solid Waste Management	464,604	531,941	601,092	679,235	767,535	844,289
Regional Parks - Operations	816,038	844,544	946,553	1,022,277	1,083,614	1,148,631
Regional Parks - Acquisitions	486,808	563,472	566,672	569,872	573,072	576,272
Wastewater Southern Community	7,936,335	8,811,110	9,251,665	9,529,216	9,815,092	10,011,394
Liquid Waste Management Planning	97,919	98,463	100,432	102,441	105,514	109,734
Drinking Water/Watershed Protection	260,790	281,736	318,753	320,553	322,353	324,153
D68 Search & Rescue	39,718	39,718	40,138	41,478	41,478	41,478
<b>Regional District General Services Requisition</b>	<b>\$20,174,164</b>	<b>\$21,749,020</b>	<b>\$23,059,750</b>	<b>\$23,887,637</b>	<b>\$24,981,323</b>	<b>\$25,797,975</b>
<b>LOCAL SERVICE AREAS</b>						
Duke Point Wastewater	238,254	247,784	270,085	294,392	317,944	343,379



**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
DISTRICT OF LANTZVILLE**

	District of Lantzville	District of Lantzville	District of Lantzville	District of Lantzville	District of Lantzville	District of Lantzville
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	42,247	54,640	59,011	62,552	64,429	66,362
Grants In Aid	3,326	2,836	2,981	2,981	2,981	2,981
Building Inspection	20,327	22,750	24,115	25,080	26,083	26,865
Regional Growth Strategy	10,642	11,471	12,173	13,309	13,842	14,118
House Numbering	1,747	1,846	1,846	1,846	1,846	1,846
Hazardous Properties	2,031	2,119	2,119	2,119	2,119	2,119
Unightly Premises	1,120	1,150	1,169	1,188	1,208	1,228
Southern Community Transit	109,050	94,373	100,036	103,036	109,218	113,587
Solid Waste Management	20,076	23,701	26,782	30,264	34,198	37,618
Animal Control Area A,B,C, Lantzville	13,488	11,523	11,730	12,437	12,676	12,918
Regional Parks - Operations	32,505	33,640	37,704	40,720	43,163	45,753
Regional Parks - Acquisitions	20,958	25,152	25,152	25,152	25,152	25,152
Southern Community Recreation	428,190	475,588	499,099	503,495	513,342	518,832
Wastewater Southern Community	70,460	76,433	80,255	82,662	85,142	86,845
Liquid Waste Management Planning	4,231	4,387	4,475	4,564	4,701	4,889
Drinking Water/Watershed Protection	11,228	12,576	14,148	14,148	14,148	14,148
D68 Search & Rescue	1,582	1,582	1,599	1,652	1,652	1,652
D68 Emergency 911	31,145	33,416	34,134	35,423	36,061	36,723
Emergency Planning	29,334	33,231	34,560	35,597	36,665	37,398
Noise Control	4,037	4,181	4,586	4,676	4,768	4,862
<b>Regional District General Services Requisition</b>	<b>\$857,724</b>	<b>\$926,595</b>	<b>\$977,674</b>	<b>\$1,002,901</b>	<b>\$1,033,394</b>	<b>\$1,055,896</b>

**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
CITY OF PARKSVILLE**

	City Of Parksville	City Of Parksville	City Of Parksville	City Of Parksville	City Of Parksville	City Of Parksville
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	144,384	179,752	194,132	205,780	211,954	218,312
Grants In Aid	8,154	10,544	12,437	12,437	12,437	12,437
D69 Community Justice	28,731	36,306	36,786	37,455	38,324	39,535
Regional Growth Strategy	36,647	38,714	41,079	44,918	46,714	47,649
Northern Community Economic Development	7,213	14,035	14,080	14,124	14,168	14,212
Northern Community Transit	547,072	506,810	537,218	569,451	603,619	639,836
Solid Waste Management	69,131	79,992	90,391	102,142	115,421	126,963
Regional Parks - Operations	112,834	116,775	130,880	141,350	149,831	158,821
Regional Parks - Acquisitions	94,906	109,712	110,512	111,312	112,112	112,912
Northern Community Recreation	324,765	360,669	400,343	444,381	453,268	462,334
Oceanside Place	589,231	613,817	644,508	676,733	710,570	746,099
Ravensong Aquatic Centre	578,383	705,329	775,862	853,448	913,189	926,887
Liquid Waste Management Planning	14,570	14,807	15,103	15,405	15,867	16,502
Wastewater Northern Community	2,530,532	2,535,220	2,560,573	2,586,178	2,637,902	2,664,281
Drinking Water/Watershed Protection	50,843	54,856	62,163	62,613	63,063	63,513
D69 Land Search & Rescue	2,736	2,749	2,750	2,751	2,753	2,754
D69 Emergency 911	168,009	179,377	186,315	190,821	194,471	198,360
<b>Regional District General Services Requisition</b>	<b>\$5,308,141</b>	<b>\$5,559,464</b>	<b>\$5,815,131</b>	<b>\$6,071,300</b>	<b>\$6,295,663</b>	<b>\$6,451,407</b>

**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
TOWN OF QUALICUM BEACH**

	Town Of Qualicum Beach Final 2018	Town Of Qualicum Beach Proposed 2019	Town Of Qualicum Beach Forecast 2020	Town Of Qualicum Beach Forecast 2021	Town Of Qualicum Beach Forecast 2022	Town Of Qualicum Beach Forecast 2023
Administration	115,423	143,460	154,937	164,233	169,160	174,235
Grants In Aid	6,519	8,416	9,927	9,927	9,927	9,927
D69 Community Justice	20,535	25,675	25,879	26,215	26,686	27,390
Regional Growth Strategy	27,788	29,339	31,131	34,041	35,402	36,110
Northern Community Economic Development	5,155	9,925	9,905	9,885	9,865	9,846
Northern Community Transit	268,063	342,813	363,382	385,184	408,295	432,793
Solid Waste Management	52,414	60,615	68,495	77,399	87,461	96,207
Regional Parks - Operations	80,635	83,452	93,532	101,015	107,075	113,500
Regional Parks - Acquisitions	67,830	77,584	77,744	77,904	78,064	78,224
Northern Community Recreation	259,622	287,851	319,514	354,661	361,754	368,989
Oceanside Place	351,935	366,533	384,860	404,103	424,307	445,523
Ravensong Aquatic Centre	511,284	623,040	685,344	753,878	806,649	818,749
Liquid Waste Management Planning	11,047	11,220	11,444	11,673	12,023	12,504
Wastewater Northern Community	1,648,649	1,630,938	1,647,247	1,663,720	1,696,994	1,713,964
Drinking Water/Watershed Protection	36,338	38,792	43,731	43,821	43,911	44,001
D69 Land Search & Rescue	1,955	1,964	1,965	1,966	1,967	1,968
D69 Emergency 911	134,309	143,161	148,698	152,295	155,207	158,312
<b>Regional District General Services Requisition</b>	<b>\$3,599,501</b>	<b>\$3,884,778</b>	<b>\$4,077,735</b>	<b>\$4,271,920</b>	<b>\$4,434,747</b>	<b>\$4,542,242</b>

**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
ELECTORAL AREA A**

	Elect Area A	Elect Area A	Elect Area A	Elect Area A	Elect Area A	Elect Area A
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	63,820	80,037	86,440	91,627	94,375	97,207
Grants In Aid	2,759	4,154	4,367	4,367	4,367	4,367
Electoral Areas Administration	66,680	77,676	81,893	85,634	94,927	93,892
Southern Community Restorative Justice	6,339	6,503	6,621	6,742	6,866	6,992
Electoral Area Community Planning	242,986	257,938	270,835	281,669	287,302	293,048
Regional Growth Strategy	18,368	19,456	20,644	22,573	23,477	23,946
House Numbering	2,639	2,705	2,705	2,705	2,705	2,705
Southern Community Economic Development	0	0	0	0	0	0
Hazardous Properties	3,068	3,104	3,104	3,104	3,104	3,104
Unsightly Premises	1,692	1,685	1,713	1,741	1,769	1,798
Southern Community Transit	114,598	91,237	96,711	99,613	105,590	109,813
Solid Waste Management	34,659	40,208	45,436	51,343	58,017	63,820
Animal Control Area A,B,C, Lantzville	20,376	16,879	17,181	18,218	18,567	18,924
Regional Parks - Operations	63,639	65,862	73,817	79,723	84,506	89,577
Regional Parks - Acquisitions	40,320	46,208	46,208	46,208	46,208	46,208
Community Parks	212,384	233,622	240,631	247,850	252,807	257,863
Southern Community Recreation	401,852	442,231	466,125	469,442	478,592	483,029
Electoral Area A Recreation	202,792	226,848	231,385	236,013	240,733	245,548
Port Theatre/Cultural Centre Contribution	15,577	15,811	16,048	16,289	16,533	16,781
Liquid Waste Management Planning	7,305	7,443	7,592	7,743	7,976	8,295
Drinking Water/Watershed Protection	21,600	23,104	25,992	25,992	25,992	25,992
D68 Search & Rescue	3,097	3,097	3,130	3,235	3,235	3,235
D68 Emergency 911	47,049	48,947	50,000	51,887	52,823	53,792
Emergency Planning	43,539	48,738	50,687	52,208	53,774	54,849
Noise Control	9,543	11,323	11,506	11,700	11,898	12,099
Feasibility Studies	5,000	5,000	0	0	0	0
<b>Regional District General Services Requisition</b>	<b>\$1,651,681</b>	<b>\$1,779,816</b>	<b>\$1,860,771</b>	<b>\$1,917,626</b>	<b>\$1,976,143</b>	<b>\$2,016,884</b>
Vancouver Island Regional Library	336,747	360,579	371,397	382,538	394,014	405,835
<b>Total Requisition</b>	<b>\$1,988,428</b>	<b>\$2,140,395</b>	<b>\$2,232,168</b>	<b>\$2,300,164</b>	<b>\$2,370,157</b>	<b>\$2,422,719</b>
<b>LOCAL SERVICE AREAS</b>						
Cassidy Waterloo Fire	173,402	195,944	210,640	222,225	228,892	238,047
Cedar Estates Stormwater	4,820	4,916	5,014	5,115	5,217	5,321

**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
ELECTORAL AREA B**

	Elect Area B	Elect Area B	Elect Area B	Elect Area B	Elect Area B	Elect Area B
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	57,180	69,768	75,349	79,870	82,266	84,734
Grants In Aid	2,472	3,621	3,806	3,806	3,806	3,806
Electoral Areas Administration	59,743	67,709	71,385	74,646	82,747	81,844
Southern Community Restorative Justice	4,989	4,997	5,101	5,206	5,314	5,424
Regional Growth Strategy	6,498	6,793	7,207	7,880	8,195	8,360
House Numbering	2,364	2,358	2,358	2,358	2,358	2,358
Southern Community Economic Development	65,000	65,000	65,000	65,000	65,000	65,000
Hazardous Properties	2,749	2,706	2,706	2,706	2,706	2,706
Unightly Premises	1,516	1,469	1,493	1,517	1,542	1,568
Gabriola Emergency Wharf	6,891	16,177	19,156	19,207	19,259	19,312
Gabriola Transit Contribution	136,000	139,906	139,906	139,906	139,906	139,906
Gabriola Taxi Saver	4,332	5,997	7,125	8,440	8,440	8,440
Solid Waste Management	24,898	28,501	32,207	36,393	41,125	45,237
Animal Control Area A,B,C, Lantzville	18,256	14,713	14,977	15,881	16,185	16,496
Regional Parks - Operations	36,364	37,634	42,180	45,554	48,288	51,185
Regional Parks - Acquisitions	52,892	60,464	60,464	60,464	60,464	60,464
Community Parks	282,160	315,164	340,377	369,309	373,002	376,732
Southern Community Recreation	97,336	106,677	112,661	113,378	115,584	116,582
Gabriola Island Recreation	123,690	127,401	131,223	133,847	136,524	139,255
Port Theatre/Cultural Centre Contribution	27,593	31,827	32,082	32,338	32,597	32,858
Liquid Waste Management Planning	5,248	5,276	5,381	5,489	5,653	5,880
Wastewater Northern Community Drinking Water/Watershed Protection	28,335	30,232	34,011	34,011	34,011	34,011
D68 Search & Rescue	1,770	1,770	1,789	1,848	1,848	1,848
D68 Emergency 911	42,154	42,667	43,584	45,230	46,045	46,890
Emergency Planning	39,009	42,484	44,184	45,509	46,874	47,812
Noise Control	9,958	10,109	10,760	10,953	11,150	11,350
Feasibility Studies	1,000	1,000	1,000	1,000	1,000	1,000
<b>Regional District General Services Requisition</b>	<b>\$1,140,397</b>	<b>\$1,242,420</b>	<b>\$1,307,472</b>	<b>\$1,361,746</b>	<b>\$1,391,889</b>	<b>\$1,411,058</b>
Vancouver Island Regional Library	238,368	251,906	259,464	267,247	275,265	283,523
<b>Total Requisition</b>	<b>\$1,378,765</b>	<b>\$1,494,326</b>	<b>\$1,566,936</b>	<b>\$1,628,993</b>	<b>\$1,667,154</b>	<b>\$1,694,581</b>

**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
ELECTORAL AREA C**

	Elect Area C	Elect Area C	Elect Area C	Elect Area C	Elect Area C	Elect Area C
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	52,345	65,838	71,105	75,371	77,633	79,962
Grants In Aid	2,263	3,418	3,593	3,593	3,593	3,593
Electoral Areas Administration	54,691	63,895	67,364	70,442	78,086	77,235
Southern Community Restorative Justice	4,797	4,945	5,043	5,143	5,244	5,348
Electoral Area Community Planning	199,298	212,178	222,787	231,699	236,333	241,059
Regional Growth Strategy	10,828	11,530	12,234	13,378	13,913	14,192
House Numbering	2,165	2,225	2,225	2,225	2,225	2,225
Southern Community Economic Development	0	0	0	0	0	0
Hazardous Properties	2,516	2,553	2,553	2,553	2,553	2,553
Unightly Premises	1,388	1,386	1,409	1,432	1,455	1,479
Southern Community Transit	9,812	8,190	8,681	8,942	9,478	9,858
Solid Waste Management	20,418	23,813	26,909	30,406	34,360	37,795
Animal Control Area A,B,C, Lantzville	16,712	13,885	14,133	14,986	15,273	15,567
Regional Parks - Operations	25,319	26,203	29,368	31,717	33,620	35,638
Regional Parks - Acquisitions	19,852	22,864	22,864	22,864	22,864	22,864
Community Parks - Extension + Wellington combined	163,032	167,466	175,438	186,399	197,438	206,390
Southern Community Recreation	273,288	303,188	318,352	321,086	327,364	330,807
Port Theatre/Cultural Centre Contribution	19,483	19,701	19,996	20,296	20,601	20,909
Liquid Waste Management Planning	4,303	4,408	4,496	4,586	4,723	4,912
Drinking Water/Watershed Protection	10,635	11,432	12,861	12,861	12,861	12,861
D68 Search & Rescue	1,233	1,233	1,245	1,287	1,287	1,287
D68 Emergency 911	38,589	40,264	41,130	42,682	43,452	44,250
Emergency Planning	35,711	40,091	41,695	42,946	44,234	45,119
Noise Control	5,002	5,038	5,526	5,635	5,746	5,858
Feasibility Studies	5,000	5,000	0	0	0	0
<b>Regional District General Services Requisition</b>	<b>\$978,680</b>	<b>\$1,060,744</b>	<b>\$1,111,007</b>	<b>\$1,152,529</b>	<b>\$1,194,336</b>	<b>\$1,221,761</b>
Vancouver Island Regional Library	193,768	208,335	214,585	221,023	227,654	234,484
<b>Total Requisition</b>	<b>\$1,172,448</b>	<b>\$1,269,079</b>	<b>\$1,325,592</b>	<b>\$1,373,552</b>	<b>\$1,421,990</b>	<b>\$1,456,245</b>

<b>LOCAL SERVICE AREAS</b>						
Cassidy Waterloo Fire	173,402	195,944	210,640	222,225	228,892	238,047
Wellington Fire/Streetlighting	84,687	85,534	90,869	92,685	94,540	96,430
Extension Fire	175,173	182,180	192,200	201,810	213,918	235,310
Nanaimo River Fire	17,792	17,792	17,792	17,792	17,792	17,792

**REGIONAL DISTRICT OF NANAIMO**  
**TAX REQUISITION FORECAST**  
**2020-2023**  
**ELECTORAL AREA E**

	Elect Area E	Elect Area E	Elect Area E	Elect Area E	Elect Area E	Elect Area E
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	102,421	123,588	133,475	141,484	145,728	150,100
Grants In Aid	5,785	7,249	8,551	8,551	8,551	8,551
Electoral Areas Administration	107,011	119,941	126,453	132,230	146,580	144,981
D69 Community Justice	14,501	18,131	18,237	18,436	18,728	19,184
Electoral Area Community Planning	377,103	384,913	404,158	420,323	428,730	437,306
Regional Growth Strategy	22,084	22,919	24,319	26,591	27,654	28,208
House Numbering	4,235	4,176	4,176	4,176	4,176	4,176
Northern Community Economic Development	3,640	7,008	6,980	6,951	6,923	6,895
Hazardous Properties	4,923	4,793	4,793	4,793	4,793	4,793
Unightly Premises	2,715	2,602	2,644	2,688	2,732	2,777
Northern Community Transit	161,279	158,171	167,661	177,720	188,384	199,687
Solid Waste Management	41,645	47,339	53,493	60,447	68,305	75,136
Animal Control Area E,G,H,	36,514	34,897	35,410	36,800	37,549	38,314
Regional Parks - Operations	55,227	57,156	64,059	69,184	73,335	77,735
Regional Parks - Acquisitions	47,894	54,784	54,784	54,784	54,784	54,784
Community Parks	149,126	156,582	173,806	191,187	200,746	206,768
Northern Community Recreation	300,781	320,494	350,588	381,007	388,626	396,399
Oceanside Place	298,986	306,055	321,359	337,426	354,298	372,012
Port Theatre/Cultural Centre Contribution	22,359	22,694	23,034	23,380	23,731	24,087
Liquid Waste Management Planning	8,777	8,762	8,938	9,117	9,390	9,766
Drinking Water/Watershed Protection	25,658	27,392	30,816	30,816	30,816	30,816
D69 Land Search & Rescue	1,339	1,345	1,346	1,347	1,347	1,348
D69 Emergency 911	119,180	123,330	128,100	131,199	133,708	136,382
Emergency Planning	69,874	75,257	78,268	80,616	83,034	84,695
Noise Control	8,253	9,242	10,138	10,337	10,540	10,747
Feasibility Studies	4,000	4,000	0	0	0	0
<b>Regional District General Services Requisition</b>	<b>\$1,995,310</b>	<b>\$2,102,820</b>	<b>\$2,235,586</b>	<b>\$2,361,590</b>	<b>\$2,453,189</b>	<b>\$2,525,647</b>
Vancouver Island Regional Library	396,577	416,223	428,710	441,570	454,818	468,462
<b>Total Requisition</b>	<b>\$2,391,887</b>	<b>\$2,519,043</b>	<b>\$2,664,296</b>	<b>\$2,803,160</b>	<b>\$2,908,007</b>	<b>\$2,994,109</b>

<b>LOCAL SERVICE AREAS</b>						
Nanoose Bay Fire	858,055	888,087	932,491	951,141	970,164	979,866
Fairwinds Streetlighting	23,500	23,500	23,500	23,735	24,210	24,694
Rural Areas Streetlighting	17,017	19,910	20,507	20,917	21,336	21,763

**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
ELECTORAL AREA F**

	Elect Area F	Elect Area F	Elect Area F	Elect Area F	Elect Area F	Elect Area F
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	68,695	86,703	93,639	99,258	102,235	105,302
Grants In Aid	3,880	5,086	5,999	5,999	5,999	5,999
Electoral Areas Administration	71,774	84,145	88,713	92,766	102,833	101,711
D69 Community Justice	12,554	15,858	16,058	16,340	16,709	17,227
Electoral Area Community Planning	261,547	279,420	293,391	305,127	311,230	317,454
Regional Growth Strategy	19,952	21,193	22,487	24,589	25,572	26,084
House Numbering	2,841	2,930	2,930	2,930	2,930	2,930
Northern Community Economic Development	3,151	6,130	6,146	6,162	6,177	6,193
Solid Waste Management	37,648	43,799	49,493	55,928	63,198	69,518
Animal Control Area F	18,969	19,000	19,068	20,271	20,640	21,015
Regional Parks - Operations	69,644	72,077	80,783	87,245	92,480	98,029
Regional Parks - Acquisitions	41,468	47,920	48,240	48,560	48,880	49,200
Community Parks	168,739	222,487	244,736	259,420	272,391	280,563
Northern Community Recreation	248,581	270,855	293,754	315,184	321,488	327,918
Oceanside Place	228,653	240,008	252,009	264,609	277,840	291,731
Ravensong Aquatic Centre	333,053	408,624	449,486	494,434	529,045	536,980
Liquid Waste Management Planning	7,935	8,107	8,269	8,435	8,688	9,035
Drinking Water/Watershed Protection	22,215	23,960	27,135	27,315	27,495	27,675
D69 Land Search & Rescue	1,689	1,697	1,697	1,698	1,699	1,700
D69 Emergency 911	79,935	86,522	89,868	92,042	93,803	95,679
Emergency Planning	46,865	52,797	54,909	56,556	58,253	59,417
Feasibility Studies	5,000	5,000	0	0	0	0
<b>Regional District General Services Requisition</b>	<b>\$1,754,788</b>	<b>\$2,004,319</b>	<b>\$2,148,810</b>	<b>\$2,284,868</b>	<b>\$2,389,585</b>	<b>\$2,451,360</b>
Vancouver Island Regional Library	365,978	392,912	404,699	416,840	429,345	442,225
<b>Total Requisition</b>	<b>\$2,120,766</b>	<b>\$2,397,230</b>	<b>\$2,553,509</b>	<b>\$2,701,708</b>	<b>\$2,818,930</b>	<b>\$2,893,585</b>

<b>LOCAL SERVICE AREAS</b>						
Errington Fire	641,503	657,541	742,928	794,933	842,629	893,187
Coombs-Hilliers Fire	535,639	567,773	607,527	631,828	653,942	676,830
Nanoose Bay Fire	858,055	888,087	932,491	951,141	970,164	979,866
Dashwood Fire	638,410	732,207	805,428	1,079,273	1,095,462	1,111,894
Meadowood Fire	139,458	139,557	139,557	139,557	139,557	139,557
French Creek Fire	659,511	698,963	698,963	712,942	729,327	754,719
Hwy. # 4 Streetlighting	4,244	4,414	4,502	4,592	4,684	4,778



**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
ELECTORAL AREA G**

	Elect Area G	Elect Area G	Elect Area G	Elect Area G	Elect Area G	Elect Area G
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	87,395	107,891	116,522	123,514	127,219	131,036
Grants In Aid	4,935	6,328	7,465	7,465	7,465	7,465
Electoral Areas Administration	91,312	104,708	110,392	115,436	127,963	126,567
D69 Community Justice	15,928	19,994	20,191	20,491	20,899	21,491
Electoral Area Community Planning	332,745	347,704	365,089	379,692	387,286	395,032
Regional Growth Strategy	22,027	23,183	24,600	26,898	27,974	28,534
House Numbering	3,614	3,646	3,646	3,646	3,646	3,646
Northern Community Economic Development	3,998	7,729	7,728	7,727	7,726	7,725
Hazardous Properties	4,201	4,184	4,184	4,184	4,184	4,184
Unightly Premises	2,317	2,271	2,308	2,346	2,385	2,424
Northern Community Transit	139,742	138,717	147,039	155,862	165,214	175,126
Solid Waste Management	41,550	47,901	54,128	61,165	69,117	76,028
Animal Control Area E,G,H,	31,157	30,465	30,913	32,126	32,780	33,448
Regional Parks - Operations	67,309	69,753	78,179	84,433	89,499	94,869
Regional Parks - Acquisitions	52,612	60,416	60,656	60,896	61,136	61,376
Community Parks	144,350	191,785	220,936	220,936	220,936	220,936
Northern Community Recreation	313,726	337,145	365,644	392,310	400,156	408,160
Oceanside Place	375,773	390,096	409,601	430,081	451,585	474,165
Ravensong Aquatic Centre	375,012	455,448	500,994	551,093	589,669	598,514
Liquid Waste Management Planning	8,757	8,867	9,044	9,225	9,502	9,882
Drinking Water/Watershed Protection	28,185	30,208	34,119	34,254	34,389	34,524
D69 Land Search & Rescue	1,632	1,642	1,643	1,643	1,644	1,645
D69 Emergency 911	101,695	107,666	111,830	114,535	116,726	119,060
Emergency Planning	59,622	65,699	68,327	70,377	72,488	73,938
Noise Control	9,346	11,439	11,513	11,717	11,925	12,135
Feasibility Studies	<b>25,000</b>	20,000	20,000	15,000	15,000	15,000
<b>Regional District General Services Requisition</b>	<b>\$2,343,940</b>	<b>\$2,594,885</b>	<b>\$2,786,691</b>	<b>\$2,937,052</b>	<b>\$3,058,513</b>	<b>\$3,136,910</b>
Vancouver Island Regional Library	400,299	426,017	438,798	451,961	465,521	479,486
<b>Total Requisition</b>	<b>\$2,744,239</b>	<b>\$3,020,902</b>	<b>\$3,225,489</b>	<b>\$3,389,013</b>	<b>\$3,524,034</b>	<b>\$3,616,396</b>

<b>LOCAL SERVICE AREAS</b>						
Errington Fire	641,503	657,541	742,928	794,933	842,629	893,187
Parksville Local Fire	111,551	142,785	144,600	145,975	161,190	164,413
Nanoose Bay Fire	858,055	888,087	932,491	951,141	970,164	979,866
Dashwood Fire	638,410	732,207	805,428	1,079,273	1,095,462	1,111,894
French Creek Fire	659,511	698,963	698,963	712,942	729,327	754,719
Rural Areas Streetlighting	9,387	15,553	20,507	20,917	21,336	21,763
Fr. Creek Village Streetlighting	9,043	15,125	10,276	10,482	10,691	10,905
Highway Intersection Streetlights	1,599	2,159	2,915	2,973	3,032	3,093
Morningstar Streetlighting	16,708	18,045	19,489	20,073	20,475	20,884
Sandpiper Streetlighting	14,079	15,487	16,416	16,745	17,079	17,421
Englishman River Community Streetlighting	6,330	7,090	7,374	7,669	7,899	8,057
Englishman River Stormwater	5,216	5,320	5,426	5,535	5,646	5,759

**REGIONAL DISTRICT OF NANAIMO  
TAX REQUISITION FORECAST  
2020-2023  
ELECTORAL AREA H**

	Elect Area H	Elect Area H	Elect Area H	Elect Area H	Elect Area H	Elect Area H
	Final 2018	Proposed 2019	Forecast 2020	Forecast 2021	Forecast 2022	Forecast 2023
Administration	55,513	69,552	75,117	79,622	82,011	84,470
Grants In Aid	3,136	4,080	4,812	4,812	4,812	4,812
Electoral Areas Administration	58,003	67,499	71,163	74,415	82,490	81,590
D69 Community Justice	10,672	13,380	13,486	13,659	13,903	14,269
Electoral Area Community Planning	211,366	224,144	235,352	244,766	249,661	254,654
Regional Growth Strategy	12,773	13,549	14,377	15,721	16,351	16,675
House Numbering	2,295	2,350	2,350	2,350	2,350	2,350
Northern Community Economic Development	2,679	5,172	5,161	5,151	5,140	5,129
Hazardous Properties	2,668	2,697	2,697	2,697	2,697	2,697
Unightly Premises	1,472	1,465	1,488	1,512	1,537	1,562
Northern Community Transit	65,229	93,945	99,582	105,556	111,890	118,603
Solid Waste Management	24,089	27,992	31,630	35,742	40,387	44,425
Animal Control Area E,G,H,	19,792	19,638	19,927	20,709	21,132	21,562
Regional Parks - Operations	35,019	36,246	40,621	43,872	46,505	49,293
Regional Parks - Acquisitions	35,252	40,432	40,512	40,592	40,672	40,752
Community Parks	188,385	192,153	199,839	211,829	228,776	235,639
Northern Community Recreation	152,572	168,084	184,542	201,637	205,671	209,783
Oceanside Place	129,019	135,241	142,001	149,102	156,557	164,385
Ravensong Aquatic Centre	192,300	235,395	258,934	284,829	304,767	309,339
Liquid Waste Management Planning	5,076	5,180	5,284	5,390	5,553	5,774
Drinking Water/Watershed Protection	18,885	20,216	22,788	22,833	22,878	22,923
D69 Marine Search & Rescue	7,600	7,600	7,600	7,600	7,600	7,600
D69 Land Search & Rescue	849	853	854	855	855	856
D69 Emergency 911	64,598	69,406	72,090	73,834	75,245	76,751
Emergency Planning	37,874	42,352	44,045	45,366	46,729	47,663
Feasibility Studies	18,000	34,000	4,000	4,000	4,000	4,000
<b>Regional District General Services Requisition</b>	<b>\$1,355,116</b>	<b>\$1,532,621</b>	<b>\$1,600,252</b>	<b>\$1,698,451</b>	<b>\$1,780,169</b>	<b>\$1,827,557</b>
Vancouver Island Regional Library	230,555	247,106	254,517	262,155	270,017	278,119
<b>Total Requisition</b>	<b>\$1,585,671</b>	<b>\$1,779,727</b>	<b>\$1,854,769</b>	<b>\$1,960,606</b>	<b>\$2,050,186</b>	<b>\$2,105,676</b>
<b>LOCAL SERVICE AREAS</b>						
Dashwood Fire	638,410	732,207	805,428	1,079,273	1,095,462	1,111,894
Bow Horn Bay Fire	374,290	407,798	468,968	539,313	701,107	736,162

**TO:** Committee of the Whole   **MEETING:** February 12, 2019  
**FROM:** Tom Armet  
 Manager, Building & Bylaw Services                                   **FILE:** 3900-20-1786  
**SUBJECT:** Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019

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**RECOMMENDATIONS**

1. That “Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019” be introduced and read three times.
2. That “Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019” be adopted.

**SUMMARY**

In July 2018, the Regional District of Nanaimo (RDN) Board endorsed the Bylaw Dispute Adjudication System as an alternative to the Municipal Ticket (MTI) System for the ticketing of bylaw contraventions, currently used by the RDN. The Bylaw Dispute Adjudication System was created to provide local governments with the ability to make enforcement of bylaw matters more efficient and less expensive for both the public and the local government. The current MTI system used by the RDN does not support effective and cost efficient compliance or represent best practices in bylaw enforcement. The proposed Bylaw Notice Bylaw will replace the MTI Bylaw as a necessary step in the implementation of the Bylaw Dispute Adjudication System.

**BACKGROUND**

In 2003, the Province adopted the *Local Government Bylaw Notice Enforcement Act*, creating a framework for a streamlined non-judicial system for local governments to deal with bylaw ticket disputes. The Act was developed to create a simple, fair and cost-effective system for dealing with minor bylaw infractions through:

- the creation of a Bylaw Notice and an enforcement dispute forum dedicated to resolving local bylaw matters;
- reduction to the cost and complexity of decision making in that forum;
- avoidance of unnecessary attendance of witnesses and the involvement of legal counsel;
- reduction in the length of time required to resolve bylaw ticket disputes;
- elimination of the requirement for personal service of tickets.

The *Local Government Bylaw Notice Enforcement Act*, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Currently, more than 80 jurisdictions in BC are using the system.

Local governments participating in the Bylaw Dispute Adjudication System must pay its costs. At the same time, the Bylaw Dispute Adjudication System improves local government bylaw contravention enforcement by providing a more accessible venue for determining simple bylaw contraventions. It also reduces the demands on the court system, is less expensive to administer than the court process, and better balances between the amount of the penalty imposed (at a maximum set by regulation, currently at \$500) and the cost of pursuing the bylaw contravention in court. However, the system would not replace the ability of the RDN to pursue more serious matters through injunctive relief or higher fines from the courts where deemed appropriate by the Board.

Bylaw Notices issued under this system do not require personal service. By way of contrast, the current MTI requires personal service on an individual, which can be difficult to achieve if the person cannot be located. Under the *Local Government Bylaw Notice Enforcement Act*, a Bylaw Notice may be delivered in a variety of fashions including leaving it on a car (parking offences) or mailing it to the person responsible for the contravention. Unless the Bylaw Notice is delivered in person, it is presumed to have been received, and allowances are made in the event that the person claims not to have received it. This step is a considerable saving of time and effort and reduces delays in the enforcement of bylaw contraventions.

Once the Bylaw Notice is received or presumed to be received, it becomes legally effective and the recipient has a fixed period of time in which to take action on it. The person may pay the fine amount or notify the local government that he or she wishes to dispute the allegation. In the event the person does neither, the amount of the Notice will be due and owing.

At its regular meeting held July 24, 2018, the Board passed the following motions:

*That the Board endorse a Bylaw Dispute Adjudication System.*

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

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

Staff applied to the Province through the Court Services Branch requesting application of the *Local Government Bylaw Notice Enforcement Act* to the Regional District of Nanaimo. On October 22, 2018, the Province granted approval by way of Order-in-Council No. 568.

Bylaw No. 1786 (Attachment 1) has been prepared for the Board's consideration.

## **ALTERNATIVES**

1. To adopt "Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019"
2. Provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

The cost of prosecuting a disputed MTI in Provincial Court can reach several thousand dollars and is only done in those instances where it serves the public interest to do so and there are limited options available to the RDN to resolve an issue. In the past 3 years, the RDN has incurred approximately \$6,500 in legal fees for MTI dispute trials that resulted in total fines of less than \$1,000. There is no recourse for recovery of those legal costs in Provincial Court. The high cost of dealing with disputed tickets in court is a disincentive to using MTIs, which reduces the effectiveness of the enforcement of RDN bylaws.

Under the *Local Government Bylaw Notice Enforcement Act*, local governments are responsible for the costs of setting up and administering the Bylaw Dispute Adjudication System within their jurisdictions. The Act also specifies that local governments may join together to administer a Bylaw Dispute Adjudication System jointly to cover a broader geographic area more cost-effectively.

The City of Nanaimo created a Dispute Adjudication Registry System (DARS) and is the “host municipality” for this area, sharing the costs of Bylaw Notice dispute adjudication with neighboring jurisdictions. Staff confirmed that the RDN can use the Nanaimo’s DARS with an annual fee of up to \$300 per year. By moving to the Bylaw Dispute Adjudication System, the RDN will not have any set up costs associated with the program and will only pay proportionate costs of the fees related to adjudications. The Act also allows for a \$25 surcharge to be applied to all Bylaw Notices upheld by the adjudicator to help offset the costs associated to the process.

Bylaw Notices and the Bylaw Dispute Adjudication System create efficiencies that will save time and money regardless of the number of tickets that are disputed. The primary savings would be realized in not requiring legal council to handle court prosecutions, and by eliminating the necessity for staff to expend considerable time attempting to effect personal service of tickets.

## STRATEGIC PLAN IMPLICATIONS

The introduction of a Bylaw Dispute Adjudication System and the use of Bylaw Notices supports the Board’s focus on the delivery of efficient, effective and economically viable services as well as the opportunity to partner with other local governments in the delivery of services.



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Tom Armet  
[tarmet@rdn.bc.ca](mailto:tarmet@rdn.bc.ca)  
January 30, 2019

Reviewed by:

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

Attachment:

Proposed Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1786**

**A BYLAW TO IMPLEMENT A  
BYLAW NOTICE BYLAW**

**A. WHEREAS** by section 415 of the *Local Government Act*, RSBC 2015, c. 1, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60.

**B. AND WHEREAS** by section 1 of the *Local Government Bylaw Notice Enforcement Act*, a regional district may designate as a “Bylaw Enforcement Officer” any person belonging to a class prescribed under section 273(c) of the *Community Charter*.

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

**1. Title**

This bylaw may be cited as “Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019”.

**2. Definitions**

In this Bylaw:

“**Act**” means *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60.

“**Adjudicator**” means a person designated under section 14 of the Act and under this Bylaw.

“**Bylaw Enforcement Officer**” or “**Bylaw Officer**” means a person designated as such under this bylaw.

“**Disputant**” means a person against whom a bylaw notice has been issued, and who has filed a notice of dispute or otherwise requested an adjudication of that bylaw notice.

“**Registry**” means the Regional District of Nanaimo Bylaw Notice Adjudication Registry established pursuant to this bylaw.

“**Screening Officer**” means a person appointed to that position under this bylaw.

**3. Designation of Bylaws to be Enforced by Bylaw Notice**

The bylaws listed in the Designated Bylaws column of Schedule 1 to this bylaw may be enforced by means of a bylaw notice.

**4. Designation of Bylaw Enforcement Officers**

The persons appointed to the job positions or titles listed in the Designated Bylaw Enforcement Officers column of Schedule 1 to this Bylaw are designated as “Bylaw Enforcement Officers” pursuant to section 1 of the Act for the purpose of enforcing the bylaws listed in Schedule 1 opposite the respective job positions.

**5. Designation of Contraventions**

The words or expressions set forth in the Description column of Schedules 2-26 to this bylaw designate the contravention committed under the bylaw section number appearing in the Section column opposite the respective words or expressions.

## 6. Designation of Penalties

- (a) The penalty for a contravention of a provision of a bylaw subject to enforcement by bylaw notice is the amount of the penalty specified in the Penalty Columns of Schedules 2-26 to this bylaw, as the case may be, referencing the "Amount of Penalty", and are the penalties set pursuant to section 6 of the Act for the corresponding offences designated in Columns 1 and 2.
- (b) Any penalty under section 6(a) of this Bylaw:
  - i. will be discounted by 25%, if that discounted amount is paid in full within 7 calendar days of the bylaw notice being served in accordance with the Act; and
  - ii. will be increased by 25%, or to \$500.00 if the 25% increase would otherwise cause the penalty to exceed \$500.00, if the full amount of the penalty is not paid within the time specified by this bylaw.

## 7. Period for Paying or Disputing

- (a) A person who receives a bylaw notice must, within 14 calendar days:
  - i. pay the penalty associated with the bylaw notice in accordance with that bylaw notice; or
  - ii. request an adjudication of that bylaw notice in accordance with the instructions on that bylaw notice.
- (b) Where a person does not receive notice of a bylaw notice and notifies the Regional District of Nanaimo in accordance with section 25 of the Act, the time periods imposed by sections 6(b) and 7(a) of this bylaw do not begin to run until a copy of the bylaw notice is re-delivered to the person in accordance with the Act.

## 8. Adjudication Registry

- (a) In accordance with the Act, the Regional District of Nanaimo establishes an adjudication system and registry for the purpose of resolving disputes concerning bylaw notices.
- (b) The address of the Registry is 6300 Hammond Bay Road, Nanaimo, British Columbia, or any other address which may be designated by schedule to this bylaw.
- (c) The Registry may set its own rules of procedure in respect of the receipt and processing of bylaw notice disputes, provided those rules do not conflict with the Act.
- (d) A person who disputes a bylaw notice and does not succeed in that dispute must pay the Regional District of Nanaimo \$25.00 to recover part of the costs of administering the Registry.
- (e) The Regional District of Nanaimo is authorized to enter into, and the Corporate Officer is authorized to execute, the Nanaimo Bylaw Dispute Adjudication Registry Agreement in accordance with the authority of section 2(4) of the Act.
- (f) Once the Nanaimo Bylaw Dispute Adjudication Registry Agreement, or any other Bylaw Dispute Adjudication Registry Agreement, is adopted by the Regional District of Nanaimo and entered into with the provider of that Dispute Adjudication Registry, that Dispute Adjudication Registry becomes the Registry for the purposes of this Bylaw.

## 9. Screening Officer

- (a) The position of Screening Officer is hereby established.
- (b) The following positions are designated as a Screening Officer:
  - i. General Manager, Corporate Services;
  - ii. General Manager, Strategic & Community Development;
  - iii. Manager, Building & Bylaw Services;
  - iv. Director, Water & Wastewater Services;
  - v. Manager, Current Planning;
  - vi. Legislative Coordinator;
  - vii. Bylaw Enforcement Officer.

## 10. Powers, Duties, Functions of Screening Officers

The powers, obligations, duties, and functions of Screening Officers include but are not limited to the powers, obligations, duties, and functions under the Act, and also include the following:

- (a) No person may act as a Screening Officer in respect of a bylaw notice if that person:
  - i. has issued or signed the bylaw notice;
  - ii. is a complainant in respect of the bylaw notice;
  - iii. is or is reasonably likely to become a witness in respect of that bylaw notice;
  - iv. has provided evidence, including documentary evidence, in respect of that bylaw notice.
- (b) When requested by the person against whom a contravention is alleged, the Screening Officer must communicate to that person, or that person's agent, sufficient information regarding:
  - i. the nature of the contravention;
  - ii. the section of the bylaw contravened;
  - iii. the facts underlying the allegation of the contravention;
  - iv. the penalty for a contravention, including the fees payable, any potential increased or discounted fees based on early or late payment;
  - v. the opportunity to enter into a compliance agreement;
  - vi. the opportunity and process to dispute the bylaw notice and proceed to the bylaw notice dispute adjudication system.
- (c) To perform the Screening Officer's powers, obligations, duties, and functions under this bylaw or the Act, a Screening Officer may communicate with:
  - i. the Disputant, Disputant's representative, or a director or officer of the Disputant if the Disputant is a corporation or organization;
  - ii. the person who issued the bylaw notice;
  - iii. the complainant or complainant's representative;
  - iv. any Regional District of Nanaimo staff concerning the contravention alleged, or any other contravention associated with the Disputant.
- (d) A Screening Officer may cancel a bylaw notice in accordance with the Act, or in accordance with the process established by the Regional District of Nanaimo.



- (e) A Screening Officer may prepare and enter into a compliance agreement under the Act with a Disputant, and the Screening Officer may, as part of that process, establish terms and conditions for compliance which the Screening Officer considers necessary or advisable, including time periods for payment of penalties, or to cease or remedy contraventions of any bylaw, including the contravention which gave rise to the Bylaw Notice.
- (f) As part of any compliance agreement, a Screening Officer may authorize a reduction of the penalty amount by 50%, which reduction takes effect by the Screening Officer requiring as a term of the compliance agreement a payment of 50% of the penalty which would otherwise be payable had the compliance agreement not been made. If the compliance agreement is rescinded, any payment of this reduced amount will be allocated to the credit of the penalty otherwise owing.
- (g) The maximum duration of any compliance agreement is one year.

**11. Schedules**

For the purposes of this bylaw, Schedules 1-26 are attached to and form part of this bylaw.

**12. Forms**

The Regional District of Nanaimo may prescribe forms for the bylaw notice, forms to request an adjudication, or other forms in furtherance of this bylaw, provided the form complies with the Act.

**13. Effective Date**

This bylaw shall take effect upon the date of its adoption.

**14. Severability**

If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion of the bylaw must be severed from the bylaw and the remainder of the bylaw is deemed to have been adopted without the severed portion.

Introduced and read three times this \_\_\_\_ day of \_\_\_\_\_, 2019.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

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Chair

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Corporate Officer

Schedule '1' (page 1 of 2) to accompany "Regional District of  
Nanaimo Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 1**

**BYLAW NOTICE BYLAW NO. 1786**

<b>Schedule</b>	<b>Designated Bylaws</b>	<b>Designated Bylaw Enforcement Officers</b>
2	Animal Control and Licensing Bylaw No. 939, 1994	Animal Control Officer Bylaw Enforcement Officers
3	Animal Control Bylaw No. 941, 1994	Animal Control Officer Bylaw Enforcement Officers
4	Animal Control Regulatory Bylaw No. 1066, 1996	Animal Control Officer Bylaw Enforcement Officers
5	Animal Performance Bylaw No. 912, 1994	Animal Control Officer Bylaw Enforcement Officers
6	Building Regulations Bylaw No. 1250, 2010	Manager of Building & Bylaw Services Building Inspectors Bylaw Enforcement Officers
7	(Dashwood) Fire Services Regulatory Bylaw No. 1390, 2004	Bylaw Enforcement Officers Local Assistant to Fire Commissioner
8	(Errington) Fire Services Regulatory Bylaw No. 1006, 1995	Bylaw Enforcement Officers Local Assistant to Fire Commissioner
9	Extension Fire Protection Specified Area Outdoor Burning Bylaw No. 1028, 1996	Bylaw Enforcement Officers Local Assistant to Fire Commissioner
10	French Creek Fire Protection Local Service Area Outdoor Burning Bylaw No. 920, 1994	Bylaw Enforcement Officers Local Assistant to Fire Commissioner
11	Parksville (Local) Fire Protection Service Area Outdoor Burning Bylaw No. 922, 1994	Bylaw Enforcement Officers Local Assistant to Fire Commissioner
12	Electoral Area 'A' Noise Control Regulatory Bylaw No. 1046, 1996	Members of the Royal Canadian Mounted Police Bylaw Enforcement Officers

Schedule '1' (page 2 of 2) to accompany "Regional District of Nanaimo Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

13	Electoral Area 'C' Noise Control Regulatory Bylaw No. 1103, 1998	Members of the Royal Canadian Mounted Police Bylaw Enforcement Officers
14	Electoral Area 'E' Noise Control Regulatory Bylaw No. 1054, 1996	Members of the Royal Canadian Mounted Police Bylaw Enforcement Officers
15	Electoral Area 'G' Noise Control Regulatory Bylaw No. 1169, 1999	Members of the Royal Canadian Mounted Police Bylaw Enforcement Officers
16	Gabriola Island Noise Control Regulatory Bylaw No. 1082, 1998	Members of the Royal Canadian Mounted Police Bylaw Enforcement Officers
17	Park Use Regulations Bylaw No. 1399, 2004	Bylaw Enforcement Officers
18	Regional Sewage Source Control Bylaw No. 1730, 2015	Director, Water & Wastewater Services Bylaw Enforcement Officers
19	Sign Bylaw No. 993, 1995	Bylaw Enforcement Officers
20	Special Events Regulatory Bylaw No. 1010, 1996	Members of the Royal Canadian Mounted Police Bylaw Enforcement Officers
21	Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016	Bylaw Enforcement Officers
22	Unightly Premises Regulatory Bylaw No. 1073, 1996	Bylaw Enforcement Officers
23	Waste Stream Management Licensing Bylaw No. 1386, 2004	Bylaw Enforcement Officers
24	Water Use Regulation Bylaw No. 1654, 2012	Bylaw Enforcement Officers
25	Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002	Manager of Building & Bylaw Services Bylaw Enforcement Officers
26	Land Use and Subdivision Bylaw No. 500, 1987	Manager of Building & Bylaw Services Bylaw Enforcement Officers

Schedule '2' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 2**

**BYLAW NOTICE BYLAW NO. 1786**

**Animal Control and Licensing Bylaw No. 939, 1994**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
4(1)	Noisy dog	\$200.00	\$150.00	\$250.00
4(2)(a)	Dog at Large	\$150.00	\$112.50	\$187.50
4(2)(b)	Dog harassing or molesting a person or animal	\$250.00	\$187.50	\$312.50
4(3)(a)	Dangerous dog at large	\$500.00	\$375.00	\$500.00
4(3)(b)	Uncontrolled dangerous dog, public place	\$500.00	\$375.00	\$500.00
4(3)(c)	Uncontrolled dangerous dog, private property	\$500.00	\$375.00	\$500.00
4(4)	Uncontrolled dangerous dog, owner's premises	\$500.00	\$375.00	\$500.00
5(1)	No Licence	\$100.00	\$75.00	\$125.00

Schedule '3' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 3**

**BYLAW NOTICE BYLAW NO. 1786**

**Animal Control Bylaw No. 941, 1994**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
4(1)(a)	Dog at large	\$150.00	\$112.50	\$187.50
4(1)(b)	Dog harassing or molesting a person, livestock or other domestic animal	\$500.00	\$375.00	\$500.00
4(2)(a)	Dangerous dog at large	\$500.00	\$375.00	\$500.00
4(2)(b)	Uncontrolled dangerous dog, public place	\$500.00	\$375.00	\$500.00
4(2)(c)	Uncontrolled dangerous dog, private property	\$500.00	\$375.00	\$500.00
4(3)	Uncontrolled dangerous dog, owner's premises	\$500.00	\$375.00	\$500.00

Schedule '4' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 4**

**BYLAW NOTICE BYLAW NO. 1786**

**Animal Control Regulatory Bylaw No. 1066, 1966**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
4(1)	Noisy dog	\$200.00	\$150.00	\$250.00
4(2)(a)	Dog at large	\$150.00	\$150.00	\$250.00
4(2)(b)	Dog harassing or molesting a person or animal	\$250.00	\$187.50	\$312.50
4(3)(a)	Dangerous dog at large	\$500.00	\$375.00	\$500.00
4(3)(b)	Uncontrolled dangerous dog, public place	\$500.00	\$375.00	\$500.00
4(3)(c)	Uncontrolled dangerous dog, private property	\$500.00	\$375.00	\$500.00
4(4)	Uncontrolled dangerous dog, owner's premises	\$500.00	\$375.00	\$500.00

Schedule '5' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 5**

**BYLAW NOTICE BYLAW NO. 1786**

**Animal Performance Bylaw No. 912, 1994**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
2	Carry on circus, show, exhibit, performance etc. in which wild animals required to perform, fight, race, participate etc., for amusement or entertainment	\$500.00	\$375.00	\$500.00

Schedule '6' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 6**

**BYLAW NOTICE BYLAW NO. 1786**

**Building Regulations & Fees Bylaw No. 1250, 2010**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
3(1)	Construct without a permit	\$150.00	\$112.50	\$187.50
3(2)	Occupy without a permit	\$150.00	\$112.50	\$187.50
3(3)	Change use without a permit	\$150.00	\$112.50	\$187.50
3(4)	Continue construction/occupy contrary to Permit, Notice, Certificate or Order	\$500.00	\$375.00	\$500.00
3(5)	No inspection obtained	\$150.00	\$112.50	\$187.50
3(6)	Unauthorized work/variance	\$150.00	\$112.50	\$187.50
3(7)	Deface/remove Notice/Permit/Certificate	\$500.00	\$375.00	\$500.00
3(8)	No permit for alteration, addition or repair to a building in unsafe condition	\$150.00	\$112.50	\$187.50
3(9)	Work contrary to a requirement of the Bylaw or the BC Building Code	\$150.00	\$112.50	\$187.50



Schedule '7' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 7**

**BYLAW NOTICE BYLAW NO. 1786**

**(Dashwood) Fire Services Regulatory Bylaw No. 1390, 2004**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
4(9)	False representation as fire Department member	\$150.00	\$112.50	\$312.50
5(2)	Obstruct Fire Chief or member at incident	\$250.00	\$187.50	\$250.00
5(6)	Propel vehicle over fire hose/equipment without permission	\$150.00	\$112.50	\$187.50
5(7)	Impede access to private/public fire hydrant/standpipe/cistern/body of water	\$150.00	\$112.50	\$187.50
5(8)	Park/leave vehicle with 7.6 m of a private or public fire hydrant/standpipe	\$150.00	\$112.50	\$187.50
6(1)	Failure to remove fire hazards	\$150.00	\$112.50	\$187.50
6(2)	Failure to secure abandoned building against unauthorized entry	\$150.00	\$112.50	\$187.50
6(3)	Failure to maintain fire alarm	\$150.00	\$112.50	\$187.50
6(4)	Failure to maintain private hydrants	\$150.00	\$112.50	\$187.50

Schedule '8' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 8**

**BYLAW NOTICE BYLAW NO. 1786**

**(Errington) Fire Services Regulatory Bylaw No. 1006, 1995**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
4(1)	Obstruct Fire Chief or staff	\$250.00	\$187.50	\$312.50
4(2)	Enter prohibited area	\$150.00	\$112.50	\$187.50
4(3)	Impede fire hose	\$150.00	\$112.50	\$187.50
4(4)	Impede access to private or public fire hydrant/stand pipe	\$150.00	\$112.50	\$187.50
4(5)	Park/leave vehicle within 7.6 m of a private or public hydrant/standpipe	\$150.00	\$112.50	\$187.50
5(1)	Removal of matter/thing by owner/occupier that creates hazard	\$150.00	\$112.50	\$187.50
5(2)	Failure to secure unoccupied building	\$150.00	\$112.50	\$187.50
6(1)	Burning outside of a commercial or domestic incinerator	\$150.00	\$112.50	\$187.50
6(2)(a)	Use of domestic incinerator within 10 m of a building/structure/overhead wiring or highway	\$150.00	\$112.50	\$187.50
6(2)(b)	Unsupervised domestic incinerator	\$150.00	\$112.50	\$187.50
6(3)	Failure to extinguish fire	\$250.00	\$187.50	\$312.50
7(2)	Failure to comply with direction or order of the Fire Chief	\$250.00	\$187.50	\$312.50
8(1)(a)	Deposit of mill waste greater than 3 m	\$250.00	\$187.50	\$312.50

Schedule '9' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 9**

**BYLAW NOTICE BYLAW NO. 1786**

**Extension Fire Protection Specified Area Outdoor Burning Bylaw No. 1028, 1996**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5(a)	Start/maintain cooking fire contrary to conditions	\$250.00	\$187.50	\$312.50
5(b)	Unsupervised cooking fire burn site	\$250.00	\$187.50	\$312.50
6(a)	No outdoor fire permit	\$250.00	\$187.50	\$312.50
6(b)	Outdoor fire within 3 m of building/structure/overhead wiring/highway	\$250.00	\$187.50	\$312.50
6(c)	Unsupervised outdoor fire burn site	\$250.00	\$187.50	\$312.50
7(a)	No permit for outdoor fire burn site	\$250.00	\$187.50	\$312.50
7(b)	Outdoor fire exceeding 10m/ha within 3 m of building/structure/overhead wiring/highway	\$250.00	\$187.50	\$312.50
7(c)	Unsupervised outdoor fire exceeding 10m/ha burn site	\$250.00	\$187.50	\$312.50
9	Burn noxious material	\$250.00	\$187.50	\$312.50
12	Obstruction of Officer	\$500.00	\$375.00	\$500.00

Schedule '10' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 10**

**BYLAW NOTICE BYLAW NO. 1786**

**French Creek Fire Protection Local Service Area Outdoor Burning Bylaw No. 920, 1994**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5	Start/maintain illegal fire	\$250.00	\$187.50	\$312.50
6	Start/maintain fire without permit	\$250.00	\$187.50	\$312.50
7	Burn noxious material	\$250.00	\$187.50	\$312.50
8(a)	Fire out of season	\$250.00	\$187.50	\$312.50
8(b)	Fire within 10 m of building/structure/overhead wiring/highway	\$250.00	\$187.50	\$312.50
8(c)	Unsupervised fire	\$250.00	\$187.50	\$312.50
9	Unlawful garden refuse fire	\$250.00	\$187.50	\$312.50
12	Obstruction of Officer	\$500.00	\$375.00	\$500.00

Schedule '11' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 11**

**BYLAW NOTICE BYLAW NO. 1786**

**Parksville (Local) Fire Protection Service Area Outdoor Burning Bylaw No. 922, 1994**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5	Start/maintain construction or clearing waste fire	\$250.00	\$187.50	\$312.50
6	Agricultural clearing waste fire without permit	\$250.00	\$187.50	\$312.50
7	Burn noxious material in outdoor fire	\$250.00	\$187.50	\$312.50
8(a)	Out of season outdoor fire	\$250.00	\$187.50	\$312.50
8(b)	Outdoor fire with 10 m of building/structure/overhead wiring/highway	\$250.00	\$187.50	\$312.50
8(c)	Unsupervised outdoor fire burn site	\$250.00	\$187.50	\$312.50
9	Outdoor fire exceeding 2 m <sup>2</sup> /burn off site material	\$250.00	\$187.50	\$312.50
12	Obstruct/hinder officer carrying out inspection	\$500.00	\$375.00	\$500.00

Schedule '12' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 12**

**BYLAW NOTICE BYLAW NO. 1786**

**Electoral Area 'A' Noise Control Regulatory Bylaw No. 1046, 1996**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5	Allow/permit disturbing noise	\$200.00	\$150.00	\$250.00
6	Prohibited act causing continuous noise	\$200.00	\$150.00	\$250.00

Schedule '13' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 13**

**BYLAW NOTICE BYLAW NO. 1786**

**Electoral Area 'C' Noise Control Regulatory Bylaw No. 1103, 1998**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5(a)	Prohibited act causing continuous noise	\$200.00	\$150.00	\$250.00
5(b)	Allow continuous noise	\$200.00	\$150.00	\$250.00

Schedule '14' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 14**

**BYLAW NOTICE BYLAW NO. 1786**

**Electoral Area 'E' Noise Control Regulatory Bylaw No. 1054, 1996**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5	Allow/permit disturbing noise	\$200.00	\$150.00	\$250.00
6	Prohibited act causing continuous noise	\$200.00	\$150.00	\$250.00



Schedule '15' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 15**

**BYLAW NOTICE BYLAW NO. 1786**

**Electoral Area 'G' Noise Control Regulatory Bylaw No. 1169, 1999**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5	Allow/permit disturbing noise	\$200.00	\$150.00	\$250.00
6	Prohibited act causing continuous noise	\$200.00	\$150.00	\$250.00

Schedule '16' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 16**

**BYLAW NOTICE BYLAW NO. 1786**

**Gabriola Island Noise Control Regulatory Bylaw No. 1082, 1998**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5	Allow/permit disturbing noise	\$200.00	\$150.00	\$250.00
6	Prohibited act causing continuous noise	\$200.00	\$150.00	\$250.00

Schedule '17' (page 1 of 2) to accompany "Regional District  
of Nanaimo Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 17**

**BYLAW NOTICE BYLAW NO. 1786**

**Park Use Regulations Bylaw No. 1399, 2004**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5.1	Failure to comply with campground rules	\$100.00	\$75.00	\$125.00
5.3(b)(i) & (ii)	Make/cause disturbing noise/sound	\$100.00	\$75.00	\$125.00
5.4(a) iii	Vehicle operation causing disturbance	\$100.00	\$75.00	\$125.00
5.5(b)	Unauthorized parking during curfew hours	\$100.00	\$75.00	\$125.00
5.6(a)	Unregistered camping	\$100.00	\$75.00	\$125.00
5.7(a)iii	Operate vessel in swimming area	\$100.00	\$75.00	\$125.00
5.8(a)ii	Cycling/horseback riding off trail	\$100.00	\$75.00	\$125.00
5.9(b)	Domestic animal at large	\$50.00	\$37.50	\$62.50
5.9(g)	Interfere with wild animal	\$100.00	\$75.00	\$125.00
5.10(b)	No fish/shell fish license	\$50.00	\$37.50	\$62.50
5.11(a)	Littering	\$50.00	\$37.50	\$62.50

Schedule '17' (page 2 of 2) to accompany "Regional District  
of Nanaimo Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5.11(b)	Depositing garbage in park	\$200.00	\$150.00	\$250.00
5.11(e)	Failure to alert authorities about a known pollution event	\$50.00	\$37.50	\$62.50
5.12(a)(ix)	Obstruct Park Access	\$100.00	\$75.00	\$125.00
5.13(a)(i)	Fire without Park Use permit	\$100.00	\$75.00	\$125.00
5.13(c)	Failure to alert authorities about known at-large fires	\$50.00	\$37.50	\$62.50
5.14(a)(ii)	Damage/destroy Park feature	\$100.00	\$75.00	\$125.00
5.15(a)	Unacceptable play behavior	\$50.00	\$37.50	\$62.50
5.16(a)(i)	Special use without Park use permit	\$100.00	\$75.00	\$125.00
5.17(g)	Failure to comply with the terms of a park use permit	\$100.00	\$75.00	\$125.00

Schedule '18' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 18**

**BYLAW NOTICE BYLAW NO. 1786**

**Regional Sewage Source Control Bylaw No. 1730, 2015**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5(1)	Unlawful discharge of prohibited waste	\$500.00	\$375.00	\$500.00
5(2)	Unlawful discharge of restricted waste	\$500.00	\$375.00	\$500.00
5(3)	Unlawful high volume discharge	\$500.00	\$375.00	\$500.00
5(4)	Unlawful discharge of uncontaminated water over 2.0m <sup>3</sup> /day	\$250.00	\$187.50	\$312.50
5(5)	Unlawful discharge of storm water or ground water	\$250.00	\$187.50	\$312.50
5(6)	Unlawful discharge of trucked liquid waste	\$250.00	\$187.50	\$312.50
5(7)	Unlawful discharge of recreational vehicle waste	\$100.00	\$75.00	\$125.00
5(8)	Unlawful discharge of substance for dilution	\$250.00	\$187.50	\$312.50
10	Failure to meet term or condition of permit	\$500.00	\$375.00	\$500.00
26(1)	Failure to install control works	\$250.00	\$187.50	\$312.50

Schedule '19' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 19**

**BYLAW NOTICE BYLAW NO. 1786**

**Regional District of Nanaimo Sign Bylaw No. 993, 1995**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
3	Unlawful advertising or identifying sign	\$150.00	\$112.50	\$187.50
5(a)	Unlawful number of signs	\$150.00	\$112.50	\$187.50
5(b)	Unlawful number of projecting, billboard, or freestanding signs	\$150.00	\$112.50	\$187.50
5(c)	Oversize/over height sign	\$150.00	\$112.50	\$187.50

Schedule '20' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 20**

**BYLAW NOTICE BYLAW NO. 1786**

**Special Events Regulatory Bylaw No. 1010, 1996**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
8(a)	Owner/occupier allow Special Event without permit	\$300.00	\$225.00	\$375.00
8(b)	Hold Special Event without permit	\$300.00	\$225.00	\$375.00

Schedule '21' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 21**

**BYLAW NOTICE BYLAW NO. 1786**

**Trucked Liquid Waste Rates and Regulations Bylaw No. 1732, 2016**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
5(1)	Discharge of prohibited waste	\$500.00	\$375.00	\$500.00
5(2)	Discharge of restricted waste	\$500.00	\$375.00	\$500.00
5(3)	Discharge of uncontaminated water over 2.0m <sup>3</sup> /day	\$250.00	\$187.50	\$312.50
5(4)	Discharge of storm water or ground water	\$250.00	\$187.50	\$312.50
5(5)	Discharge of waste from outside RDN or Lasqueti Island	\$100.00	\$75.00	\$125.00
5(6)	Discharge of substance for dilution	\$250.00	\$187.50	\$312.50
7(1)	Unauthorized use of trucked liquid waste receiving facility	\$500.00	\$375.00	\$500.00
7(2)	Failure to obey rules of trucked liquid waste receiving facility	\$500.00	\$375.00	\$500.00
7(3)	Failure to stop discharge at instruction of RDN employee	\$500.00	\$375.00	\$500.00



Schedule '22' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 22**

**BYLAW NOTICE BYLAW NO. 1786**

**Unsightly Premises Regulatory Bylaw No. 1073, 1996**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
4(1)	Cause or permit accumulation of water, rubbish, noxious, offensive or unwholesome matter	\$200.00	\$150.00	\$250.00
4(2)	Deposit or throw bottles, broken glass, other rubbish in open place	\$200.00	\$150.00	\$250.00
5(1)	Unlawful graffiti	\$150.00	\$112.50	\$187.50
5(2)	Cause or allow property to remain unsightly	\$250.00	\$187.50	\$312.50
5(3)	Failure to remove unsightly conditions from property	\$250.00	\$187.50	\$312.50
6(1)	Failure to comply with requirement of Bylaw Officer	\$250.00	\$187.50	\$312.50

Schedule '23' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 23**

**BYLAW NOTICE BYLAW NO. 1786**

**Waste Stream Management Licensing Bylaw No. 1386, 2004**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
6.2	Unlawful delivery, deposit, storage, or abandonment of municipal solid waste or recyclable material	\$500.00	\$375.00	\$500.00

Schedule '24' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 24**

**BYLAW NOTICE BYLAW NO. 1786**

**Water Use Regulation Bylaw No. 1654, 2012**

Section	Description	1 <sup>st</sup> Offence Penalty	Early Payment Penalty	Late Payment Penalty	2 <sup>nd</sup> Offence Penalty	Early Payment Penalty	Late Payment Penalty	3 <sup>rd</sup> Offence Penalty	Early Payment Penalty	Late Payment Penalty
6(1)	Divert water from the system other than permitted at the time of approval	\$50.00	\$37.50	\$62.50	\$150.00	\$112.50	\$187.50	\$300.00	\$225.00	\$375.00
6(4)	Damage/allow appliance deterioration leading to water waste	\$50.00	\$37.50	\$62.50	\$150.00	\$112.50	\$187.50	\$300.00	\$225.00	\$375.00
6(5)	Owner/occupier water use contrary to restrictions	\$50.00	\$37.50	\$62.50	\$150.00	\$112.50	\$187.50	\$300.00	\$225.00	\$375.00
6(7)	Excessive use/water waste	\$50.00	\$37.50	\$62.50	\$150.00	\$112.50	\$187.50	\$300.00	\$225.00	\$375.00

Schedule '25' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 25**

**BYLAW NOTICE BYLAW NO. 1786**

**Electoral Area F Zoning and Subdivision Bylaw No. 1285, 2002**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
1.3(1)	Unlawful Land Use	\$500.00	\$375.00	\$500.00
2.8	Unlawful Setback	\$150.00	\$112.50	\$187.50

Schedule '26' to accompany "Regional District of Nanaimo  
Bylaw Notice Bylaw No 1786, 2019"

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Chair

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Corporate officer

**SCHEDULE 26**

**BYLAW NOTICE BYLAW NO. 1786**

**Land Use & Subdivision Bylaw No. 500, 1987**

<b>Section</b>	<b>Description</b>	<b>Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
3.2.1	Unlawful land use	\$500.00	\$375.00	\$500.00
3.2.2.a)	Insufficient site area	\$150.00	\$112.50	\$187.50
3.2.2.b)	Setback encroachment	\$150.00	\$112.50	\$187.50
3.2.2.c)	Excessive parcel coverage	\$150.00	\$112.50	\$187.50
3.2.2.d)	Over height building/structure	\$150.00	\$112.50	\$187.50
3.2.2.e)	Excessive floor area ratio	\$150.00	\$112.50	\$187.50
3.2.2.f)	Excessive number of units/buildings/structures	\$150.00	\$112.50	\$187.50

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**TO:** Committee of the Whole

**MEETING:** February 12, 2019

**FROM:** Dean Banman  
Manager, Recreation Services

**SUBJECT:** Oceanside Recreation and Sport Infrastructure Sub-Committee

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**RECOMMENDATIONS**

1. That an Oceanside Recreation and Sport Infrastructure Sub-Committee be established to report to the District 69 Recreation Commission and the attached Terms of Reference be approved.
  
2. That the following infrastructure projects be given equal priority by the District 69 Recreation Commission and Oceanside Recreation and Sport Infrastructure Sub-Committee and that project planning, community review, cost estimate information and funding sources be completed:
  - a. Expansion to Ravensong Aquatic Centre;  
*Prepare a concept plan to advance the addition of a second 25m tank and expanded change rooms at the Ravensong Aquatic Centre.*
  
  - b. Review and consideration of a rubberized track of up to eight (8) lanes;  
*Proceed with discussions with School District 69 (Qualicum), City of Parksville and Town of Qualicum Beach for a rubberized track, up to 8 lanes, to bring back for further review and consideration by the District 69 Recreation Commission and RDN Board.*
  
  - c. A centralized land acquisition strategy for a future indoor/outdoor sport and recreation complex for Oceanside;  
*A centralized land acquisition strategy be developed and implemented for a future indoor/outdoor sport and recreation facility complex for the Oceanside area.*

**SUMMARY**

In September 2018 the Board provided direction that an advisory sub-committee on recreation infrastructure in Oceanside be established per the following resolution:

*18-384 - That a District 69 Recreation Commission Infrastructure Planning Sub-Committee be formed after the 2018 election.*

Attachment 1 is the recommended Terms of Reference for a sub-committee to be known as the Oceanside Recreation and Sport Infrastructure Sub-Committee (ORSIS). This sub-committee would focus on priority initiatives provided to them and advise the District 69 Recreation Commission on recreation and sport infrastructure in Oceanside. The term of ORSIS would be from March 1, 2019 to February 29, 2020. If a recreation and sport infrastructure sub-committee is established by the Board, their work will be presented to the District 69 Recreation Commission for its consideration and recommendations to the Board.

Also in September 2018, the Board approved a series of resolution to proceed with planning for specific recreation infrastructure projects. The relevant Board resolutions with reference numbers are provided as follows:

18-381 - Rubberized Track

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

18-382 – Ravensong Pool Expansion

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

18-383 Confirmation of Multiplex Vision

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

A summary of all infrastructure projects identified through the Master Plan, including the three referenced above, can be found within the Recreation Services Master Plan for District 69 (Oceanside) Executive Summary (Attachment 2) and in complete detail within the Master Plan document.

## **BACKGROUND**

As directed by the Board in September 2018, a Terms of Reference for the Oceanside Recreation and Sport Infrastructure Sub-Committee (ORSIS) has been developed. Reporting to the District 69 Recreation Commission, ORSIS would be tasked with recommending actions and providing detail for each of the three infrastructure projects prioritized by the Board. As per the Terms of Reference being recommended, ORSIS will provide advice on matters such as amenities, project scope and timelines. All recommendations will flow from ORSIS to the District 69 Recreation Commission for their consideration when making recommendations to the Board.

The Regional District of Nanaimo (RDN) initiated the development of an updated Recreation Services Master Plan for District 69 (Oceanside) in the fall of 2016 to be a strategic document used in mapping out the future provision of recreation services in Oceanside for the years 2019 - 2029. The Plan provides guidance in areas such as the RDN's role and responsibilities in recreation services and identifies potential opportunities and strategic approaches to recreation infrastructure.

The Plan was reviewed by both the District 69 Recreation Commission and Board through 2017 and 2018 and was approved on May 22, 2018 as follows:

*18-192 - That the Recreation Services Master Plan for District 69 (Oceanside) 2019 - 2029 be approved as a guiding document.*

When reviewing outcomes of the Master Plan further in September 2018, the Board approved recommendations from the Recreation Commission which includes resolutions 18-381 - Rubberized Track, 18-382 - Ravensong Pool Expansion, 18-383 - Multiplex Vision and 18-384 - Recreation Infrastructure Planning Sub-Committee. The resolutions noted are provided in full in the Summary section of this report.

The formation of a sub-committee aligns with a recommendation<sup>1</sup> in the Oceanside Recreation Services Master Plan that the RDN develop and implement a more specific community engagement framework. The Plan recommends use of working groups and sub-committees to provide feedback from both the general community and stakeholders on projects and initiatives.

## ALTERNATIVES

1. That an Oceanside Recreation and Sport Infrastructure Sub-Committee be established and the attached Terms of Reference be used and the following three projects be given priority by the Sub-Committee and District 69 Recreation Commission:
  - a. Expansion to Ravensong Aquatic Centre.
  - b. Review and consideration of a rubberized athletics track of up to eight (8) lanes.
  - c. A centralized land acquisition strategy be developed and implemented for a future indoor/outdoor sport and recreation complex for Oceanside.
2. That the Terms of Reference for a recreation and sport infrastructure advisory sub-committee for Oceanside not be approved.
3. That alternate direction be provided.

## FINANCIAL IMPLICATIONS

The 2019 Budget and Proposed Five Year Financial Plan includes service level increases to provide funding support to both the District 69 Recreation Commission and proposed ORSIS. The service level change summary for each of the three priorities as presented to the RDN Board at the December 4, 2018 Special Committee of the Whole Meeting are included as Attachment 3. On January 22, 2019 the Board made an amendment to the proposed 2019 Budget prior to final adoption. This amendment reduced the contribution to reserve amount for the Indoor / Outdoor Sport and Recreation Complex from \$200,000 to \$0 in 2019 and is noted in the table below. As work on this specific project progresses and the scope and cost is more clearly determined the Board may wish to continue contributions to reserves past 2023.

### Service Level Changes Related to Recreation Infrastructure Projects

Area	New Service	2019 Budget	2020 - 2023 Budget
Ravensong Aquatic Centre	Pool Expansion Planning, Design, Referendum	\$290,000	To be determined subject to further analysis
Northern Community Recreation	Contribution to Reserves Indoor/Outdoor Sport and Recreation Complex	\$0	\$200,000 x 4 years
Northern Community Recreation	Professional Fees - Track Design and Planning, Other Oceanside Recreation Master Plan Initiatives	\$100,000	\$100,000 x 2 years

Grant funding opportunities will continue to be sought for any of the expenses listed. Tax requisition increases for Ravensong Aquatic Centre and Northern Community Recreation Services are projected to fund the expenses listed in the table above.

<sup>1</sup> Oceanside Recreation Services Master Plan 2019 -2029, Recommendation #9



As each of three priority projects progress through their planning, separate reports and recommendations to the Board are anticipated. However, as the financial implications of each project have a collective impact on most<sup>2</sup> of the Oceanside communities, these projects will continue to be linked and presented collectively when required. Future RDN Financial Plans will be further refined and presented for consideration as additional information is known, such as the scope of the projects, costing and timing.

RDN Board Prioritized Recreation Capital Infrastructure Projects (September 2018)

Project	Priority	Potential Development Timing & Costs* (2019, \$M)			
		Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Years)	Undetermined
Ravensong Aquatic Centre expansion. <b>(Master Plan Recommendation #18)</b>	1	\$8.6M – 10.9M <sup>A</sup>			
Rubberized athletics track of up to 8 lanes <b>(Master Plan Recommendation #24)</b>	2	\$0.5 – \$1M <sup>A</sup>			
New indoor/outdoor sport and recreation complex <b>(Master Plan Recommendations #24, #26, #29, #23)</b>	3				\$10M – \$30M <sup>A</sup>

*A = Timing to be clarified through further planning and resourcing discussions.*

*\* Capital cost escalation in B.C. is anticipated to range between 8 – 10% annually between 2018 – 2020. As such, these figures presented will require updating as future project planning occurs.*

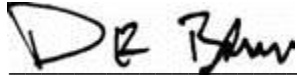
*\* Capital costs are based on preliminary estimates developed during the Master Plan process and require further detail depending on the scope of the project*

**STRATEGIC PLAN IMPLICATIONS**

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

Approving the terms of reference for a recreation and sport infrastructure advisory sub-committee, outlining priority projects to focus on and providing the funding resources through financial plans is consistent with the RDN Board’s strategic priorities. Specifically these are; the focus on relationships (volunteerism, community partnerships), service and organizational excellence (funding infrastructure through asset management) and recognizing recreational amenities as core services.

<sup>2</sup> Electoral Area E does not fund Ravensong Aquatic Centre



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Dean Banman  
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January 30, 2019

Reviewed by:

- J. Bradburne, Director Finance
- T. Osborne, General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Terms of Reference - Oceanside Recreation Infrastructure Advisory Sub-Committee
2. Executive Summary - District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029
3. Budget Project Sheets

## ATTACHMENT 1

### REGIONAL DISTRICT OF NANAIMO

#### DISTRICT 69 RECREATION COMMISSION OCEANSIDE RECREATION AND SPORT INFRASTRUCTURE SUB-COMMITTEE

#### TERMS OF REFERENCE

FEBRUARY 2019

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### 1) PURPOSE

The primary role of the Oceanside Recreation and Sport Infrastructure Sub-Committee (ORSIS) will be to advise the District 69 Recreation Commission on the review and implementation of recreation and sport infrastructure in the Oceanside (District 69) area of the Regional District of Nanaimo.

The ORSIS will use the RDN District 69 (Oceanside) Recreation Services Master Plan 2019 - 2029 as its prime resource document in providing advice and recommendations.

This advice will help guide the future direction, philosophy, policies, priorities, and actions for the Regional District of Nanaimo's (RDN) provision of recreation and sport infrastructure in District 69, commonly referred to as Oceanside.

### 2) SUB-COMMITTEE ROLES AND RESPONSIBILITIES

The ORSIS will:

- review and become familiar with the RDN District 69 (Oceanside) Recreation Services Master Plan 2019 -2029;
- provide recommendations to the Board through the District 69 Recreation Commission relating to RDN recreation/sport infrastructure within Oceanside;
- participate on smaller ad-hoc committees and public discussions dealing with specific issues or tasks;
- provide advice and feedback on consultation activities;
- provide input and feedback on reports, discussion papers, and other documents prepared for the Sub-Committee's information;
- participate in site tours around Vancouver Island and the Lower Mainland of recreation and sport facilities;
- be formed on an as needed basis to provide focus on specific recreation or sport infrastructure (i.e. aquatic expansion, track and field, sport field);
- conclude when assigned tasks have been completed.

The rules of procedure for ORSIS shall be consistent with the rules of procedure for the District 69 Recreation Commission and RDN Board (Bylaw #1754 and Bylaw # 1777).

### **3) MEMBERSHIP CRITERIA/SELECTION**

The Sub-Committee will consist of a minimum three (3) members from the District 69 Recreation Commission as follows;

- 1 member RDN Board Director appointed to the District 69 Recreation Commission;
- 1 member Elected municipal appointee to the District 69 Recreation Commission from either Town of Qualicum Beach or City of Parksville;
- 1 member From an Electoral Area currently serving on the District 69 Recreation Commission.

The ORSIS Chair will be elected from Sub-Committee members and serve a term of 6 months or until the Sub-Committee has provided their final recommendation(s), whichever occurs first.

Local community groups, teams, organizations and individuals will be invited to participate in discussions with ORSIS and the District 69 Recreation Commission on projects and initiatives of interest to them.

Sub-Committee membership will be expected to;

- Have the willingness and ability to commit to volunteering the necessary time to the Sub-Committee;
- Have an interest in helping meet the recreation and sport infrastructure needs of the Oceanside community as a whole;
- Have the willingness and ability to consider issues from all perspectives within the community;
- Have the willingness and ability to work towards consensus on issues being addressed by the Sub-Committee.

Staff members will be present in an advisory and support capacity.

### **4) TERM**

This Sub-Committee would focus on priority initiatives provided and advise the District 69 Recreation Commission on recreation and sport infrastructure in Oceanside. The term of this Sub-Committee will be from March 1, 2019 to February 29, 2020.

Alternate member appointments will be approved by the Sub-Committee as required. No substitute members will be permitted. If a member must resign from the Sub-Committee, their position will be filled by other eligible District 69 Recreation Commission members.

Frequency of meetings will be based on need. Meetings are expected to be held mid-day Monday - Friday however when appropriate evening and weekend meetings may be held.

Members are expected to attend all Sub-Committee meetings and participate in public consultation activities.

## **5) DECISION MAKING**

Sub - Committee recommendations will be made through the District 69 Recreation Commission to the RDN Board.

Sub-Committee recommendations will be made by consensus whenever possible. If necessary, votes may be taken and minority reports may be submitted to the Commission or Board in addition to the majority opinion.

ORSIS meetings will be open to the public. Delegations that wish to address the Sub-Committee must seek approval from the Sub-Committee through a written request. Acceptance of a delegate's request to speak to the Sub-Committee will be at the discretion of the Sub-Committee.

A number of recreation and sport infrastructure initiatives have been identified in the 2019 Oceanside Recreation Services Master Plan. Although the Sub-Committee may advise on a number of these initiatives, focus and priority will be given to initiatives that the Board has provided. To date these include:

- Development of a concept plan to advance the expansion of Ravensong Aquatic Centre;
- Development of a rubberized athletics track;
- Development of a centralized land acquisition strategic plan for the development of a future indoor/outdoor recreation and sport complex.



REGIONAL DISTRICT OF NANAIMO DISTRICT 69 (OCEANSIDE)

# RECREATION SERVICES MASTER PLAN

APRIL 2018 FINAL

DOCUMENT #2 OF 2 (THE STATE OF RECREATION IN DISTRICT 69 RESEARCH REPORT HAS BEEN PUBLISHED AS A SEPARATE DOCUMENT.)







# ACKNOWLEDGMENTS

The development of the Recreation Services Master Plan would not have been possible without the contributions of a number of individuals.

## **Project Steering Committee**

Julian Fell, District 69 Recreation Commission Chair, EA 'F' RDN Director

Neil Horner, District 69 Recreation Commissioner, Town of Qualicum Beach Representative

Teresa Patterson, District 69 Commissioner, City of Parksville Representative

Reg Nosworthy, District 69 Commission, EA 'F' Representative

## **Regional District of Nanaimo Staff**

Tom Osborne, General Manager, Recreation and Parks Services

Dean Banman, Manager of Recreation Services

John Marcellus, Superintendent of Arena Services

Hannah King, Superintendent of Recreation Program Services

Mike Chestnut, Superintendent of Aquatic Services

Ann-Marie Harvey, Administrative Associate, Recreation & Parks

## **Consulting Team**

Stephen Slawuta, RC Strategies+PERC

Brian Johnston, RC Strategies+PERC

Ryan Schwartz, RC Strategies+PERC

Lauren Hawkins, RC Strategies+PERC

Paul Fast, HCMA Architecture + Design

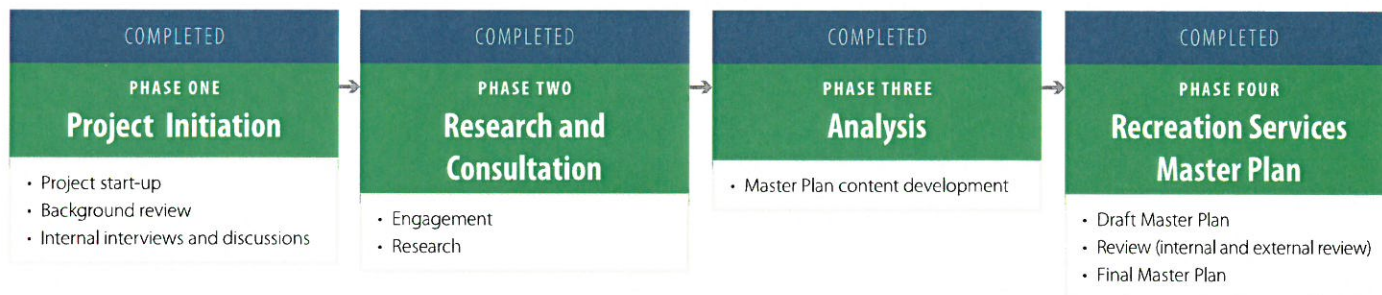
**And most importantly all residents, community groups and stakeholders in District 69 that provided input during the project!**

# EXECUTIVE SUMMARY

## OVERVIEW AND METHODOLOGY

The Regional District of Nanaimo has developed a new Recreation Services Master Plan to guide the future provision of recreation and related services in District 69 for the next 10 years. District 69 encompasses the City of Parksville, Town of Qualicum Beach and Electoral Areas E, F, G, and H. The last Recreation Services Master Plan was completed in 2006.

The project included four phases as illustrated by the graphic below.



Public and stakeholder input was a critical aspect of the Master Plan. The following chart outlines the broad array of methods used to collect this input.

Consultation Mechanism	Responses/ Participants
Resident Survey	1,687
Community Group Questionnaire	60
Stakeholder Interviews/Discussions	29 <i>(interviews/discussion sessions)</i>





# EXECUTIVE SUMMARY

## KEY ENGAGEMENT AND RESEARCH FINDINGS

The findings emerging from the engagement and other forms of research conducted (including trends and leading practices, analysis of utilization and financial data, population and demographics, and a review of current services) were used to develop the Master Plan. Identified below are key findings from the project engagement and research.

- There are generally high levels of satisfaction among residents with current recreation services and facilities (80% of households are satisfied with RDN provided recreation services and facilities; 28% are “very satisfied”).
- Recreational opportunities are highly valued and important to residents (97% of households indicated that recreation opportunities are important to their quality of life; 99% of households indicated that recreation opportunities are important to their community).
- Among **residents** in District 69 there is some demand for new or enhanced facilities to be developed (51% of households would like to see new or enhanced indoor facilities; 49% of households would like to see new or enhanced outdoor facilities and spaces).
  - » Top indoor priorities: indoor swimming pools; health and fitness centre; and a multi-purpose recreation centre.
  - » Top outdoor priorities: trails; natural parks and protected areas; picnic areas and passive parks.
- **User groups** identified some facility priorities, most often pertaining to their activity type. These priorities included enhanced outdoor sport fields (e.g. premium natural surface and artificial turf), track and field facilities and a new or enhanced aquatics facility.
- **Stakeholders** generally identified that the Ravensong Aquatics Centre is deficient and at capacity (which is supported by an analysis of available utilization data). However various perspectives exist on the best future course of action for indoor aquatics in District 69.
- Varying perspectives exist among stakeholders on whether future recreation amenities should be centralized or geographically balanced/dispersed.
- A number of community organizations expressed that a lack of youth “critical mass” is a barrier for some groups to growing programs.
- District 69 has an older population than provincial averages. However the region has diverse population and demographic characteristics.
- The impact and reach of RDN provided recreational programming continues to grow. In 2017, the RDN had over 7,000 program registrations and attendance exceeding 32,000. These figures have continued to increase over the past 4 – 5 years.
- An analysis of current recreation programming indicates that current offerings are well balanced (diverse offerings).
- While operational and day to day roles and responsibilities are well understood (among RDN and partners); less clarity exists around roles and responsibilities related to future facility planning and potential new development.
- Key trends in recreation: multi-use facilities, physical literacy, evolving nature of volunteerism, importance of partnerships, and social inclusion.





# EXECUTIVE SUMMARY

## MASTER PLAN RECOMMENDATIONS

The Master Plan provides thirty-four recommendations which have been organized into two areas:

**Service Delivery and Programming (Section 4):** The overall structure for delivering recreation opportunities and potential areas of service enhancement.

**Infrastructure (Section 5):** Strategies and priorities for the places and spaces that facilitate recreation activities.

The recommendations address both specific issues that were identified in the project Terms of Reference as well as others that emerged through the project research and engagement. Summarized as follows is an overview of the Master Plan recommendations contained herein.

### Service Delivery and Programming Recommendations

The following seventeen Service Delivery and Programming Recommendations (Section 4: Recommendations 1 – 17) have been developed to provide strategic guidance for how recreation services are delivered in District 69. In some instances these recommendations suggest new initiatives or a shift in how services are delivered, while others are intended to re-embed or refresh practices that work well.

- **Recommendation #1:** The RDN should undertake a governance review for recreation service provision in District 69. This review should focus on: opportunities to maximize overall efficiency; establishing a refreshed mandate for all entities and bodies; and clarifying decision making roles and responsibilities.
- **Recommendation #2:** The RDN should sustain the current organizational model and delivery model for recreation services in District 69.
- **Recommendation #3:** RDN Recreation Services should continue delivering recreation opportunities using a combination of direct and indirect delivery methods and maintain the current balance of the two delivery methods. An updated Recreation Program Rationale Checklist has been developed to help evaluate specific program opportunities and identify potential delivery methods.
- **Recommendations #4 and 5:** Continue to place a priority on cross-sectoral collaborations and invest additional resources in this area.
- **Recommendation #6:** Work with local municipalities and School District 69 to clarify roles and responsibilities pertaining to future recreation planning and capital development.
- **Recommendation #7:** Allocate additional resources to community group capacity building.



# EXECUTIVE SUMMARY

- **Recommendation #8:** Develop and implement a more specific engagement framework (to help guide future projects).
- **Recommendation #9:** Continue to strategically utilize project/initiative focused groups such as steering committees and “task forces” on an ad-hoc basis.
- **Recommendation #10:** Continue to prioritize diversity and balance in RDN provided recreation programming in District 69.
- **Recommendations #11, 12, and 13:** RDN provided recreation programming should continue to: prioritize diversity and balance of opportunities; focus on key areas including nature interaction and outdoor skill development for children and youth, activity camps for children/youth/teens, fitness and wellness programming for adults and seniors; continue to offer arts and culture as part of the program mix; and (where possible) leverage the expertise of local arts and cultural groups.
- **Recommendations #14 and 15:** Ensuring accessibility to recreation programming should continue to be a priority for the RDN. Suggested initiatives include: sustaining the Financial Assistance Program and Inclusion Support Program; increased focused on generating awareness of existing accessibility programs; and supporting the start-up of a KidSport chapter.
- **Recommendation #16:** Continue to place a priority on the marketing of recreation programs and opportunities in District 69. Suggested tactics include sustaining the dedicated staff position; development of a more consistent brand; and promoting both specific opportunities as well as the overall benefits of participation.
- **Recommendation #17:** Suggested strategic initiatives: Community Events Support Strategy; Older Adults/ Age Friendly; and Youth Recreation Strategic Plan.

## Infrastructure Recommendations

The seventeen Infrastructure Recommendations (Section 5: Recommendations 18 – 34) are intended to both suggest approaches and priorities for future capital projects and identify opportunities to make the most optimal use of existing facilities and spaces. Provided as follows is a summary of the infrastructure recommendations.

## Potential Capital Projects

The following chart summarizes the potential capital facility projects that may be pursued in future years. While potential development timing and prioritization has been identified, it is important to note that additional planning and refinement of these potential projects will be required before development process.



# EXECUTIVE SUMMARY

## Potential Capital Projects (Continued)

The prioritization and timing for the potential projects should also be considered approximate and will be subject to partner/stakeholder discussions, resourcing factors and opportunities, market dynamics (e.g. trends) and broader strategic priorities of the RDN and partner organizations.

*Please Note: Immediate and short term planning steps (i.e. land acquisition, partner /stakeholder discussion, feasibility analysis, etc.) have been identified for all of the projects, including those which are considered medium to longer term. Please see Section 6 for further detail on the pre-requisite planning and action steps that are required for each project before development can occur.*

Project	Priority	Potential Development Timing & Costs (2018, \$M)			
		Immediate (1 – 2 Years)	Short Term (2 – 5 Years)	Medium to Long Term (5 – 10 Year)	Undetermined
Future curling facility options. (Recommendations #20, 21)	1		\$1M <sup>A</sup>		\$4M – \$9M
Upgrades to the track at Ballenas Secondary School. (Recommendation #24)	2	\$0.5M – \$1M			
Ravensong Aquatic Centre expansion. (Recommendation #18—Option 1)	T3 <sup>B</sup>		\$8.6M <sup>C</sup>		
Ravensong Aquatic Centre expansion with 2 lanes added to main existing tank. (Recommendation #18—Option 2)	T3 <sup>B</sup>		\$10.9M <sup>C</sup>		
Consider a retrofit to an existing natural surface field to artificial turf. (Recommendation #24)	T3 <sup>B</sup>		\$1.5M – \$3M		
Leisure ice repurposing at Oceanside Place (only if deemed necessary). (Recommendation #30) <sup>D</sup>	T3 <sup>B</sup>				\$0.100M – \$1M
New indoor recreation and fitness space. (Recommendations #26, 29)	T4 <sup>B</sup>				\$10M – \$20M
Outdoor multi-use sport complex. (Recommendation #23)	T4 <sup>B</sup>				\$5M – \$10M

A Estimated cost to demolish the existing facility if required.

B The letter "T" in the priority column indicates a tied priority.

C Timing to be clarified through further planning and resourcing discussions.

D Only required if utilization can't be increased in the existing configuration/use.



# EXECUTIVE SUMMARY

## **Additional Infrastructure Recommendations**

Summarized as follows are the infrastructure recommendations that are intended to optimize current facilities and spaces, further explore/clarify the previously identified capital projects, or undertake other initiatives that do not have a direct or known capital cost.

- Work collaboratively with the City of Parksville and Town of Qualicum to determine the best long term course of action for curling infrastructure in District 69. (Recommendation #21)
- Work with partners in District 69 (City of Parksville, Town of Qualicum Beach, School District 69, and community sport organizations) to make better use of underutilized field spaces. (Recommendation #22)
- Identify opportunities to retrofit or upgrade existing outdoor facilities. (Recommendation #24)  
\* Upgrades to the track at Ballenas Secondary School and the potential repurposing of a natural surface field to artificial turf are identified in the previous capital project chart.
- Identify opportunities to integrate a dedicated medium scale (3,000 ft<sup>2</sup> to 5,000 ft<sup>2</sup>) fitness and wellness space into an existing facility. (Recommendation #25)  
\* Potentially to occur as part of a Ravensong Aquatic Centre expansion or retrofit of another facility space.
- Continue to place a priority on maximizing the use of current community facilities and spaces and ensuring that recreational opportunities are geographically well balanced. (Recommendation #27)
- Should expansion or the re-purposing of spaces occur at the Ravensong Aquatic Centre and/or Oceanside Place, opportunities to increase the programming capability and capacity of these facilities should be pursued. (Recommendation #28)
- Place a priority on maximizing the use of the leisure ice surface space based on highest and best use considerations. (Recommendation #30)  
\* As per the previous capital project chart, re-purposing may be considered if utilization cannot be increased.
- RDN Recreation Services should continue to be involved as a key stakeholder in future parks, trails, and open space planning. (Recommendation #31)
- Develop a sponsorship and naming policy and strategy. (Recommendation #32)
- Conduct a Recreation Facility Needs Assessment every 5 years and use the information collected to update the Recreation Services Master Plan and other pertinent strategic documentation. (Recommendation #33)
- Develop and implement a Facility Project Development Framework to outline a transparent and standardized process for evaluating major facility projects and initiatives. (Recommendation #34)

Suggested implementation timing and resource requirements are also identified in Section 6 for the above noted recommendations.



# ATTACHMENT 3

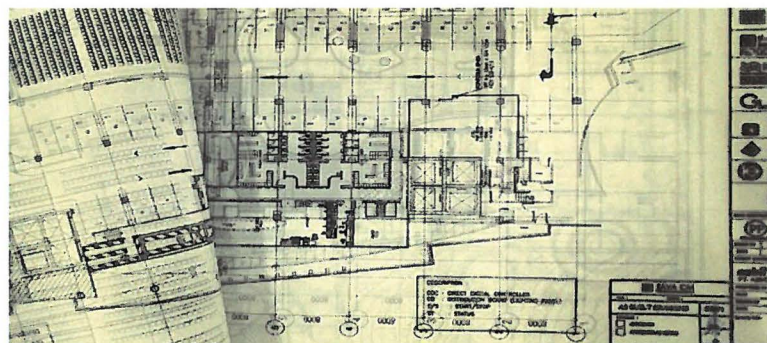
## 2019 Details of Recommended New Services

**Appendix B**

**New Service:** Ravensong Pool Expansion Planning, Design, Referendum (\$290,000)  
**Division:** Recreation & Parks Services  
**Service Area:** Electoral Areas F, G, H, Town of Qualicum Beach, City of Parksville  
**Operating Plan Action #:** RP-S4-1.4 District 69 Recreation Services Master Plan – Develop implementation strategy

	2018	2019	2020	2021	2022	2023
<b>Operating Budget:</b>	N/A	290,000				
<b>Admin Fee:</b>			26,100	-	-	-
<b>Funding Sources:</b>						
Operation Funded	N/A	290,000	26,100	-	-	-
	N/A	290,000	26,100	-	-	-

**Scope:** This would finance the preliminary work in design and possible borrowing referendum in late 2019.



**New Service:** Contribution to Reserves for Outdoor Sport Multi-Plex (Oceanside Recreation Master Plan) Board Resolution #18-383  
**Division:** Recreation & Parks Services  
**Service Area:** Electoral Areas E, G, F, H, City of Parkville, Town of Qualicum Beach  
**Operating Plan Action #:** RP-S4-1.4 District 69 Recreation Services Master Plan – Develop implementation strategy

	2018	2019	2020	2021	2022	2023
<b>Operating Budget:</b>	N/A	-	200,000	200,000	200,000	200,000
<b>Admin Fee:</b>		-	18,000	18,000	18,000	18,000
<b>Funding Sources:</b>						
Operation Funded	N/A	-	218,000	218,000	218,000	218,000
	N/A	-	218,000	218,000	218,000	218,000

**Scope:** This funding would begin to build reserve funds for future recreation infrastructure projects that do not include arena or aquatic services as they are separate service functions.



**New Service:** Professional Fees - track design, cross sectoral collaborations, community capacity building  
**Division:** Recreation & Parks Services  
**Service Area:** Electoral Areas E, F, G, H, Town of Qualicum Beach, City of Parksville  
**Operating Plan Action #:** RP-S4-1.4 District 69 Recreation Services Master Plan – Develop implementation strategy

	2018	2019	2020	2021	2022	2023
<b>Operating Budget:</b>	N/A	100,000	100,000	100,000		
<b>Admin Fee:</b>			9,000	9,000	9,000	-
<b>Funding Sources:</b>						
Operation Funded	N/A	100,000	109,000	109,000	9,000	-
	N/A	100,000	109,000	109,000	9,000	-

**Scope:** Three RDN board resolutions #18-384, #18-383, #18-381 provide direction to staff on the review and start of implementing a number of large recreation infrastructure projects. This service level increase would provide the funding for the start of the planning of these projects as identified by the RDN Board - land acquisition strategy for indoor/outdoor sport and recreation facility complex, rubberized track, D69 sub-committee an recreation infrastructure.





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**TO:** Committee of the Whole                                 **MEETING:** February 12, 2019

**FROM:** Julie Pisani   **FILE:** 5600-07  
Drinking Water and Watershed  
Protection Program Coordinator

**SUBJECT:** RDN Drinking Water and Watershed Protection Action Plan Update Project

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### RECOMMENDATION

That the Board nominate three (3) Directors to a temporary Drinking Water and Watershed Protection Action Plan Update Board Steering Committee for the 2019 project.

### SUMMARY

The Regional District of Nanaimo's (RDN) Drinking Water and Watershed Protection (DWWP) Action Plan will be updated in 2019 to refresh the program mandate and outline program priorities and activities for the next decade and beyond. Board participation in this planning initiative from the start is desirable for success.

The DWWP Action Plan Update represents an opportunity to build on the successes of the first ten years of the program, and re-energize the program with updated priorities, shared objectives and emerging areas of focus. A steering committee composed of three members of the Board for the duration of 2019 will contribute to the project as the liaisons of the Board, and provide input and guidance during the year-long process. The intended outcome of this project is a comprehensive Action Plan document, developed through a collaborative process, to guide the DWWP program moving forward.

This report describes the high-level project strategy for the DWWP Action Plan update process. A future Board report will present a project charter, which is envisioned to be collaboratively developed over the coming weeks.

### BACKGROUND

Since the early 2000s, the RDN Board has identified protection of our water resources as a key strategic priority supporting the long term resilience and prosperity of the region. A changing climate, a growing population, continued development and the cross-jurisdictional nature of water issues were drivers that prompted a concerted regional effort in planning for drinking water and watershed protection. The current RDN DWWP Action Plan was adopted by the RDN Board in 2008, and first implemented in 2009 with a 10-year scope. By 2012, the program was fully regional, serving the four member municipalities of Nanaimo, Lantzville, Parksville and Qualicum Beach, as well as the seven RDN Electoral Areas. The DWWP program is the first of

its kind in the province and has positioned the RDN as a leader in regional water initiatives within BC.

The existing Action Plan has three main program categories: 1) Education and Public Awareness, 2) Data Collection and Monitoring and 3) Planning Support. Over the first ten years, the focus has advanced from an initial emphasis on education and outreach, proceeding to expanded effort in water science and data collection. More recently, as the program has evolved, policy and planning and refining science and data management have been given more attention.

In 2018, a third-party review of the DWWP program implementation examined the achievements of DWWP against the actions outlined in the Plan and evaluated program effectiveness in the first decade. The review of the first ten years of the program offered observations that will assist with the Plan update, and revealed opportunities to improve the DWWP program in the next decade and beyond. A key recommendation from the review is to prioritize engagement with First Nations to identify how they would like to participate in and benefit from the DWWP Action Plan. Another key overall recommendation is to recognize and incorporate key integrations with other RDN plans, programs and departments in the DWWP Action Plan moving forward.

The program currently delivers a range of regional water initiatives including: groundwater monitoring; rebate programs for water efficiency; school education; community-based surface water sampling; policy advocacy with the Province; water budget analysis; region-wide outreach programming, and much more (see the September 2017 Board report *Drinking Water and Watershed Protection Program – Board Update 2017* and the November 2018 Board report *Final Report – 10 Year Action Plan Review for Drinking Water and Watershed Protection* and the [www.dwwp.ca](http://www.dwwp.ca) website for more details). A [technical advisory committee](#) (TAC) guides the program implementation, with representatives from provincial ministries, the community at-large, municipal water departments, the academic community, forestry industry and more. The TAC reports to the Committee of the Whole, to keep the RDN Board apprised of DWWP activities.

In 2019, the RDN's DWWP Action Plan requires a comprehensive update to outline objectives, activities and priorities for the next ten years plus. We will work with key partners as participants in the update process to help develop the Plan, utilizing the significant basis of knowledge established from the program implementation over the past several years. Through insights gained in practice and confirmed in the 2018 program review, the following are understood to be the most important new elements that an updated Plan will need to reflect:

- Recognition of importance of First Nations engagement in water initiatives and active mutually-beneficial partnership with established protocols.  
A letter was sent by the Chair on behalf of the RDN Board to First Nations (Snuneymuxw, Snaw-naw-as and Qualicum) Chiefs and Councils in January 2019 to introduce the project and invite their engagement.
- Focus on “operationalizing data” – i.e. developing mechanisms for data to inform decision-making and planning.
- Further integration and harmonization with other RDN plans, programs and departments and municipal plans, programs and departments.
- Consideration of regulatory implications of the new BC Water Sustainability Act.
- Development of indicators for success and mechanisms for feedback and adaptive program management.

- Emphasis on the WHY in public communications about water protection and water conservation.

A project charter will be developed as part of the early engagement with First Nations, the Board Steering Committee, internal departments and the DWWP Technical Advisory Committee (TAC), and presented at a subsequent Board meeting. The project charter is envisioned to capture the guiding principles and terms of engagement for the DWWP Action Plan Update and to outline the parameters of the cooperative effort towards the planning a multi-year program for drinking water and watershed protection in the region.

To guide this effort from a Board level, the establishment of a Board Steering Committee is recommended, with three directors nominated to participate on the Committee for the duration of 2019. The DWWP Action Plan Update Board Steering Committee’s role will be to regularly contribute to the project as active liaisons of the Board, and provide input and guidance during the process. The intended outcome of this project is a comprehensive Action Plan document, developed through the collaborative process described above, to guide the DWWP program for the next decade and beyond.

The key stages and timeline for this project are outlined in the table below. Note that this is preliminary and subject to further discussion with First Nations, the Board Steering Committee and others, and will be confirmed in a subsequent report to the Board on the project charter. The driver for the timeline is the RDN budget cycle which requires preliminary budgets and financial plans for 2020 to be entered in September of 2019. Developing the contents of the updated DWWP Action Plan is a necessary prerequisite to designing an appropriate budget to adequately resource the mandate and delivery of the DWWP service in 2020 forward.

<b>Project Stage</b>	<b>Timeline (2019)</b>	<b>Focus</b>
Start Up	Jan – Mar	Develop project charter; engage key partners; summarize and communicate current understanding, linkages and status.
Visioning and Idea Generation	Mar – May	Facilitate sessions with Board members, First Nations, TAC, inter-departmental group and administer public engagement platform to gather input.
Compilation		Compile ideas from idea generation stage into menu for possible inclusion in Action Plan.
Decision-making	May – Jun	Facilitate processes to select and prioritize actions, develop indicators for success, feedback mechanisms for inclusion in the Plan.
Drafting Plan	Jun - Oct	Write draft Action Plan based on outcomes of internal and external input.
Finalization of Plan	Nov - Dec	Final Action Plan to CoW in November for adoption in December.
Implementation	2020- 2030 +	Put the plan into action with the needed resources, staff and partnerships.

## ALTERNATIVES

1. That the Board nominate three (3) Directors to a temporary Drinking Water and Watershed Protection Action Plan Update Board Steering Committee for the 2019 project.
2. That the Board provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

There is an operational budget of \$60,000 to support the DWWP Action Plan Update in 2019. This amount is available to fund external professional fees for discrete components, to be determined in the forthcoming project charter.

## STRATEGIC PLAN IMPLICATIONS

Focus On Relationships- We Value Our First Nations Relationships And Will Integrate Their Input In Future Planning And Service Delivery

Focus On Relationships- We Will Focus On Improved Two-Way Communication Within The Regional District And With Our Communities

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

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

As we move towards updating and renewing the mandate of the regional Drinking Water and Watershed Protection Action Plan, strategic priorities on relationships, economic health and the environment are front and centre. A collaborative process and an engaged Board are crucial to the project's success and the ongoing success of drinking water and watershed protection initiatives in the region.



Julie Pisani  
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January 17, 2019

Reviewed by:

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