

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

**Tuesday, February 26, 2019**

**7:00 P.M.**

**Board Chambers**

*This meeting will be recorded*

**Pages**

**1. CALL TO ORDER**

**2. APPROVAL OF THE AGENDA**

(All Directors - One Vote)

That the agenda be approved, as amended, to include the following late delegation request:

- 2.1 Maya Chorobik, Community Energy Association, re Mid-Island Electric Vehicle Charging Network Funding Opportunities**

**6**

**3. ADOPTION OF MINUTES**

(All Directors - One Vote)

That the following minutes be adopted:

- 3.1 Regular Board Meeting - January 22, 2019**

**7**

- 3.2 Special Board Meeting - February 19, 2019**

**26**

**4. DELEGATIONS - AGENDA ITEMS**

**5. CORRESPONDENCE**

**6. COMMITTEE MINUTES**

(All Directors - One Vote)

That the following minutes be received for information:

- 6.1 Electoral Area Services Committee - February 19, 2019**

**28**

- 6.2 Committee of the Whole - February 19, 2019**

**31**

6.3	Arrowsmith Water Service Management Board - February 6, 2019	36
6.4	Englishman River Water Service Management Board - February 6, 2019	38
6.5	Regional Parks and Trails Select Committee - February 5, 2019	41
6.6	Transit Select Committee - January 24, 2019	44
7.	<b>COMMITTEE RECOMMENDATIONS</b>	
7.1	<b>Electoral Area Services Committee</b>	
7.1.1	<b>Draft Policy B1.26 Land Use Applications for Cannabis Production</b>	46
	(All Directors - One Vote)	
	That the Board adopt Regional District of Nanaimo Policy B1.26 <i>Land Use Applications for Cannabis Production</i> .	
7.1.2	<b>Director's Roundtable - Bylaw Services Report</b>	
	<i>Please note: there is no accompanying staff report</i>	
	(All Directors - One Vote)	
	That staff be directed to include an analysis of cost recovery options and related penalties for bylaw infractions in the report being drafted by Building & Bylaw Services for the Board's consideration at a future meeting.	
7.2	<b>Arrowsmith Water Service Management Board</b>	
7.2.1	<b>Arrowsmith Water Service 2019-2023 Financial Plan Report</b>	54
	(Electoral Areas E and G – Weighted Vote)	
	That the Regional District of Nanaimo adopt its portion of the Arrowsmith Water Service 2019 – 2023 Financial Plan as outlined in Table 2 attached to the January 24, 2019 report.	
7.3	<b>Englishman River Water Service Management Board</b>	
7.3.1	<b>Englishman River Water Service 2019 - 2023 Financial Plan Report</b>	65
	(Electoral Areas E and G – Weighted Vote)	
	That the Regional District of Nanaimo adopt its portion of the Englishman River Water Service 2019 – 2023 Financial Plan as outlined in Table 1 attached to the January 07, 2019 report.	

## 7.4 Committee of the Whole

- 7.4.1 2019-2023 Financial Plan** 85  
*Please note: Bylaw No. 1787 incorporates the Englishman River Water Service Management Board's budget amendments from the February 5, 2019 ERWS meeting.*
- (All Directors - One Vote - must be taken separately)
1. 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.
  2. That "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019" be introduced, and read three times.
  3. That "Electoral Area 'G' Community Parks Service Amendment Bylaw No. 805.07, 2019" be introduced, and read three times.
- (All Directors - Weighted Vote)
4. That "Regional District of Nanaimo Financial Plan 2019 to 2023 Bylaw No. 1787, 2019" be introduced and read three times.
- (All Directors - 2/3 Weighted Vote)
5. That "Regional District of Nanaimo Financial Plan 2019 to 2023 Bylaw No. 1787, 2019" be adopted.
- 7.4.2 Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019, being a Bylaw to Implement a Bylaw Notice Bylaw** 92
- (All Directors - One Vote)
1. That "Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019" be introduced and read three times.
- (All Directors - One Vote / 2/3)
2. That "Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019" be adopted.
- 7.4.3 RDN Drinking Water and Watershed Protection Action Plan Update Project** 127
- (All Directors - One Vote)
- That the Board appoint Director Geselbracht, Director Craig and Director McLean to a temporary Drinking Water and Watershed Protection Action Plan Update Board Steering Committee for the 2019 project.
- 7.4.4 Gabriola Community Hall, re Electoral Area B Community Works Funds**
- Please note: there is no accompanying staff report*

(All Directors - Weighted Vote)

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.

## **7.5 Regional Parks and Trails Select Committee**

### **7.5.1 Little Qualicum River Regional Park Bridge Replacement Detailed Design and Class B Costing 131**

(All Directors - Weighted Vote)

1. That the Little Qualicum River Regional Park Bridge Replacement proceed to Tender in February 2020 for construction in 2020.

2. That the 2020-2024 Financial Plan include \$839,910 in the 2020 year for completion of the Little Qualicum River Regional Park Bridge Replacement.

### **7.5.2 RDN Parks Funding Service Review 149**

(All Directors - One Vote)

That staff prepare a plan on Development Cost Charges for Regional District of Nanaimo Parks for review by the Regional Parks and Trails Select Committee.

## **7.6 Transit Select Committee**

### **7.6.1 South Nanaimo Local Area Transit Plan Spring 2019 Update 209**

(Nanaimo, Lantzville, Electoral Areas A, C - Weighted Vote)

That staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities.

## **8. REPORTS**

### **8.1 Zoning Amendment Application No. PL2018-092 - 2995 Ridgeway Road, Electoral Area C - Amendment Bylaw 500.423, 2019 –Third Reading 257**

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

That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019”.

## **9. DELEGATIONS - ITEMS NOT ON THE AGENDA**

## **10. BUSINESS ARISING FROM DELEGATIONS**



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

**11.1 Electoral Area G Community Works Funds**

Director Gourlay provided notice of the following motion at the February 19, 2019 Committee of the Whole meeting:

(All Directors - One Vote)

That \$5,000 of Electoral Area G Community Works Funds be allocated to the installation of street lights at both ends of the French Creek highway bridge.

**11.2 Bus Passes for Veterans**

Director Bonner provided notice of the following motion at the February 19, 2019 Committee of the Whole meeting:

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

That staff be requested to prepare a report for presentation at a future Transit Select Committee meeting on the costs and options for implementing free fares for veterans.

**12. NEW BUSINESS**

**13. IN CAMERA**

(All Directors - One Vote)

That pursuant to Sections 90 (1) (e), (j), (k), and Section 90 (2) (d) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to the acquisition, disposition or expropriation of land or improvements, third party business interests, the provision of a proposed service, and a matter that, under another enactment, is such that the public must be excluded from the meeting.

**14. ADJOURNMENT**

**Delegation:** Maya Chorobik, Community Energy Association, re Mid-Island Electric Vehicle Charging Network Funding Opportunities

**Summary:** Community Energy Association (CEA) is coordinating the planning and implementation of three cross-regional electric vehicle charging networks that support local economies, drive tourism, and contribute to climate action goals. These are in south-east BC, southern Alberta, and along Hwy 16.

Several mid-island and west coast communities have expressed interest in collaborating on a mid-island electric vehicle (EV) charging network along Hwy 19 and Hwy 4.

There are new funding opportunities to support this collaboration from the planning and outreach stage through to network implementation:

1. CleanBC Clean Communities Fund - cost sharing of 73% for infrastructure
2. Emotive Community Outreach Incentive - for a comprehensive outreach program

Community Energy Association will facilitate the regional collaboration but is seeking a lead applicant for the CleanBC Communities Fund, which closes March 27, 2019.

**Action Requested:**

1. That RDN act as the lead applicant for a CleanBC Clean Communities Fund application on behalf of multiple mid-island municipalities and regional districts. Community Energy Association will coordinate the other local governments and the application submission.
2. That RDN identify the number of level 2 charging stations to be located at RD facilities. Community Energy Association will assist with location selection.
3. That RDN submit a letter of support for Community Energy Association's application to the Emotive Community Outreach Incentive Program on behalf of mid-island communities.

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

**Tuesday, January 22, 2019  
7:04 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 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
	Director E. Hemmens	City of Nanaimo
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	T. Osborne	Gen. Mgr. Recreation & Parks
	P. Thompson	A/Gen. Mgr. Strategic and Community Development
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	J. Hill	Mgr. Administrative Services
	C. Golding	Recording Secretary

**CALL TO ORDER**

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

## **APPROVAL OF THE AGENDA**

19-001

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

- 6.1 Steven Young, re Development Permit with Variance Application No. PL2018-196 - 4647 Maple Guard Drive, Electoral Area H
- 9.6.1 Additional Public Hearing Submission to Accompany Attachment 2 of the Report

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Regular Board Meeting - December 4, 2018**

19-002

It was moved and seconded that the minutes of the Regular Board meeting held December 4, 2018, be adopted.

CARRIED UNANIMOUSLY

## **INVITED PRESENTATIONS**

### **Maurice Primeau, Deputy Assessor – Vancouver Island Region, BC Assessment**

Maurice Primeau provided an overview of BC Assessments for the Regional District, 2019 Assessment Roll Highlights and a review of the BC Assessment appeal process.

## **DELEGATIONS - AGENDA ITEMS**

### **Carol O'Connor, re Request for Support of the Mid Island Child Care Planning Collaborate Grant Application**

Carol O'Connor provided a summary of the Mid Island Child Care Planning Collaborate Grant Application and asked the Board to participate in the application.

## **CORRESPONDENCE**

19-003

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

Steven Young, re Development Permit with Variance Application No. PL2018-196 - 4647 Maple Guard Drive, Electoral Area H

CARRIED UNANIMOUSLY

## COMMITTEE MINUTES

19-004

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

Electoral Area Services Committee - January 8, 2019

Committee of the Whole - January 8, 2019

Special Committee of the Whole - December 4, 2018

Solid Waste Management Select Committee - January 10, 2019

CARRIED UNANIMOUSLY

19-005

It was moved and seconded that the following motion passed at the January 8, 2019 Committee of the Whole meeting be brought back for reconsideration:

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 (3): Director Fell, Director Armstrong, and Director Westbrook

CARRIED

The motion being reconsidered was put before the assembly.

It was moved and seconded that the motion be amended to delete the words "That the following motion be referred to the Regional Parks and Trails Select Committee:", so the motion reads as follows:

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 amendment be amended to change "\$2" to "\$6".

Opposed (11): Director Thorpe, Director Rogers, Director Wilson, Director Craig, Director Young, Director McLean, Director Armstrong, Director Turley, Director Mayne, Director Swain, and Director Westbrook

DEFEATED

The vote was taken on the amendment:

That the motion be amended to delete the words "That the following motion be referred to the Regional Parks and Trails Select Committee:", and 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 (3): Director Armstrong, Director Mayne, and Director Westbrook

CARRIED

19-006

The vote was taken on the main motion as amended:

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 (3): Director Armstrong, Director Mayne, and Director Westbrook

CARRIED

## **COMMITTEE RECOMMENDATIONS**

### **Electoral Area Services Committee**

#### **Development Permit with Variance Application No. PL2018-175 - 2110 and 2118 Schoolhouse Road, Electoral Area A**

19-007

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-175 to permit the construction of an industrial building and related site improvements subject to the terms and conditions outlined in Attachments 2 to 7.

CARRIED UNANIMOUSLY

#### **Development Permit with Variance Application No. PL2018-196 - 4647 Maple Guard Drive, Electoral Area H**

Rachel Hamling, Fern Road Consulting, spoke in support of the application.

19-008

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-196 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2018-149 - 6820 Island Highway West, Electoral Area H**

19-009

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-149 to permit a parcel depth variance for proposed Lots A and B in conjunction with a two lot subdivision subject to the terms and conditions outlined in Attachments 2 to 5.

CARRIED UNANIMOUSLY

**Zoning Amendment Application No. PL2018-092 - 2995 Ridgeway Road, Electoral Area C - Amendment Bylaw 500.423, 2019 – Introduction**

19-010

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on November 6, 2018.

CARRIED UNANIMOUSLY

19-011

It was moved and seconded that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.423 being considered for adoption.

CARRIED UNANIMOUSLY

19-012

It was moved and seconded that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019”, be introduced and read two times.

CARRIED UNANIMOUSLY

19-013

It was moved and seconded that the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019”, be waived in accordance with Section 464(2) of the *Local Government Act*.

CARRIED UNANIMOUSLY

19-014

It was moved and seconded that staff be directed to proceed with notification in accordance with Section 467 of the *Local Government Act* of the Board’s intent to consider third reading of “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019” at a regular Board meeting to be held on March 26, 2019

CARRIED UNANIMOUSLY

### **Nanaimo Airport Planning Consultation Plan**

19-015

It was moved and seconded that the Terms of Reference including the Consultation Plan for the “Nanaimo Airport Planning Bylaw Updates” be endorsed.

CARRIED UNANIMOUSLY

### **FireSmart Community Funding Grant**

19-016

It was moved and seconded that the grant application by the Regional District of Nanaimo for \$47,390 to the Union of British Columbia Municipalities Community Resiliency Investment Program for the completion of FireSmart education, cross training and FireSmart for private land activities be endorsed.

CARRIED UNANIMOUSLY

### **Committee of the Whole**

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

19-017

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

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

19-018

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**

19-019

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



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

19-020

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

19-021

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

19-022

It was moved and seconded that the Board supports the Huxley Community Park 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**

19-023

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

19-024

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

19-025

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

19-026

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**

19-027

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

19-028

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

19-029

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

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

19-030

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**

19-031

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

19-032

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**

19-033

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

19-034

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**

19-035

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 RDN.

CARRIED UNANIMOUSLY

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

19-036

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**

19-037

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**

19-038

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

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

19-039

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**

19-040

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

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

19-041

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**

19-042

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

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

19-043

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

**Northern Community Recreation Program Grant Surplus**

19-044

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**

19-045

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.

It was moved and seconded that the main motion be amended to add "Electoral Area B" before "Community Parks Operation Fund"

CARRIED UNANIMOUSLY

19-046

The vote was taken on the main motion as amended:

That the 2019 proposed budget, as presented on December 4, 2018, be amended so that the Regional District of Nanaimo funding for the Electoral Area B Community Parks Operational Fund be decreased by \$10,000.

CARRIED UNANIMOUSLY

### **Solid Waste Management Select Committee**

#### **Background on Solid Waste Services Function**

19-047

It was moved and seconded that a letter of appreciation be sent to the Minister of Environment thanking him for the meeting at UBCM and request an update on the Solid Waste Management Plan submission.

CARRIED UNANIMOUSLY

### **Federation of Canadian Municipalities Vietnam Municipal Solid Waste Management Project**

19-048

It was moved and seconded that the Board approve Solid Waste Services Manager, Larry Gardner, to participate as an expert volunteer on the Federation of Canadian Municipalities Vietnam Municipal Solid Waste Management Project, Step 1.

CARRIED UNANIMOUSLY

## REPORTS

### 2019 Financial Plan Approval

It was moved and seconded that the 2019 Financial Plan, as presented December 4, 2018, be approved.

It was moved and seconded that the 2019 Financial Plan be amended so that the contribution to reserve for the outdoor sport multi-plex be reduced from \$200,000 to \$0 for 2019.

Opposed (1): Director Fell

CARRIED

It was moved and seconded that the 2019 Financial Plan be amended so that the contribution to reserve for the district 69 arena removal and site remediation be reduced from \$200,000 to \$100,000 for 2019.

CARRIED UNANIMOUSLY

It was moved and seconded that the 2019 Financial Pan be amended to include \$3,000 in the Electoral Area E Community Parks Budget for picnic tables for Es-hw Sme~nts and Blueback Community Parks.

CARRIED UNANIMOUSLY

19-049

It was moved and seconded that the 2019 Financial Plan, as presented on December 4, 2018, be approved, as amended, to include:

- That the contribution to reserve for the outdoor sport multi-plex be reduced from \$200,000 to \$0 for 2019.
- That the contribution to reserve for the district 69 arena removal and site remediation be reduced from \$200,000 to \$100,000 for 2019.
- That \$3,000 be included in the Electoral Area E Community Parks Budget for picnic tables for Es-hw Sme~nts and Blueback Community Parks.

CARRIED UNANIMOUSLY

### Parcel Tax Review Panel

19-050

It was moved and seconded that the Board appoint the Chair, the Manager, Administrative Services, and the Director of Finance to preside as the parcel tax review panel.

CARRIED UNANIMOUSLY

19-051

It was moved and seconded that the 2019 parcel tax review panel be held at 4:00 pm on February 26, 2019 in the Board Chambers, 6300 Hammond Bay Road, if required.

CARRIED UNANIMOUSLY

**AVICC Resolution – Traffic Calming**

19-052

It was moved and seconded that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their 2019 annual general meeting:

WHEREAS regional district efforts to build more complete, compact communities within electoral areas have increased pedestrians and cyclists on roads in areas designated for growth;

AND WHEREAS the safety of pedestrians and cyclists on roads in rural areas designated for growth would be enhanced with traffic calming measures designed to reduce vehicle speeds and prioritize non-motorized traffic;

THEREFORE BE IT RESOLVED that the Provincial Ministry of Transportation and Infrastructure develop new criteria and standards for traffic calming in areas designated for growth in Electoral Areas.

CARRIED UNANIMOUSLY

**AVICC Resolutions 2019 – Regulate and Enforce Vehicle Parking on Provincial Roads**

19-053

It was moved and seconded that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their 2019 annual general meeting:

WHEREAS regional districts have not been granted the authority to regulate vehicle parking on roadways in rural areas;

AND WHEREAS the Province and the RCMP have limited resources to regulate and enforce the increased volume of vehicles parked illegally on roads and right-of-ways that cause congestion and unsafe conditions for other vehicles, pedestrians and emergency first responders;

THEREFORE BE IT RESOLVED that the Province of British Columbia extend authority to regional districts to regulate and enforce vehicle parking on provincial roads and right-of-ways.

CARRIED UNANIMOUSLY



**Zoning Amendment Application No. PL2017-093 - 3097 Landmark Crescent, Electoral Area C - Amendment Bylaw No. 500.414, 2018 – Adoption**

19-054

It was moved and seconded that the Board adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.414, 2018”.

CARRIED UNANIMOUSLY

**Regional Growth Strategy Amendment to Implement the Town of Qualicum Beach Official Community Plan – Third Reading**

19-055

It was moved and seconded that the Board receive the Summary of the Public Hearing held on January 8, 2019 for “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.03, 2018”.

CARRIED UNANIMOUSLY

19-056

It was moved and seconded that “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.03, 2018” be read a third time.

Opposed (4): Director Young, Director McLean, Ben Geselbracht, and Director Fras

CARRIED

19-057

It was moved and seconded that “Regional District of Nanaimo Regional Growth Strategy Amendment Bylaw No. 1615.03, 2018” be adopted.

Opposed (4): Director Young, Director McLean, Ben Geselbracht, and Director Fras

CARRIED

**BYLAWS**

**Regional District of Nanaimo Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.05, 2019**

19-058

It was moved and seconded that "Regional District of Nanaimo Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.05, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-059

It was moved and seconded that "Regional District of Nanaimo Officers and Management Employees Terms and Conditions of Employment Amendment Bylaw No. 1417.05, 2019" be adopted.

CARRIED UNANIMOUSLY

## **MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

### **Electoral Area E 2019 Community Works Fund**

19-060

It was moved and seconded 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

CARRIED UNANIMOUSLY

### **AVICC Resolution, re Traffic Control and Enforcement on Rural Roads**

19-061

It was moved and seconded that staff be directed to develop an appropriate resolution for approval by the Board for forwarding to AVICC prior to the AVICC resolution deadline of February 7, 2019, such resolution to deal with the lack of traffic control and enforcement by the RCMP on rural roads in the province of British Columbia.

Opposed (2): Director Rogers, and Director Turley

CARRIED

**AVICC Resolution, re Traffic Control and Enforcement on Rural Roads**

19-062

It was moved and seconded that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their 2019 annual general meeting:

WHEREAS the Province and the RCMP have limited resources to regulate and enforce traffic regulations on Provincial roads in rural areas;

AND WHEREAS the lack of visible presence and consistent enforcement of traffic regulations by the RCMP results in unchecked speeding, reckless driving, illegal parking and other unsafe conditions on rural roads:

THEREFORE BE IT RESOLVED that the Province of British Columbia increase resources for regulation and enforcement of traffic regulations on rural roads.

Opposed (1): Director Turley

CARRIED

**AVICC Resolution, re Improvement District Governance Policy**

19-063

It was moved and seconded that the following resolution be forwarded to the Association of Vancouver Island and Coastal Communities for consideration at their 2019 annual general meeting:

WHEREAS many improvement districts are wrestling with increased costs for replacing and improving water infrastructure, and in finding adequate sources of funding;

AND WHEREAS the residents of improvement districts contribute tax monies to the provincial and federal governments:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities work with the Province and the Ministry of Municipal Affairs and Housing to change the Improvement District Governance Policy to allow citizens residing in improvement districts equal access to provincial and federal infrastructure grant monies.

Opposed (1): Director Brown

CARRIED

**UBCM Community Child Care Planning Program**

19-064

It was moved and seconded that the Regional District of Nanaimo authorize the City of Nanaimo to be the primary applicant to the UBCM Community Child Care Planning Program, to apply for, receive and manage the grant funding, on its behalf, to create a child care space creation action plan.

Opposed (4): Director Thorpe, Director Rogers, Director Armstrong, and Director Turley

CARRIED

**IN CAMERA**

19-065

It was moved and seconded that pursuant to Sections 90 (1) (a) (e), (i), (k) and (m) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to Board appointments, 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: 9:53 PM

**RISE AND REPORT**

**Options and Implications of Further Investigations of Land Disposal for Bowser Village Centre Wastewater Project**

19-066

It was moved and seconded that the Board direct staff to proceed with the tendering of the Bowser Wastewater Construction Project as designed with marine outfall, and report back to the Board with a recommendation after receipt and evaluation of tenders.

CARRIED

19-067

It was moved and seconded that the Board engage with Federal and Provincial Ministers, and local Members of Parliament and Members of Legislative Assembly to secure extension to the Clean Water and Wastewater Fund grant deadline.

CARRIED

**Bowser Village Centre Wastewater Project**

19-068

It was moved and seconded that:

1. Up to \$100,000 of Area H Community Works funds be allocated to commission a report, from a qualified professional with no current involvement in the Bowser Village Centre Wastewater project, to explore options for ground-based disposal of sewage effluent for said project with cost and schedule estimates. As time is of the essence regarding this project the Board shall direct staff to find a qualified professional without delay, and the report shall be due for presentation to the Board no later than April 30, 2019.
2. Staff be authorized to engage Stantec to develop the scope of work to further investigate options for ground-based disposal, to be funded through an allocation of up to \$10,000 Electoral Area H Community Works funds.
3. Staff be authorized to invite three qualified firms, with no current involvement in the Bowser Village Wastewater project, to submit proposals to complete the scope of work.
4. In the event firms are able to respond with a proposal that meets the April 30, 2019 deadline, staff be authorized to award the contract.

DEFEATED

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 10:58 PM

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CHAIR

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CORPORATE OFFICER

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

**Tuesday, February 19, 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 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. Westbrook	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
	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**

19-069

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

CARRIED UNANIMOUSLY

**IN CAMERA**

19-070

It was moved and seconded that pursuant to Sections 90 (1) (a), (e), (i) and (k) of the *Community Charter* the Board proceed In Camera for discussions related to Board appointments, the acquisition, disposition or expropriation of land or improvements, the receipt of advice that is subject to solicitor-client privilege, and the provision of a proposed service.

CARRIED UNANIMOUSLY

TIME: 3:01 PM

**RISE AND REPORT**

**Board Appointment to the Electoral Area F Parks and Open Space Advisory Committee**

19-071

It was moved and seconded that Robin Shackleton be appointed to the Electoral Area F Parks and Open Space Advisory Committee for a two year term ending December 31, 2020.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:27 PM

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CHAIR

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CORPORATE OFFICER

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

**Tuesday, February 19, 2019  
1:30 P.M.  
Board Chambers**

In Attendance:	Director B. Rogers	Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Alternate	
	Director J. Fell	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
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
	D. Pearce	Director of Transportation & Emergency Services
	T. Armet	Mgr. Building & Bylaw Services
	P. Thompson	Mgr. Current Planning
	T. Mayea	Legislative Coordinator
	S. Commentucci	Recording Secretary

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Electoral Area Services Committee Meeting - January 8, 2019**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held January 8, 2019, be adopted.

CARRIED UNANIMOUSLY



## **PLANNING**

### **Development Variance Permit**

#### **Development Variance Permit Application No. PL2018-169 - 1437 Madrona Drive, Electoral Area E**

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-169 to reduce the setback from the top of slope of 30 percent or greater from 8.0 metres to 1.4 metres subject to the terms and conditions outlined in Attachments 2 to 4.

Opposed (1): Director Craig

CARRIED

It was moved and seconded that the Board direct staff to complete the required notification for Development Variance Permit No. PL2018-169.

Opposed (1): Director Craig

CARRIED

### **Other**

#### **Draft Policy B1.26 Land Use Applications for Cannabis Production**

It was moved and seconded that the Board adopt Regional District of Nanaimo Policy B1.26 *Land Use Applications for Cannabis Production*.

Opposed (1): Director Young

CARRIED

## **BUILDING INSPECTION**

### **Building Permit Activity - 2018**

It was moved and seconded that the report Building Permit Activity – 2018 be received for information.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Directors' Roundtable**

It was moved and seconded that staff be directed to include an analysis of cost recovery options and related penalties for bylaw infractions in the report being drafted by Building & Bylaw Services for the Board's consideration at a future meeting.

Opposed (1): Director Fell

CARRIED

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

TIME: 2:21 PM

CARRIED UNANIMOUSLY

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CHAIR

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

**Tuesday, February 19, 2019**

**4:42 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	Town of Qualicum Beach
	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
	T. Armet	Mgr. Building & Bylaw Services
	T. Mayea	Legislative Coordinator
	C. Golding	Recording Secretary

**CALL TO ORDER**

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

## **APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

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

Regular Committee of the Whole Meeting - January 8, 2019

Special Committee of the Whole Meeting - December 4, 2018

CARRIED UNANIMOUSLY

## **CORPORATE SERVICES**

### **2019-2023 Financial Plan**

It was moved and seconded that the Board approve the 2019-2023 Financial Plan as presented.

Opposed (1): Director Rogers

CARRIED

It was moved and seconded 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.

Opposed (1): Director Rogers

CARRIED

It was moved and seconded that "Regional District of Nanaimo Regional Parks and Trails Service Area Amendment Bylaw No. 1231.06, 2019" be introduced, and read three times.

Opposed (1): Director Rogers

CARRIED

It was moved and seconded that "Electoral Area 'G' Community Parks Service Amendment Bylaw No. 805.07, 2019" be introduced, and read three times.

Opposed (1): Director Rogers

CARRIED

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

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

It was moved and seconded that Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019, being a Bylaw to Implement a Bylaw Notice Bylaw be referred to the Electoral Area Services Committee for detailed discussions.

Opposed (15): Director Thorpe, Director Wilson, Director Craig, Director Gourlay, Director Krog, Director Armstrong, Director Bonner, Director Brown, Director Geselbracht, Director Hemmens, Director Turley, Director Mayne, Director Fras, Director Swain, and Director Westbroek

DEFEATED

It was moved and seconded that "Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019" be introduced and read three times.

Opposed (2): Director Young, and Director Fell

CARRIED

It was moved and seconded that "Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019" be adopted.

Opposed (2): Director Young, and Director Fell

CARRIED

## **RECREATION AND PARKS**

### **Oceanside Recreation and Sport Infrastructure Sub-Committee**

It was moved and seconded that the Oceanside Recreation and Sport Infrastructure Sub-Committee item be deferred.

This motion was withdrawn with the consent of the assembly.

It was moved and seconded that the Board receive the Oceanside Recreation and Sport Infrastructure Sub-Committee report.

Opposed (4): Director Fell, Director Gourlay, Director McLean, and Director Westbroek

CARRIED

## **REGIONAL AND COMMUNITY UTILITIES**

### **RDN Drinking Water and Watershed Protection Action Plan Update Project**

It was moved and seconded that the Board appoint Director Geselbracht, Director Craig and Director McLean to a temporary Drinking Water and Watershed Protection Action Plan Update Board Steering Committee for the 2019 project.

CARRIED UNANIMOUSLY

## **MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

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

It was moved and seconded 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.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Notice of Motion - Electoral Area G Community Works Funds**

Director Gourlay provided notice of the following motion:

That \$5,000 of Electoral Area G Community Works Funds be allocated to the installation of street lights at both ends of the French Creek highway bridge.

### **Notice of Motion - Bus Passes for Veterans**

Director Bonner provided notice of the following motion:

That staff be requested to prepare a report for presentation at a future Transit Select Committee meeting on the costs and options for implementing free fares for veterans.

### **Directors' Roundtable**

Directors provided updates to the Committee.

## **IN CAMERA**

It was moved and seconded 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.

CARRIED UNANIMOUSLY

TIME: 5:48 PM

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 6:18 PM

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CHAIR

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE ARROWSMITH WATER SERVICE JOINT VENTURE MANAGEMENT  
BOARD MEETING**

**Wednesday, February 6, 2019**

**9:00 A.M.**

**City of Parksville Forum  
100 Jensen Avenue**

In Attendance:	B. Rogers, Chair	Director, Regional District of Nanaimo
	E. Mayne	Mayor, City of Parksville
	S. Harrison	Councillor, Town of Qualicum Beach
Also in Attendance:	C. Gourlay	Director, Regional District of Nanaimo
	D. O'Brien	Councillor, City of Parksville
	P. Carlyle	Regional District of Nanaimo
	R. Alexander	Regional District of Nanaimo
	J. Bradburn	Regional District of Nanaimo
	G. St. Pierre	Regional District of Nanaimo
	M. Walters	Regional District of Nanaimo
	L. Butterworth	City of Parksville
	V. Figueira	City of Parksville
	K. Kehler	City of Parksville
	D. Sailland	Town of Qualicum Beach
	B. Weir	Town of Qualicum Beach
	R. Graves	Recording Secretary

**CALL TO ORDER**

Phyllis Carlyle, Chief Administrative Officer called the meeting to order at 9:02 AM.

**ELECTION OF THE CHAIR**

Phyllis Carlyle, Chief Administrative Officer called for nominations for the position of Chair for the year 2019.

Mayor Mayne nominated Director Rogers. Director Rogers accepted the nomination.

There being no further nominations, Phyllis Carlyle, Chief Administrative Officer declared Director Rogers as Chair of the Board for the following year.

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

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY



## **ADOPTION OF MINUTES**

### **Arrowsmith Water Service Management Board Meeting - May 25, 2018**

It was moved and seconded that the minutes of the Arrowsmith Water Service Management Board meeting held May 25, 2018 be adopted.

CARRIED UNANIMOUSLY

## **REPORTS**

### **Operations Update Report**

V. Figueira gave a verbal presentation.

### **Arrowsmith Water Service 2019-2023 Financial Plan Report**

It was moved and seconded that the report from the Arrowsmith Water Service Management Committee dated January 24, 2019 entitled AWS 2019 - 2023 Financial Plan be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Arrowsmith Water Service Management Board approve the 2019 – 2023 Financial Plan as outlined in Table 1 attached to the January 24, 2019 report.

CARRIED UNANIMOUSLY

It was moved and seconded that the Arrowsmith Water Service Management Board recommend the Joint Ventures approve their portion of the 2019 – 2023 Financial Plan as outlined in Table 2 attached to the January 24, 2019 report.

CARRIED UNANIMOUSLY

## **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:16 AM

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CHAIR

**MINUTES OF THE ENGLISHMAN RIVER WATER SERVICE JOINT VENTURE MEETING OF  
THE MANAGEMENT BOARD MEETING**

**Wednesday, February 6, 2019**

**9:00 A.M.**

**City of Parksville Forum  
100 Jensen Avenue**

In Attendance:	E. Mayne, Chair	Mayor, City of Parksville
	B. Rogers	Director, Regional District of Nanaimo
	C. Gourlay	Director, Regional District of Nanaimo

Also in Attendance:	D. O'Brien	Councillor, City of Parksville
	S. Harrison	Councillor, Town of Qualicum Beach

P. Carlyle	Regional District of Nanaimo
R. Alexander	Regional District of Nanaimo
J. Bradburne	Regional District of Nanaimo
G. St.Pierre	Regional District of Nanaimo
M. Walters	Regional District of Nanaimo
L. Butterworth	City of Parksville
V. Figueira	City of Parksville
K. Kehler	City of Parksville
B. Weir	Town of Qualicum
R. Graves	Recording Secretary

**CALL TO ORDER**

Phyllis Carlyle, Chief Administrative Officer called the meeting to order at 9:20 AM.

**ELECTION OF CHAIR**

Phyllis Carlyle, Chief Administrative Officer called for nominations for the position of Chair for the year 2019.

Director Rogers nominated Mayor Mayne.

Mayor Mayne accepted the nomination.

There being no further nominations, Phyllis Carlyle, Chief Administrative Officer declared Mayor Mayne as Chair of the Board for the following year.

**APPROVAL OF THE AGENDA**

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

**CARRIED UNANIMOUSLY**

## **ADOPTION OF MINUTES**

### **Englishman River Water Service Management Board Meeting - May 22, 2018**

It was moved and seconded that the minutes of the Englishman River Water Service Management Board meeting held May 22, 2018 be adopted.

CARRIED UNANIMOUSLY

## **INVITED PRESENTATIONS**

### **Project Update**

V. Figueira gave a verbal presentation.

## **REPORTS**

### **Englishman River Water Service 2019 - 2023 Financial Plan Report**

It was moved and seconded that the report from the Englishman River Water Service Management Committee, dated January 07, 2019 entitled ERWS 2019 - 2023 Final Financial Plan be received.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board approve an increase of \$220,000.00 in the 2019 ERWS capital budget to cover the cost of adding an Automatic Transfer Switch to Contract 1 as shown in the 2019 – 2023 Final Financial Plan.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board approve an additional \$99,000.00 in the 2019-2023 ERWS capital budget to cover the cost of Plant SCADA Integration, Safety Audit, Lab Equipment and Furniture and a Pickup Truck as shown in the proposed 2019 – 2023 Final Financial Plan.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board approve the proposed 5 year Operational Budget as shown in the 2019 – 2023 Final Financial Plan.

CARRIED UNANIMOUSLY

It was moved and seconded that the 2019-2023 Final Financial Plan be amended to remove the dollars in the 2021-2023 Financial Plan for Aquifer Storage Recovery and to add \$50,000 in 2020 to get a third party report summarizing the research done on Aquifer Storage Recovery under grant funding for Kaye and Claudet Road.

Opposed (1): Doug O'Brien

CARRIED

It was moved and seconded that the Englishman River Water Service Management Board accepts the 2019-2023 Final Financial Plan as outlined in Table 1 attached to the January 07, 2019 report, as amended to exclude the dollars in the 2021-2023 Financial Plan for Aquifer Storage Recovery and to add \$50,000 in 2020 to get a third party report summarizing the research done on Aquifer Storage Recovery under grant funding for Kaye and Claudet Road.

CARRIED UNANIMOUSLY

It was moved and seconded that the Englishman River Water Service Management Board recommends the Joint Ventures adopt their portion of the 2019 – 2023 Final Financial Plan as outlined in Table 1 attached to the January 07, 2019 report.

CARRIED UNANIMOUSLY

### **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 10:46

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CHAIR

**REGIONAL DISTRICT OF NANAIMO****MINUTES OF THE REGIONAL PARKS AND TRAILS SELECT COMMITTEE MEETING****Tuesday, February 5, 2019****12:00 P.M.****Board Chambers**

In Attendance:	Director C. Gourlay	Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Alternate Director J. Fell	Electoral Area F
	Director S. McLean	Electoral Area H
	Director M. Swain	District of Lantzville
	Director E. Mayne	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach
	Director S. Armstrong	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director I. Thorpe	City of Nanaimo
Regrets:	Director L. Salter	Electoral Area F
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	T. Osborne	Gen. Mgr. Recreation and Park Services
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	W. Marshall	Manager of Park Services
	A. Harvey	Recording Secretary

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES****Regional Parks and Trails Select Committee Meeting - October 9, 2019**

It was moved and seconded that the minutes of the Regional Parks and Trails Select Committee meeting held October 9, 2018 be adopted.

CARRIED UNANIMOUSLY

## **PRESENTATIONS**

### **Regional Parks and Trails Orientation Presentation**

Mr. Osborne gave a comprehensive presentation of the RDN Regional Parks and Trails system. It was moved and seconded that the Regional Parks and Trails Orientation Presentation be received.

CARRIED UNANIMOUSLY

## **CORRESPONDENCE**

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

Save French Creek Estuary Land, re: French Creek Estuary Land Introduction

R. Robinson, Friends of French Creek Conservation Society, re: Report on the French Creek Estuary Lands and Memorandum of Understanding

CARRIED UNANIMOUSLY

## **REPORTS**

### **Parks Update Report - July-September 2018**

It was moved and seconded that the Parks Update Report - July - September 2018 be received as information.

CARRIED UNANIMOUSLY

### **Parks Update Report – October-December 2018**

It was moved and seconded that the Parks Update Report – October-December 2018 be received as information.

CARRIED UNANIMOUSLY

### **Little Qualicum River Regional Park Bridge Replacement Detailed Design and Class B Costing**

It was moved and seconded that the Little Qualicum River Regional Park Bridge Replacement proceed to Tender in February 2020 for construction in 2020.

CARRIED UNANIMOUSLY

It was moved and seconded that the 2020-2024 Financial Plan include \$839,910 in the 2020 year for completion of the Little Qualicum River Regional Park Bridge Replacement.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **RDN Parks Funding Service Review**

Directors discussed the RDN Parks Funding Service Review from 2017 that was included in the agenda.

It was moved and seconded that staff prepare a plan on Development Cost Charges for Regional District of Nanaimo Parks for review by the Regional Parks and Trails Select Committee.

Opposed (3): Director Young, Director Rogers, and Director Fell

CARRIED

## **IN CAMERA**

It was moved and seconded that pursuant to Section(s) 90 (1) (e), 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.

CARRIED UNANIMOUSLY

TIME: 2:27pm

## **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:41

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CHAIR

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

**Thursday, January 24, 2019**  
**10:00 A.M.**  
**Board Chambers**

In Attendance:	Director T. Brown	Chair
	Director K. Wilson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Alternate	
	Director J. Stanhope	Electoral Area G
	Director S. McLean	Electoral Area H
	Director T. Westbroek	Town of Qualicum Beach
	Director E. Mayne	City of Parksville
	Director M. Swain	District of Lantzville
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
Director J. Turley	City of Nanaimo	
Also in Attendance:	Director I. Thorpe	City of Nanaimo
	D. Pearce	Dir, Transportation & Emergency Services
	D. Marshall	Mgr, Transit Operations
	B. Miller	Sup't, Fleet & Transit Service Delivery
	E. Beauchamp	Sup't, Transit Planning & Scheduling
	B. White	Sup't, Transit Operations
	M. Moore	Transit Planner, BC Transit
	N. Corbett	Program Director, Smart Technology, BC Transit
	N. Hewitt	Recording Secretary

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

It was moved and second that the agenda be approved.

CARRIED UNANIMOUSLY



## **ADOPTION OF MINUTES**

### **Transit Select Committee Meeting - November 29, 2018**

It was moved and second that the minutes of the Transit Select Committee meeting held November 29, 2018, be adopted.

CARRIED UNANIMOUSLY

## **BC TRANSIT UPDATE**

### **Planning Update**

M. Moore and E. Beauchamp provided a verbal update regarding the planning updates to the Committee.

### **Transforming Fare Collection – Presentation**

N. Corbett provided a visual and verbal presentation regarding fare collection to the Committee.

## **REPORTS**

### **South Nanaimo Local Area Transit Plan Spring 2019 Update**

It was moved and second that staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities.

CARRIED UNANIMOUSLY

### **RDN Transit Verbal Update**

D. Pearce provided an update to the Committee regarding changes within the Transit system.

## **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

Time 11:12 AM

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CHAIR

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**TO:** Electoral Area Services Committee      **MEETING:** February 12, 2019  
**FROM:** Nick Redpath  
Planner      **FILE:** 0125-20-Cannabis  
**SUBJECT:** Draft Policy B1.26 Land Use Applications for Cannabis Production

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## **RECOMMENDATION**

That the Board adopt Regional District of Nanaimo Policy B1.26 *Land Use Applications for Cannabis Production*.

## **SUMMARY**

On October 17, 2018, the *Cannabis Act* came into force, effectively legalizing cannabis within Canada. The *Cannabis Act* puts in place a new framework for controlling the production, distribution, sale and possession of cannabis in Canada. Within this framework, Health Canada implemented a new licensing regime that distinguishes between the different aspects of cannabis cultivation, processing, analytical testing and research. These federal changes have resulted in enquiries to produce cannabis on smaller lots within the Regional District of Nanaimo (RDN) on properties not zoned for this use. The new federal licensing requirements are now less onerous, allowing for smaller scale, more economically feasible operations. In recognition of the recent licensing changes made by Health Canada, Draft Policy B1.26 *Land Use Applications for Cannabis Production* (see Attachment 1 – Draft Policy B1.26 *Land Use Applications for Cannabis Production*) is proposed to assist applicants when completing land use applications for cannabis production and to establish a framework for RDN staff and elected officials for reviewing these applications.

## **BACKGROUND**

In anticipation of the *Cannabis Act* and legalization of cannabis, the RDN amended “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285, 2002” to permit the production of cannabis on lands within the Agricultural Land Reserve (ALR) and within the Industrial 1, 2 and 3 zones of Electoral Area F.

Health Canada recently created a new licensing regime that distinguishes between the different aspects of cannabis cultivation, processing, analytical testing and research. These licence classes are further broken down into subclasses including standard cultivation, micro-cultivation, nursery, standard processing and micro-processing. The current RDN definition of cannabis production within Bylaw 500 and Bylaw 1285 encompasses all aspects of the production of cannabis and does not differentiate between the new Health Canada licensing classes and subclasses.

These new licence classes have opened up the potential for smaller scale cannabis production operations that can be accommodated on smaller lots with less stringent financial and security requirements. For example, Health Canada's new Micro-Cultivation Licence now permits small scale "craft" cultivation, stipulating that plant surface area cannot exceed 200 square metres. A Nursery License for the production of cannabis seeds has a maximum surface area of 50 square metres. With the new federal licensing requirements being less onerous and more economical, the RDN has received an influx of enquiries for cannabis production on smaller lots within the RDN on properties that are not currently zoned for this use. In recognition of the recent licensing changes made by Health Canada, Draft Policy B1.26 *Land Use Applications for Cannabis Production* (Draft Policy B1.26) is proposed.

### ***Land Use Management***

Bylaw 500 and Bylaw 1285 were amended in 2017 to address Health Canada's old licensing regime for large scale cannabis production facilities within the RDN. These amendments reflect the change in terminology used by the federal government from "marihuana" production to "cannabis" production and permit the production of cannabis on lands within the ALR and within the Industrial 1, 2 and 3 zones of Electoral Area F. Currently, setbacks for all building and structures associated with the production of cannabis in the ALR are 30 metres from all property lines, 60 metres from all lot lines adjacent to non-ALR residential uses, and 150 metres from any parcel that contains a park or school. Cannabis production in the Industrial 1, 2 and 3 zones of Electoral Area F are subject to setbacks that are 4.5 metres from front and exterior side lot lines and 2 metres from all other lot lines.

In July of 2018, the Province amended Section 2 of the *Agricultural Land Reserve, Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002 (ALC Act)* designating the production of cannabis as a farm use for the purposes of the *Act* if the cannabis is produced outdoors in a field, or inside a structure that has a base consisting entirely of soil (see Attachment 2 – Order in Council No. 380). Recent discussions with potential cannabis producers has indicated that although Health Canada allows for the outdoor or soil based production of cannabis, these methods prove difficult to meet the stringent federal licensing requirements surrounding security, ventilation and quality control. Recent discussions with the Agricultural Land Commission (ALC) have indicated that the approach for determining whether cannabis production operations are deemed a farm use under the *ALC Act* is for applicants to submit a non-farm use application. If the ALC deems the cannabis production operation does not meet their definition of farm use, a subsequent zoning amendment application will need to be submitted to the RDN.

Many of the subject properties where enquiries have been received are not within the ALR or Industrial zones of Electoral Area F but are focused more on rural residential areas, as many interested parties intend on attaining micro licenses to produce cannabis in their backyards.

As the RDN is a very diverse and expansive region, creating an entirely new cannabis production zone, or further opening up cannabis production as a permitted use in certain existing zones would be challenging and may lead to undesired impacts to neighbouring properties and the community in general. Setbacks and other conditions are important to protect neighbouring properties but are difficult to implement on a region wide basis, as each lot is unique and poses its own challenges, and each cannabis production licence application may vary considerably. To address the challenges associated with Health Canada's new cannabis production licence classes, a policy approach is recommended to help guide the case by case

review of future zoning amendment and temporary use permit (TUP) applications for cannabis production within the RDN.

### ***Draft Policy B1.26 Land Use Applications for Cannabis Production***

With the new licensing regime within the *Cannabis Act*, an increase is expected in cannabis related zoning amendment and TUP applications. Draft Policy B1.26 is being proposed to provide a consistent and clear approach in the review of zoning amendment and TUP applications to permit cannabis production on land not currently zoned for this use. This Policy is intended to provide a clear framework to assist property owners when making applications and to provide clarity to RDN staff and elected officials as to the criteria for assessing these applications.

Future site specific zoning amendment applications would add cannabis production as a new permitted use (with specific conditions associated as deemed appropriate) in addition to the existing permitted uses in the zoning associated with the subject property. The RDN Board would consider each application on a case by case basis.

### ***Community Impact Evaluation Criteria***

Draft Policy B1.26 provides criteria to guide future applicants submitting zoning amendment or TUP applications for cannabis production. Some of the identified areas of concern where cannabis production may cause impacts are odour, security, waste disposal and proximity of the cannabis operation to neighbouring properties and sensitive uses. This policy is intended to identify these and other areas of concern that must be addressed in the application to mitigate potential impacts to neighbouring properties and the greater community, while still providing opportunities for economic development to entrepreneurs capitalizing on this new industry.

## **ALTERNATIVES**

1. Adopt Policy B1.26 *Land Use Applications for Cannabis Production*.
2. Do not adopt Policy B1.26 *Land Use Applications for Cannabis Production*.
3. Provide alternate direction.

## **FINANCIAL IMPLICATIONS**

Draft Policy B1.26 can be accommodated within the existing Community Planning budget.

The implications to the Community Planning budget for review of zoning amendment and TUP applications for cannabis production could be significant depending on the number received. Existing zoning amendment fees will help recover only some of the costs associated with review and processing of these applications.

## **STRATEGIC PLAN IMPLICATIONS**

Focus On Economic Health- We Will Foster Economic Development

A focus on Economic Health is one of the strategic priorities in the RDN Strategic Plan 2016 – 2020. In particular, the strategic plan directs that the RDN will foster economic development and support diversification of our regional economy. The production of cannabis is a viable form of

economic development for the region and could provide local business opportunities in this emerging sector and promote economic health through the diversification of the regional economy.



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Nick Redpath  
nredpath@rdn.bc.ca  
January 28, 2019

Reviewed by:

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

Attachments

1. Attachment 1 – Draft Policy B1.26 *Land Use Applications for Cannabis Production*
2. Attachment 2 – Order in Council No. 380

**Attachment 1**  
**Draft Policy B1.26 Land Use Applications for Cannabis Production**

**REGIONAL DISTRICT OF NANAIMO**  
**P O L I C Y**

SUBJECT:	<i>Land Use Applications for Cannabis Production</i>	POLICY NO:	B1.26
		CROSS REF.:	
EFFECTIVE DATE:	TBD	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 3

**PURPOSE**

To provide for a consistent and clear approach to applications for zoning amendments and temporary use permits (TUP) to allow cannabis production on land not currently zoned for this use. This Policy is intended to assist applicants when completing land use applications for cannabis production and to establish a framework for reviewing these applications.

**GENERAL APPLICATION**

This Policy applies when an enquiry or application is received from a property owner regarding a zoning amendment or TUP to allow for the production of cannabis on their property.

**TERMINOLOGY**

For the purpose of this Policy, cannabis production is as defined by “Regional District of Nanaimo Zoning and Subdivision Bylaw No. 500, 1987” and “Regional District of Nanaimo Zoning and Subdivision Bylaw No. 1285, 2002”.

**POLICY**

**Community Impact Evaluation Criteria**

To address possible impacts, the following information, including, but not limited to, shall be required for zoning amendment or TUP applications for cannabis production:

- i) Location, size, design and detailed description of the proposed cannabis production operation, including proposed hours of operation and number of people employed;
- ii) Proximity of the proposed cannabis production operation to neighbouring properties and sensitive uses including parcels that contain a park or school. Where possible, existing setback requirements for cannabis production within Bylaw 500 and Bylaw 1285 should be

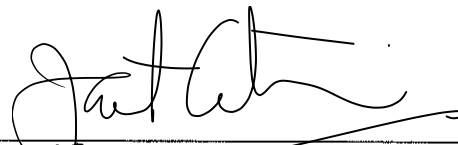
maintained. Current setback regulations are as follows: Setbacks for all building and structures associated with the production of cannabis in the ALR are 30 metres from all property lines, 60 metres from all lot lines adjacent to non-ALR residential uses and 150 metres from any parcel that contains a park or school. Cannabis production in the Industrial 1, 2 and 3 zones of Electoral Area F are subject to 4.5 metre setbacks from front and exterior side lot lines and 2 metres from all other lot lines. In cases where an application is made and the proposed property cannot accommodate existing bylaw setback requirements, a case by case review shall take place to determine appropriate setback distances and other necessary conditions to mitigate impact to neighbouring properties and uses;

- iii) Number of properties with existing fully licensed cannabis production operations in the general vicinity of the proposed cannabis production application;
- iv) Traffic and parking plan;
- v) Relevant socio-economic information in support of the production facility;
- vi) Comments received through the public notification process as set out by “Regional District of Nanaimo Bylaw No. 1776, 2018”;
- vii) Possible impacts on adjacent properties and community and how they will be addressed;
- viii) Confirmation of adequate water supply;
- ix) Confirmation of adequate sewerage/waste disposal;
- x) Information on odour abatement;
- xi) Security and public safety plan;
- xii) Information on lighting impacts;
- xiii) Health Canada Cannabis Production Licence Application;
- xiv) Confirmation of compliance with provincial and federal requirements;
- xv) Landscaping plan.

PROVINCE OF BRITISH COLUMBIA

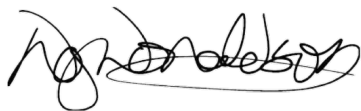
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 380 , Approved and Ordered July 13, 2018

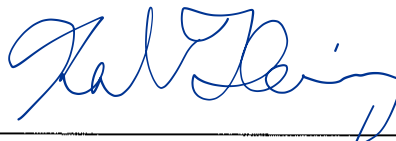
  
Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002, is amended as set out in the attached Schedule.



Minister of Agriculture



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Agricultural Land Commission Act, S.B.C. 2002, c. 36, s. 58 (2)

Other: OIC 571/2002

R10235503



## SCHEDULE

**1     *Section 2 of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002, is amended***

***(a) by repealing subsection (2) (p), and***

***(b) by adding the following subsection:***

(2.5) The lawful production of cannabis is designated as farm use for the purposes of the Act if produced outdoors in a field or inside a structure

(a) that has a base consisting entirely of soil, or

(b) that was, before the date on which this section came into force,

(i) constructed for the purpose of growing crops inside it, including but not limited to the lawful production of cannabis, or

(ii) under construction for the purpose referred to in subparagraph (i), if that construction

(A) was being carried out in accordance with all applicable authorizations and enactments, and

(B) continues without interruption from the date it began to the date the structure is completed, other than work stoppages considered reasonable in the building industry, and

that has not been altered since that date to increase the size of its base or to change the material used as its base.



**DATE:** January 24, 2019

**REPORT TO:** ARROWSMITH WATER SERVICE MANAGEMENT BOARD

**FROM:** ARROWSMITH WATER SERVICE MANAGEMENT COMMITTEE

**SUBJECT:** Arrowsmith Water Service (AWS) 2019 – 2023 FINANCIAL PLAN

**PURPOSE:** ADOPTION OF THE AWS 2019 – 2023 FINANCIAL PLAN

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**EXECUTIVE SUMMARY:**

A Five Year 2019 – 2023 Financial Plan is required in an effort to identify future operations, maintenance and capital expenditures. Under Section 8.2 of the AWS Joint Venture Agreement, a proposed budget is required on or before December 15<sup>th</sup> of the year proceeding each fiscal year. The Community Charter requirements are that current year budgets be passed by May 15.

**RECOMMENDATION(S):**

1. THAT the report from the Arrowsmith Water Service Management Committee dated January 24, 2019 entitled AWS 2019 - 2023 Financial Plan be received;
2. AND THAT the Arrowsmith Water Service Management Board approve the 2019 – 2023 Financial Plan as outlined in Table 1 attached to the January 24, 2019 report,
3. AND THAT the Arrowsmith Water Service Management Board recommend the Joint Ventures approve their portion of the 2019 – 2023 Financial Plan as outlined in Table 2 attached to the January 24, 2019 report.

**BACKGROUND:**

A 2019 – 2023 Financial Plan was developed in an effort to outline funding requirements for operations, maintenance and capital expenditures for the next five years. A 2019 – 2023 Financial Plan has been prepared for consideration by the AWS Management Board. The proposed budget is shown on Table 1, attached.

## **OPTIONS:**

### **1. Approve the recommended budget**

The AWS Management Board could approve the proposed 2019 – 2023 Financial Plan reflected on Table 1.

### **2. Reject the recommended budget**

The AWS Management Board could reject the proposed 2019 – 2023 Financial Plan reflected on Table 1.

## **ANALYSIS:**

1. The AWS Management Board could approve the 2019 – 2023 Financial Plan reflected on Table 1. This would allow completion of necessary operations and maintenance projects ensuring that the water supply to the AWS Joint Venture partners is not interrupted.
2. The AWS Management Board could reject the 2019 – 2023 Financial Plan reflected on Table 1. This would not allow completion of necessary operations and maintenance projects to maintain the supply of drinking water to the AWS Joint Venture partners.

## **FINANCIAL:**

The 2019 - 2023 Financial Plan sets out the financial requirements needed for the AWS staff to carry out necessary operations and projects for the 2019 fiscal year. Without this plan the administration, operations and other major maintenance would be delayed or halted due to insufficient funds.

## **REFERENCES:**

- AWS 2018 Budget,
- Arrowsmith Water Service Joint Venture Agreement – July 1, 2011,
- Table 1, dated January 24, 2019 showing the recommended AWS - 2019 – 2023 Financial Plan and Table 2 showing each Joint Venture's requisition share.

Respectfully submitted,

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VAUGHN FIGUEIRA, P.ENG.  
ERWS Program Manager

VF:fm  
Attachments

<b>TABLE 1</b> <b>ARROWSMITH WATER SERVICE</b> <b>2018 - 2022 FINANCIAL PLAN (\$)</b>											
GL Account	2015	2016	2017	2018	2018	2019	2020	2021	2022	2023	
Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget	Budget	Budget	
<b>REVENUE</b>											
Parkville Requisition (63.9% for Admin and Maintenance, Ops based on RDN Requisition (22.4% for Admin and Maintenance, Ops based on flow)	41,241	96,983	87,511	69,390	99,318	115,575	103,528	105,602	106,644	106,717	
Qualicum Requisition (13.7% - for Admin and Maintenance Only)	13,034	33,102	29,995	24,445	32,172	40,525	36,302	37,029	37,395	37,420	
	7,182	19,748	17,261	13,535	18,207	21,938	19,321	19,732	19,938	19,951	
<b>Joint Venture Requisitions</b>	<b>61,457</b>	<b>149,834</b>	<b>134,767</b>	<b>107,370</b>	<b>149,697</b>	<b>178,039</b>	<b>159,151</b>	<b>162,363</b>	<b>163,976</b>	<b>164,089</b>	
<b>Other Revenue</b>											
Logging Revenue											
Grants											
Transfer From Reserves											
Reserve for Future Expenditures											
Carry-Forward Reserve											
<b>Total Other Revenue</b>											
<b>TOTAL REVENUE</b>	<b>61,457</b>	<b>149,834</b>	<b>134,767</b>	<b>107,370</b>	<b>149,697</b>	<b>178,039</b>	<b>159,151</b>	<b>162,363</b>	<b>163,976</b>	<b>164,089</b>	
<b>EXPENDITURES</b>											
<b>Operating</b>											
<b>Administration 4-2-25-7010</b>											
Salaries and Wages 4-2-25-7010-300	4,356	50	14,498	6,003	22,000	22,000	22,000	23,000	23,000	23,000	
Pager Pay						2,730	2,730	2,730	2,730	2,730	
Conferences/Conventions 4-2-25-7010-307			395								
Memberships Sub. 4-2-25-7010-311	201	0	0	0	200	200	200	200	200	200	
Contracts 4-2-25-7010-330	0	0	0	0	1,000	1,000	1,100	1,100	1,100	1,100	
Consulting 4-2-25-7010-331	0	0	0	0	0	2,600	2,700	2,700	2,700	2,700	
Legal Fees 4-2-25-7010-332	0	0	0	0	2,600	0	0	0	0	0	
Audit fees 4-2-25-7010-333	4,100	0	3,900	3,900	4,600	4,700	4,800	4,900	4,900	4,900	
Licenses and Insurance 4-2-25-7010-400	3,489	34,654	35,534	32,418	30,000	31,000	32,000	33,000	34,000	34,000	
Advertising 4-2-25-7010-410	0	0	0				0	0	0	0	
Photocopy Supplies 4-2-25-7010-411	0	0	0				0	0	0	0	
Office Supplies 4-2-25-7010-414	0	0	0				0	0	0	0	
Tel / Cable 4-2-25-7010-422	0	0	0				0	0	0	0	
Meetings 4-2-25-7010-423	7	43	0	0	300	300	300	300	300	300	
Parts, Materials & Supplies 4-2-25-7010-450	0	0	0	0	500	500	500	500	600	600	
Courier / Delivery 4-2-25-7010-452	0	0	0				0	0	0	0	
Equip. Res. Charge Out 4-2-25-7010-800	0	0	0	47	0	0	0	0	0	0	
<b>Total Administration</b>	<b>12,154</b>	<b>34,747</b>	<b>54,327</b>	<b>42,368</b>	<b>61,200</b>	<b>65,030</b>	<b>66,330</b>	<b>68,430</b>	<b>69,530</b>	<b>69,530</b>	
<b>Operations 4-2-25-7011</b>											
Salaries & Wages 4-2-25-7011-300	5,215	395	1,520	481	7,100	7,300	7,400	7,600	7,600	7,600	
Contracts 4-2-25-7011-330	1,135	0	282	1,589	3,100	3,100	3,200	3,200	3,300	3,300	
Consulting 4-2-25-7011-331	0	0	0	585	597	609	621	633	646	659	
Equipment Rental/Lease 4-2-25-7011-345	1,498	1,926	3,852	3,852	1,500	1,600	1,600	1,600	1,600	1,600	
Licenses and Insurance 4-2-25-7011-400	0	0	0	0	0	0	0	0	0	0	
Meetings 4-2-25-7011-423	0	0	0	0	500	500	500	500	500	500	
Computer Software 4-2-25-7011-431			415								
Parts, Materials and Supplies 4-2-25-7011-450	0	433	0	1,327	1,800	1,900	1,900	1,900	1,900	1,900	
Oil and Gas 4-2-25-7011-460	0	1,787	0	0	0	0	0	0	0	0	
Natural Gas 4-2-25-7011-462	1,188	1,127	2,704	718	2,000	2,700	2,700	2,700	2,700	2,700	
Equip Res. Charge Out 4-2-25-7011-800	0	17	0	23	200	200	200	200	200	200	
<b>Total Operations</b>	<b>9,036</b>	<b>5,685</b>	<b>8,773</b>	<b>8,575</b>	<b>16,797</b>	<b>17,909</b>	<b>18,121</b>	<b>18,333</b>	<b>18,446</b>	<b>18,459</b>	

GL Account		2015	2016	2017	2018	2018	2019	2020	2021	2022	2023
Actual		Actual	Actual	Actual	YTD	Budget	Budget	Budget	Budget	Budget	Budget
<b>Maintenance</b>	<b>4-2-25-7012</b>										
Salaries & Wages	4-2-25-7012-300	5,792	37,773	13,726	14,217	20,700	21,100	21,500	22,000	22,100	22,200
Conferences / Seminars / Travel	4-2-25-7012-307	0	0	0	0	0	0	0	0	0	0
Contract	4-2-25-7012-330	1,922	7,085	5,898	5,364	4,600	6,000	6,000	6,000	6,000	6,000
Consulting	4-2-25-7012-331	0	0	0	0	500	500	500	500	500	500
Equipment Lease and Rental	4-2-25-7012-340	0	0	3,938	2,625	8,200	8,300	8,500	8,700	8,700	8,700
Materials and Supplies	4-2-25-7012-450	762	27,342	13,438	848	1,000	3,500	1,100	1,100	1,100	1,100
Small Tools, Equipment & Furniture	4-2-25-7012-451	0	2,824	0	195	0	0	0	0	0	0
Courier and Delivery	4-2-25-7012-452	67	32	79	109	100	100	100	100	100	100
Gas & Oil	4-2-25-7012-460	0	821	670	353	100	100	100	100	100	100
Equip Res. Charge Out	4-2-25-7012-800	554	3,381	1,153	959	1,500	1,600	1,600	1,600	1,700	1,700
<b>Total Maintenance</b>		<b>9,097</b>	<b>79,258</b>	<b>38,902</b>	<b>24,670</b>	<b>36,700</b>	<b>41,200</b>	<b>39,400</b>	<b>40,100</b>	<b>40,300</b>	<b>40,400</b>
<b>Road Maintenance</b>	<b>4-2-25-7013</b>										
Salaries & Wages	4-2-25-7013-300	330	144	1,792	766	2,000	2,100	2,100	2,200	2,300	2,300
Contracts	4-2-25-7013-330	812	0	243	0	1,200	20,000	1,300	1,300	1,300	1,300
Insurance and Licences	4-2-25-7013-400	0	0	0	750	800	800	800	900	900	900
Equip Res. Charge Out	4-2-25-7013-800	28	0	730	241	1,000	1,000	1,100	1,100	1,200	1,200
<b>Total Road Maintenance</b>		<b>1,170</b>	<b>144</b>	<b>2,765</b>	<b>1,757</b>	<b>5,000</b>	<b>23,900</b>	<b>5,300</b>	<b>5,500</b>	<b>5,700</b>	<b>5,700</b>
<b>Total Administration, Operations and Maintenance</b>		<b>31,457</b>	<b>119,834</b>	<b>104,767</b>	<b>77,370</b>	<b>119,697</b>	<b>148,039</b>	<b>129,151</b>	<b>132,363</b>	<b>133,976</b>	<b>134,089</b>
Transfer to Reserves	4-2-25-7014-821	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
<b>Total</b>		<b>61,457</b>	<b>149,834</b>	<b>134,767</b>	<b>107,370</b>	<b>149,697</b>	<b>178,039</b>	<b>159,151</b>	<b>162,363</b>	<b>163,976</b>	<b>164,089</b>
<b>Capital</b>											
Capital Planning											
Equipment											
Engineering, Consulting, Legal Fees	4-6-25-9701-331										
AWS Road											
Radio Connection											
River Intake / Treatment Prop. Acquisition	4-6-25-9704-450										
Administration											
<b>Total Capital</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES (no Grant)</b>		<b>61,457</b>	<b>149,834</b>	<b>134,767</b>	<b>107,370</b>	<b>149,697</b>	<b>178,039</b>	<b>159,151</b>	<b>162,363</b>	<b>163,976</b>	<b>164,089</b>
Capital Planning Grant											
Transfer from Reserves											
<b>TOTAL EXPENDITURES (with Grant) <sup>1</sup></b>		<b>61,457</b>	<b>149,834</b>	<b>134,767</b>	<b>107,370</b>	<b>149,697</b>	<b>178,039</b>	<b>159,151</b>	<b>162,363</b>	<b>163,976</b>	<b>164,089</b>

**TABLE 2**  
**City of Parkville Requisition - AWS**  
**2019 - 2023 FINANCIAL PLAN (\$)**

GL Account	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>REVENUE</b>													
<b>Parkville Requisition</b>	<b>123,168</b>	<b>77,472</b>	<b>106,168</b>	<b>41,241</b>	<b>96,983</b>	<b>87,511</b>	<b>69,390</b>	<b>99,318</b>	<b>115,575</b>	<b>103,528</b>	<b>105,602</b>	<b>106,644</b>	<b>106,717</b>
<b>Other Revenue</b>													
Logging Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves													
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>123,168</b>	<b>77,472</b>	<b>106,168</b>	<b>41,241</b>	<b>96,983</b>	<b>87,511</b>	<b>69,390</b>	<b>99,318</b>	<b>115,575</b>	<b>103,528</b>	<b>105,602</b>	<b>106,644</b>	<b>106,717</b>
<b>EXPENDITURES</b>													
<b>Operating</b>													
<b>Administration</b>													
Salaries and Wages	5,010	4,049	3,800	2,784	32	9,264	3,836	14,058	14,058	14,058	14,697	14,697	14,697
Pager Pay								1,744	1,744	1,744	1,744	1,744	1,744
Conferences/Conventions						252	0						
Memberships Sub.	58	228	38	128	0	0	0	128	128	128	128	128	128
Contracts	466	0	1,813	0	0	0	0	639	639	703	703	703	703
Consulting	3,431	0	19,216	0	0	0	0	0	1,661	1,725	1,725	1,725	1,725
Legal Fees	0	0	0	0	0	0	0	1,661	0	0	0	0	0
Audit fees	2,666	2,620	2,620	2,620	0	2,492	2,492	2,939	3,003	3,067	3,131	3,131	3,131
Licenses and Insurance	22,909	22,709	30,795	2,230	22,144	22,706	20,715	19,170	19,809	20,448	21,087	21,726	21,726
Advertising	115	0	0	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	47	0	0	0	0	0	0	0	0	0	0	0	0
Office Supplies	10	0	0	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	243	21	13	4	27	0	0	192	192	192	192	192	192
Parts, Materials & Supplies	638	47	0	0	0	0	0	320	320	320	320	383	383
Courier / Delivery	12	0	0	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	10	0	0	0	0	0	30	0	0	0	0	0	0
<b>Total Administration</b>	<b>35,615</b>	<b>29,673</b>	<b>58,295</b>	<b>7,766</b>	<b>22,203</b>	<b>34,715</b>	<b>27,073</b>	<b>39,107</b>	<b>41,554</b>	<b>42,385</b>	<b>43,727</b>	<b>44,430</b>	<b>44,430</b>
<b>Operations (based on water used - 5 year avg.)</b>													
Salaries & Wages	6,983	5,754	5,192	4,470	339	1,213	351	6,085	5,402	5,476	5,624	5,624	5,624
Contracts	7,109	3,106	2,242	973	0	225	1,160	2,657	2,294	2,368	2,368	2,442	2,442
Consulting	0	0	0	0	0	0	427	511	450	459	469	478	488
Equipment Rental/Lease		467	0	1,284	1,651	3,074	2,812	1,286	1,184	1,184	1,184	1,184	1,184
Licenses and Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	0	0	0	0	0	0	0	429	370	370	370	370	370
Computer Software						331	0	0	0	0	0	0	0
Parts, Materials and Supplies	981	2,423	1,245	0	371	0	969	1,543	1,406	1,406	1,406	1,406	1,406
Oil and Gas	1,352	329	289	0	1,531	0	0	0	0	0	0	0	0
Natural Gas	0	0	2,114	1,018	966	2,158	524	1,714	1,998	1,998	1,998	1,998	1,998
Equip Res. Charge Out	162	39	0	0	15	0	17	171	148	148	148	148	148
<b>Total Operations</b>	<b>16,587</b>	<b>12,119</b>	<b>11,082</b>	<b>7,744</b>	<b>4,872</b>	<b>7,001</b>	<b>6,260</b>	<b>14,395</b>	<b>13,252</b>	<b>13,409</b>	<b>13,567</b>	<b>13,650</b>	<b>13,660</b>

GL Account	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Maintenance</b>													
4-2-25-7012													
Salaries & Wages 4-2-25-7012-300	15,990	8,453	13,566	3,701	24,137	8,771	9,085	13,227	13,483	13,739	14,058	14,122	14,186
Conferences / Seminars / Travel 4-2-25-7012-307	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract 4-2-25-7012-330	3,814	2,955	934	1,228	4,527	3,769	3,428	2,939	3,834	3,834	3,834	3,834	3,834
Consulting 4-2-25-7012-331	17,231	692	0	0	0	0	0	320	320	320	320	320	320
Equipment Lease and Rental 4-2-25-7012-340	0	0	0	0	0	2,516	1,677	5,240	5,304	5,432	5,559	5,559	5,559
Small Tools, Equipment & Furniture 4-2-25-7012-451	8,362	2,316	912	487	17,472	8,587	542	639	2,237	703	703	703	703
Courier and Delivery 4-2-25-7012-452	120	0	0	0	1,804	0	125	0	0	0	0	0	0
Gas & Oil 4-2-25-7012-460	0	0	26	43	21	50	70	64	64	64	64	64	64
Equip Res. Charge Out 4-2-25-7012-800	1,969	840	1,076	354	2,160	737	613	959	1,022	1,022	1,022	1,086	1,086
<b>Total Maintenance</b>	<b>47,486</b>	<b>15,255</b>	<b>16,541</b>	<b>5,813</b>	<b>50,646</b>	<b>24,858</b>	<b>15,764</b>	<b>23,451</b>	<b>26,327</b>	<b>25,177</b>	<b>25,624</b>	<b>25,752</b>	<b>25,816</b>
<b>Road Maintenance</b>													
4-2-25-7013													
Salaries & Wages 4-2-25-7013-300	534	441	316	211	92	1,145	489	1,278	1,342	1,342	1,406	1,470	1,470
Contracts 4-2-25-7013-330	3,703	103	168	519	0	155	0	767	12,780	831	831	831	831
Insurance and Licences 4-2-25-7013-400	0	460	460	0	0	0	479	511	511	511	575	575	575
Equip Res. Charge Out 4-2-25-7013-800	73	250	135	18	0	466	154	639	639	703	703	767	767
<b>Total Road Maintenance</b>	<b>4,310</b>	<b>1,254</b>	<b>1,080</b>	<b>748</b>	<b>92</b>	<b>1,767</b>	<b>1,123</b>	<b>3,195</b>	<b>15,272</b>	<b>3,387</b>	<b>3,515</b>	<b>3,642</b>	<b>3,642</b>
<b>Total Administration, Operations and Maintenance</b>	<b>103,998</b>	<b>58,302</b>	<b>86,998</b>	<b>22,071</b>	<b>77,813</b>	<b>68,341</b>	<b>50,220</b>	<b>80,148</b>	<b>96,405</b>	<b>84,358</b>	<b>86,432</b>	<b>87,474</b>	<b>87,547</b>
Transfer to Reserves 4-2-25-7014-821	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170	19,170
<b>Total</b>	<b>123,168</b>	<b>77,472</b>	<b>106,168</b>	<b>41,241</b>	<b>96,983</b>	<b>87,511</b>	<b>69,390</b>	<b>99,318</b>	<b>115,575</b>	<b>103,528</b>	<b>105,602</b>	<b>106,644</b>	<b>106,717</b>
<b>Capital</b>													
Capital Planning													
Equipment													
Engineering, Consulting, Legal Fees 4-6-25-9701-331													
AWS Road													
Radio Connection													
River Intake / Treatment Prop. Acquisition 4-6-25-9704-450													
Administration													
<b>Total Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES (no Grant)</b>	<b>123,168</b>	<b>77,472</b>	<b>106,168</b>	<b>41,241</b>	<b>96,983</b>	<b>87,511</b>	<b>69,390</b>	<b>99,318</b>	<b>115,575</b>	<b>103,528</b>	<b>105,602</b>	<b>106,644</b>	<b>106,717</b>
Capital Planning Grant													
Transfer from Reserves													
<b>TOTAL EXPENDITURES (with Grant) <sup>1</sup></b>	<b>123,168</b>	<b>77,472</b>	<b>106,168</b>	<b>41,241</b>	<b>96,983</b>	<b>87,511</b>	<b>69,390</b>	<b>99,318</b>	<b>115,575</b>	<b>103,528</b>	<b>105,602</b>	<b>106,644</b>	<b>106,717</b>

**TABLE 2**  
**Regional District of Nanaimo Requisition - AWS**  
**2019 - 2023 FINANCIAL PLAN (\$)**

GL Account	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>REVENUE</b>																
<b>RDN Requisition</b>	<b>69,162</b>	<b>31,269</b>	<b>36,013</b>	<b>39,775</b>	<b>24,672</b>	<b>34,944</b>	<b>13,034</b>	<b>33,102</b>	<b>29,995</b>	<b>24,445</b>	<b>32,172</b>	<b>40,525</b>	<b>36,302</b>	<b>37,029</b>	<b>37,395</b>	<b>37,420</b>
Other Revenue																
Logging Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>69,162</b>	<b>31,269</b>	<b>36,013</b>	<b>39,775</b>	<b>24,672</b>	<b>34,944</b>	<b>13,034</b>	<b>33,102</b>	<b>29,995</b>	<b>24,445</b>	<b>32,172</b>	<b>40,525</b>	<b>36,302</b>	<b>37,029</b>	<b>37,395</b>	<b>37,420</b>
<b>EXPENDITURES</b>																
Operating																
<b>Administration</b>																
<b>4-2-25-7010</b>																
Salaries and Wages	136	347	1,007	1,756	1,419	1,332	976	11	3,248	1,345	4,928	4,928	4,928	5,152	5,152	5,152
Pager Pay												612	612	612	612	612
Conferences/conventions									88	0	0	0	0	0	0	0
Memberships Sub.	0	0	0	20	80	13	45	0	0	0	45	45	45	45	45	45
Contracts	0	0	365	163	0	635	0	0	0	0	224	224	246	246	246	246
Consulting	0	0	2,647	1,203	0	6,736	0	0	0	0	0	582	605	605	605	605
Legal Fees	0	0	2,213	0	0	0	0	0	0	0	582	0	0	0	0	0
Audit fees	470	980	934	934	918	918	918	0	874	874	1,030	1,053	1,075	1,098	1,098	1,098
Licenses and Insurance	10,202	10,124	11,027	8,031	7,961	10,795	782	7,762	7,960	7,262	6,720	6,944	7,168	7,392	7,616	7,616
Advertising	0	0	0	40	0	0	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	17	0	0	0	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	20	3	0	0	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	136	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	27	43	358	85	7	4	2	10	0	67	67	67	67	67	67	67
Parts, Materials & Supplies	0	0	91	224	16	0	0	0	0	112	112	112	112	134	134	134
Courier / Delivery	0	0	8	4	0	0	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	17	24	4	3	0	0	0	0	0	11	0	0	0	0	0	0
<b>Total Administration</b>	<b>10,852</b>	<b>11,517</b>	<b>18,811</b>	<b>12,485</b>	<b>10,402</b>	<b>20,435</b>	<b>2,722</b>	<b>7,783</b>	<b>12,169</b>	<b>9,490</b>	<b>13,709</b>	<b>14,567</b>	<b>14,858</b>	<b>15,328</b>	<b>15,575</b>	<b>15,575</b>
Operations (12.7 % - based on avg. flow req'd.)			12.7%	12.7%	12.7%	12.7%	14.3%	14.3%	20.2%	27.0%	14.3%	26.0%	26.0%	26.0%	26.0%	26.0%
<b>4-2-25-7011</b>																
Salaries & Wages	464	313	877	1,016	837	755	746	56	307	130	1,015	1,898	1,924	1,976	1,976	1,976
Contracts	1,139	561	469	1,034	452	326	162	0	57	429	443	806	832	832	858	858
Consulting	62	0	0	0	0	0	0	0	0	158	85	158	161	165	168	171
Equipment Rental/Lease	0	0	0	0	68	0	214	275	778	1,040	215	416	416	416	416	416
Licenses and Insurance	86	86	49	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	0	0	46	0	0	0	0	0	0	72	130	130	130	130	130	130
Computer Software								84	0	0	0	0	0	0	0	0
Parts, Materials and Supplies	1,775	11	78	143	353	181	0	62	0	358	257	494	494	494	494	494
Oil and Gas	0	0	0	197	48	42	0	256	0	0	0	0	0	0	0	0
Natural Gas	0	221	181	0	0	308	170	161	546	194	286	702	702	702	702	702
Equip Res. Charge Out	63	28	30	23	6	0	0	2	0	6	29	52	52	52	52	52
<b>Total Operations</b>	<b>3,589</b>	<b>1,221</b>	<b>1,730</b>	<b>2,413</b>	<b>1,763</b>	<b>1,612</b>	<b>1,292</b>	<b>813</b>	<b>1,772</b>	<b>2,315</b>	<b>2,402</b>	<b>4,656</b>	<b>4,711</b>	<b>4,767</b>	<b>4,796</b>	<b>4,799</b>



GL Account	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Maintenance 4-2-25-7012</b>																
Salaries & Wages 4-2-25-7012-300	5,352	2,585	2,304	5,605	2,963	4,756	1,297	8,461	3,075	3,185	4,637	4,726	4,816	4,928	4,950	4,973
Conferences / Seminars / Travel 4-2-25-7012-307	56	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract 4-2-25-7012-330	12,241	770	2,870	1,337	1,036	327	431	1,587	1,321	1,202	1,030	1,344	1,344	1,344	1,344	1,344
Consulting 4-2-25-7012-331	1,682	0	840	6,040	243	0	0	0	0	0	112	112	112	112	112	112
Equipment Lease and Rental 4-2-25-7012-340	48	0	0	0	0	0	0	0	882	588	1,837	1,859	1,904	1,949	1,949	1,949
4-2-25-7012-450	977	543	763	2,931	812	320	171	6,125	3,010	190	224	784	246	246	246	246
Small Tools, Equipment & Furniture 4-2-25-7012-451	98	24	471	42	0	0	0	633	0	44	0	0	0	0	0	0
Courier and Delivery 4-2-25-7012-452	9	0	68	0	0	9	15	7	18	24	22	22	22	22	22	22
Gas & Oil 4-2-25-7012-460	46	0	445	0	0	10	0	184	150	79	22	22	22	22	22	22
Equip Res. Charge Out 4-2-25-7012-800	481	286	194	690	295	377	124	757	258	215	336	358	358	358	381	381
<b>Total Maintenance</b>	<b>20,990</b>	<b>4,208</b>	<b>7,955</b>	<b>16,646</b>	<b>5,348</b>	<b>5,798</b>	<b>2,038</b>	<b>17,754</b>	<b>8,714</b>	<b>5,526</b>	<b>8,221</b>	<b>9,229</b>	<b>8,826</b>	<b>8,982</b>	<b>9,027</b>	<b>9,050</b>
<b>Road Maintenance 4-2-25-7013</b>																
Salaries & Wages 4-2-25-7013-300	104	20	33	187	154	111	74	32	401	172	448	470	470	493	515	515
Contracts 4-2-25-7013-330	0	0	0	1,298	36	59	182	0	54	0	269	4,480	291	291	291	291
Insurance and Licences 4-2-25-7013-400	134	137	137	0	161	161	0	0	0	168	179	179	179	202	202	202
Equip Res. Charge Out 4-2-25-7013-800	15	3	5	25	88	47	6	0	164	54	224	224	246	246	269	269
<b>Total Road Maintenance</b>	<b>253</b>	<b>160</b>	<b>175</b>	<b>1,511</b>	<b>440</b>	<b>379</b>	<b>262</b>	<b>32</b>	<b>619</b>	<b>394</b>	<b>1,120</b>	<b>5,354</b>	<b>1,187</b>	<b>1,232</b>	<b>1,277</b>	<b>1,277</b>
<b>Total Administration, Operations and Maintenance</b>	<b>35,685</b>	<b>17,106</b>	<b>28,670</b>	<b>33,055</b>	<b>17,952</b>	<b>28,224</b>	<b>6,314</b>	<b>26,382</b>	<b>23,275</b>	<b>17,725</b>	<b>25,452</b>	<b>33,805</b>	<b>29,582</b>	<b>30,309</b>	<b>30,675</b>	<b>30,700</b>
Transfer to Reserves 4-2-25-7014-821	5,376	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720	6,720
<b>Total</b>	<b>41,061</b>	<b>23,826</b>	<b>35,390</b>	<b>39,775</b>	<b>24,672</b>	<b>34,944</b>	<b>13,034</b>	<b>33,102</b>	<b>29,995</b>	<b>24,445</b>	<b>32,172</b>	<b>40,525</b>	<b>36,302</b>	<b>37,029</b>	<b>37,395</b>	<b>37,420</b>
<b>Capital</b>																
Capital Planning	28,101	5,571														
Equipment	0	1,871	624													
Engineering, Consulting, Legal Fees 4-6-25-9701-331	0	0	0													
AWS Road	0	0	0													
Radio Connection	0	0	0													
River Intake / Treatment Prop. Acquisition 4-6-25-9704-450	0	0	0													
Administration	0	0	0													
<b>Total Capital</b>	<b>28,101</b>	<b>7,442</b>	<b>624</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES (no Grant)</b>	<b>69,162</b>	<b>31,269</b>	<b>36,013</b>	<b>39,775</b>	<b>24,672</b>	<b>34,944</b>	<b>13,034</b>	<b>33,102</b>	<b>29,995</b>	<b>24,445</b>	<b>32,172</b>	<b>40,525</b>	<b>36,302</b>	<b>37,029</b>	<b>37,395</b>	<b>37,420</b>
Capital Planning Grant																
Transfer from Reserves																
<b>TOTAL EXPENDITURES (with Grant) <sup>1</sup></b>	<b>69,162</b>	<b>31,269</b>	<b>36,013</b>	<b>39,775</b>	<b>24,672</b>	<b>34,944</b>	<b>13,034</b>	<b>33,102</b>	<b>29,995</b>	<b>24,445</b>	<b>32,172</b>	<b>40,525</b>	<b>36,302</b>	<b>37,029</b>	<b>37,395</b>	<b>37,420</b>

**TABLE 2**  
**Town of Qualicum Beach Requisition - AWS**  
**2019 - 2023 FINANCIAL PLAN (\$)**

GL Account	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>REVENUE</b>																
<b>Town of Qualicum Beach Requisition</b>	<b>53,214</b>	<b>21,288</b>	<b>20,968</b>	<b>22,851</b>	<b>14,011</b>	<b>20,386</b>	<b>7,182</b>	<b>19,748</b>	<b>17,261</b>	<b>13,535</b>	<b>18,207</b>	<b>21,938</b>	<b>19,321</b>	<b>19,732</b>	<b>19,938</b>	<b>19,951</b>
<b>Other Revenue</b>																
Logging Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transfer From Reserves																
Reserve for Future Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Carry-Forward Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>53,214</b>	<b>21,288</b>	<b>20,968</b>	<b>22,851</b>	<b>14,011</b>	<b>20,386</b>	<b>7,182</b>	<b>19,748</b>	<b>17,261</b>	<b>13,535</b>	<b>18,207</b>	<b>21,938</b>	<b>19,321</b>	<b>19,732</b>	<b>19,938</b>	<b>19,951</b>
<b>EXPENDITURES</b>																
<b>Operating</b>																
<b>Administration</b> <b>4-2-25-7010</b>																
Salaries and Wages	83	212	616	1,074	868	815	597	7	1,986	822	3,014	3,014	3,014	3,151	3,151	3,151
Pager Pay												374	374	374	374	374
Conferences/conventions									54	0						
Memberships Sub.	0	0	0	12	49	8	28	0	0	0	27	27	27	27	27	27
Contracts	0	0	223	100	0	389	0	0	0	0	137	137	151	151	151	151
Consulting	0	0	1,619	736	0	4,120	0	0	0	0	0	356	370	370	370	370
Legal Fees	0	0	1,354	0	0	0	0	0	0	0	356	0	0	0	0	0
Audit fees	288	599	572	572	562	562	562	0	534	534	630	644	658	671	671	671
Licenses and Insurance	6,239	6,192	6,744	4,912	4,869	6,602	478	4,748	4,868	4,441	4,110	4,247	4,384	4,521	4,658	4,658
Advertising	0	0	0	25	0	0	0	0	0	0	0	0	0	0	0	0
Photocopy Supplies	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0
Office Supplies	0	0	12	2	0	0	0	0	0	0	0	0	0	0	0	0
Tel / Cable	0	0	83	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	16	26	219	52	5	3	1	6	0	41	41	41	41	41	41	41
Parts, Materials & Supplies	0	0	56	137	10	0	0	0	0	69	69	69	69	82	82	82
Courier / Delivery	0	0	5	3	0	0	0	0	0	0	0	0	0	0	0	0
Equip. Res. Charge Out	11	15	3	2	0	0	0	0	0	6	0	0	0	0	0	0
<b>Total Administration</b>	<b>6,637</b>	<b>7,044</b>	<b>11,505</b>	<b>7,636</b>	<b>6,362</b>	<b>12,498</b>	<b>1,665</b>	<b>4,760</b>	<b>7,443</b>	<b>5,804</b>	<b>8,384</b>	<b>8,909</b>	<b>9,087</b>	<b>9,375</b>	<b>9,526</b>	<b>9,526</b>
<b>Operations</b> <b>4-2-25-7011</b>																
Salaries and Wages	284	192	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contracts	697	343	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Consulting	38	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equipment Rental/Lease	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Licenses and Insurance	53	53	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parts, Materials and Supplies	1,086	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oil and Gas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Natural Gas	0	135	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Equip Res. Charge Out	39	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Operations</b>	<b>2,195</b>	<b>747</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

GL Account	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 YTD	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Maintenance 4-2-25-7012</b>																
Salaries & Wages 4-2-25-7012-300	3,273	1,581	1,409	3,428	1,812	2,909	793	5,175	1,880	1,948	2,836	2,891	2,946	3,014	3,028	3,041
Conferences / Seminars / Travel 4-2-25-7012-307	34	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Contract 4-2-25-7012-330	7,487	471	1,755	818	633	200	263	971	808	735	630	822	822	822	822	822
Consulting 4-2-25-7012-331	1,029	0	514	3,694	148	0	0	0	0	0	69	69	69	69	69	69
Equipment Lease and Rental 4-2-25-7012-340	29	0	0	0	0	0	0	0	540	360	1,123	1,137	1,165	1,192	1,192	1,192
4-2-25-7012-450	598	332	467	1,793	496	195	104	3,746	1,841	116	137	480	151	151	151	151
Small Tools, Equipment & Furniture 4-2-25-7012-451	60	15	288	26	0	0	0	387	0	27	0	0	0	0	0	0
Courier and Delivery 4-2-25-7012-452	6	0	42	0	0	5	9	4	11	15	14	14	14	14	14	14
Gas & Oil 4-2-25-7012-460	28	0	272	0	0	6	0	112	92	48	14	14	14	14	14	14
Equip Res. Charge Out 4-2-25-7012-800	294	175	119	422	180	231	76	463	158	131	206	219	219	219	233	233
<b>Total Maintenance</b>	<b>12,838</b>	<b>2,574</b>	<b>4,865</b>	<b>10,181</b>	<b>3,271</b>	<b>3,546</b>	<b>1,246</b>	<b>10,858</b>	<b>5,330</b>	<b>3,380</b>	<b>5,028</b>	<b>5,644</b>	<b>5,398</b>	<b>5,494</b>	<b>5,521</b>	<b>5,535</b>
<b>Road Maintenance 4-2-25-7013</b>																
Salaries & Wages 4-2-25-7013-300	64	12	20	114	94	68	45	20	246	105	274	288	288	301	315	315
Contracts 4-2-25-7013-330	0	0	0	794	22	36	111	0	33	0	164	2,740	178	178	178	178
Insurance and Licences 4-2-25-7013-400	82	84	84	0	99	99	0	0	0	103	110	110	110	123	123	123
Equip Res. Charge Out 4-2-25-7013-800	9	2	3	16	54	29	4	0	100	33	137	137	151	151	164	164
<b>Total Road Maintenance</b>	<b>155</b>	<b>98</b>	<b>107</b>	<b>924</b>	<b>269</b>	<b>232</b>	<b>160</b>	<b>20</b>	<b>379</b>	<b>241</b>	<b>685</b>	<b>3,274</b>	<b>726</b>	<b>754</b>	<b>781</b>	<b>781</b>
<b>Total Administration, Operations and Maintenance</b>	<b>21,825</b>	<b>10,462</b>	<b>16,477</b>	<b>18,741</b>	<b>9,901</b>	<b>16,276</b>	<b>3,072</b>	<b>15,638</b>	<b>13,151</b>	<b>9,425</b>	<b>14,097</b>	<b>17,828</b>	<b>15,211</b>	<b>15,622</b>	<b>15,828</b>	<b>15,841</b>
Transfer to Reserves 4-2-25-7014-821	3,288	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110	4,110
<b>Total</b>	<b>25,113</b>	<b>14,572</b>	<b>20,587</b>	<b>22,851</b>	<b>14,011</b>	<b>20,386</b>	<b>7,182</b>	<b>19,748</b>	<b>17,261</b>	<b>13,535</b>	<b>18,207</b>	<b>21,938</b>	<b>19,321</b>	<b>19,732</b>	<b>19,938</b>	<b>19,951</b>
<b>Capital</b>																
Capital Planning	28,101	5,571														
Equipment	0	1,144	381													
Engineering, Consulting, Legal Fees 4-6-25-9701-331	0	0	0													
AWS Road	0	0	0													
Radio Connection	0	0	0													
River Intake / Treatment Prop. Acquisition 4-6-25-9704-450	0	0	0													
Administration	0	0	0													
<b>Total Capital</b>	<b>28,101</b>	<b>6,716</b>	<b>381</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURES (no Grant)</b>	<b>53,214</b>	<b>21,288</b>	<b>20,968</b>	<b>22,851</b>	<b>14,011</b>	<b>20,386</b>	<b>7,182</b>	<b>19,748</b>	<b>17,261</b>	<b>13,535</b>	<b>18,207</b>	<b>21,938</b>	<b>19,321</b>	<b>19,732</b>	<b>19,938</b>	<b>19,951</b>
Capital Planning Grant																
Transfer from Reserves																
<b>TOTAL EXPENDITURES (with Grant) <sup>1</sup></b>	<b>53,214</b>	<b>21,288</b>	<b>20,968</b>	<b>22,851</b>	<b>14,011</b>	<b>20,386</b>	<b>7,182</b>	<b>19,748</b>	<b>17,261</b>	<b>13,535</b>	<b>18,207</b>	<b>21,938</b>	<b>19,321</b>	<b>19,732</b>	<b>19,938</b>	<b>19,951</b>

2019 - 2023 Budget Check					
		A	B	C	A+B+C
Item	Total Budget (Sht1)	Parksville	RDN	TQB	
Total Revenue	827,617	538,065	188,672	100,880	827,617
Total Expenditures	827,617	538,065	188,672	100,880	827,617
Variance					



DATE: January 07, 2019

REPORT TO: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT BOARD

FROM: ENGLISHMAN RIVER WATER SERVICE MANAGEMENT COMMITTEE

SUBJECT: ENGLISHMAN RIVER WATER SERVICE (ERWS)  
2019 - 2023 FINAL FINANCIAL PLAN

PURPOSE: ADOPTION OF THE ERWS FINAL 2019 - 2023 FINANCIAL PLAN

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**EXECUTIVE SUMMARY:**

The ERWS 2019 - 2023 Financial Plan sets out the financial requirements needed to advance the objectives of bulk water supply to the Joint Venture Communities. The proposed capital budget is required to complete treatment plant, intake, pump station and transmission mains construction (as previously approved) and additional capital items to facilitate operation of the Plant. Also included are staffing requirements to effectively operate the Plant to meet Legislative and Health Authority (VIHA) requirements.

**RECOMMENDATION(S):**

1. THAT the report from the Englishman River Water Service Management Committee, dated January 07, 2019 entitled ERWS 2019 - 2023 Final Financial Plan be received.
2. THAT the Englishman River Water Service Management Board approve an increase of \$220,000.00 in the 2019 ERWS capital budget to cover the cost of adding an Automatic Transfer Switch to Contract 1 as shown in the 2019 - 2023 Final Financial Plan.
3. THAT the Englishman River Water Service Management Board approve an additional \$99,000.00 in the 2019-2023 ERWS capital budget to cover the cost of Plant SCADA Integration, Safety Audit, Lab Equipment and Furniture and a pickup truck as shown in the proposed 2019 - 2023 Final Financial Plan.
4. THAT the Englishman River Water Service Management Board approve the proposed 5 year Operational Budget as shown in the 2019 - 2023 Final Financial Plan.
5. THAT the Englishman River Water Service Management Board accepts the 2019 - 2023 Final Financial Plan as outlined in Table 1 attached to the January 07, 2019 report.
6. THAT the Englishman River Water Service Management Board recommends the Joint Ventures adopt their portion of the 2019 - 2023 Final Financial Plan as outlined in Table 1 attached to the January 07, 2019 report.

## **BACKGROUND:**

### **Capital Project Update**

The ERWS project has significantly advanced the construction phases of the water treatment plant, intake, pump station, transmission main to Top Bridge Park and the transmission main to Springwood Reservoir. Contract 1 representing the water treatment plant, intake, raw water pump station and transmission main to Top Ridge Park is 79% complete overall. This contract is on budget and commissioning of systems is expected to begin in April of this year. The Contractor is expected to meet their contractual obligation to complete their work by October 31, 2019 at which time the ERWS will be in a position to supply treated water to the public. Contract 2 representing the transmission main to Springwood Reservoir is approximately 95% complete. This project is on budget. The transmission main is in place and has been successfully pressure tested. However, the contractor is having some challenges with flushing and disinfecting the main. These challenges are currently being addressed and meetings with the Engineer of Record and Contractor are already underway to resolve the issues. At this time Contract 2 is not on the critical path and (therefore) should not delay the ability for the ERWS to supply treated water to the public by October 31, 2019.

The 2019-2023 Final Financial Plan updates the 2018-2022 Final Financial Plan as approved by the Board on May 15, 2018 to incorporate the unspent budgeted Capital funds from 2018 into the 2019 budget year and reflect an additional \$220,000.00 in Contract 1 for the addition of an Automatic Transfer Switch on the City backup generator. The unspent Capital funds related to Contract 1 and Contract 2 from 2018 are shown in Table 3 attached to this report.

### **Contract 1 Scope Change - Automatic Transfer Switch**

Concurrent with the Englishman River Water Service Treatment Plant project, the City of Parksville has been working on a backup generator capital project for the City of Parksville works yard. During the initial stages of the generator project, the ERWS Management Committee identified the desire for being able to operate the treatment plant at least at a reduced capacity (50%), in the event of a catastrophic power interruption. In this way the ERWS would potentially be able to supplement both the amount of water available (stored) in City reservoirs (less the minimum amount required to be on reserve for Fire Flows) and wells and continue to supply Nanose with drinking water. As a result the City sized the generator (1MW) to include City buildings, the treatment plant and the raw water pumping station at a cost of \$400K. The cost of this upgrade was 100% covered by the City of Parksville taxpayer. The importance of having this capacity was recently demonstrated by the intense December wind storms on Vancouver Island that left many residence without power for up to 5 days. To minimize the risk of significant interruption to water supply Nanaimo just recently brought their new water treatment plant online with a backup generator and automatic transfer switch (with capacity to run their plant at 50% capacity). Also, the Town of Qualicum is installing generators with automatic transfer switches in their facilities. Although the City of Parksville has made the investment in the larger generator, the current configuration includes a Manual Transfer Switch (MTS). In the event of a power disruption the City of Parksville would need to rely on a qualified electrician (under contract) to attend the works yard to manually energize the generator and redirect power from the generator to the treatment plant (and other City facilities in the Yard). This work involves accessing high voltage kiosks and manually throwing switches to restore power. Only a ticketed and qualified electrician would be

permitted to complete this work due to the high voltages involved. Given the current ERWS Treatment Plant power configuration, during a catastrophic loss of power, the plant processes would shut down and ERWS staff would be unable to begin to restart the treatment plant systems until arrival of the an electrician and activation of the generator. As such, the ERWS would entirely be reliant upon external resources to attend the works yard to re-energize the treatment plant. In significant events (such as the December, 2018 wind storms) qualified electricians are in great demand and both an electrical contractor and BC Hydro would be prioritizing their resources according to their own criteria and may not be able to respond in a timely manner.

It is the opinion of the Management Committee that a MTS should not be the primary means of re-energizing the treatment plant. The generator should have an Automatic Transfer Switch (ATS) that automatically starts the generator and begins re-energizing the treatment plant systems during a power outage. An automatic transfer switch has been included in the proposed ERWS 2019 - 2023 Final Financial Plan for the Boards consideration.

### **Contract 1 & 2 Status**

Other than the additional cost to include an automatic transfer switch (220K), it is expected that the approved work can be managed within the previously approved capital budget amounts. There have been additional change order items for both **Contract 1** (Intake, Pump Station, Treatment and transmission main to Top Bridge Park) and **Contract 2** (Transmission Main to Springwood Park) identified since the Final 2018 - 2022 Budget was adopted on May 15, 2018 as summarized below:

#### **Contract 1**

- Addition of anti-graffiti coating on Raw Water Pump Station and adjacent transformer
  - CIP Fill Pump
  - Software Licenses
  - Additional grounding requirements
  - Material change to flooring in Lab, Foyer, washrooms lab server & control rooms
  - Wall material substitution (metal - GWB)
  - Additional control cables required in RWPS
  - Additional dry sprinkler system required for WTP canopy
  - Bladder surge vessel SCADA wiring & communication 1
  - Additional Instream work at Intake required
  - Credit for removal of Gable Wall feature in WTP
  - Water main conflict SW Corner of Water Treatment Plant
- Contract 2

- Drainage works required on Martindale Road Culvert work required by ICF
- Sampling ports installed on Hydrant connections

Both Contract 1 and Contract 2 are currently expected to fall within already identified budgets including the above itemized extra expenses.

As mentioned in two previous reports to the Board, there is still an outstanding "Force Majeure" issue in Contract 2 regarding a premium on High Density Polyethylene material costs due to Hurricane Harvey. The ERWS Manager is still in discussions with the EOR and the

Contractor. It is anticipated that, provided the Board supports the report recommendations, sufficient funds will be available in the current budget to address any concerns.

### **Additional Capital Items**

Some additional capital items that have been identified as being required for ERWS staff to operate the Treatment Facility in compliance with regulation and to facilitate the effective delivery of treated water to the public are as follows:

- Hardware, software and programming related to the integration of the Plant SCADA (\$4K).
- A complete safety audit from an external agency to identify all safety hazards and prepare safe work procedures for the safe operation of the Plant (\$30K).
- Lab equipment and furniture to permit the Plant staff to fulfill legislated water testing requirements (\$30K).
- Dedicated ½ ton pickup truck exclusively assigned to the Plant (\$35K). This funding was placed in the budget for 2020. The ERWS Program Manager will revisit this requirement with the Board in 2020 Budget deliberations to confirm the need for this vehicle.

### **Operational Requirements/Budget Update**

The ERWS Management Committee has been working with the Treatment Plant Engineer of Record (CH2M), the Local Health Authority Officer, relevant legislation and the EOCP guidelines to refine previously approved operating cost estimates and define required staffing levels and certifications required to run the ERWS Water Treatment Plant.

The ERWS Management Committee has confirmed that the operation of the ERWS Treatment Plant is expected to require:

- 2.0 FTE positions - This represents an increase of 1.0 FTE above the previously approved 2018 - 2022 budget. Since the last budget approval, the Engineer of Record has completed an assessment of other similar plants currently operating in other communities and has confirmed the need for 2.0 FTE's. The Health Authority has also confirmed that, as the plant is classified as a Level IV Plant, the City is required to have both a Level IV and a Level III operator. One of the FTE positions represents a treatment plant operator with **EOCP Level IV** certification. The City of Parksville has created a position description for the EOCP Level IV operator and upon budget approvals is prepared to advertise immediately to fill this position. The second FTE position is expected to include at least one staff member with **EOCP Level III** certification. The ERWS Management Committee and City of Parksville have determined that the second FTE will consist of a cumulative of 1.0 FTE of existing City of Parksville staff time including the current Chief Water Operator (expected to be certified as an EOCP Level III operator prior to the completion of the project), junior Utilities staffs, the Manager of Utilities and the Director of Engineering & Operations (current ERWS Program Manager). As the Level IV Operator has not yet been hired, City staffs are currently training and the Plant is not expected to be in full operation until October of this Year, funds have been allocated in the 2019 budget to accommodate only 1.33 FTE's. The Management Committee expects that the full 2.0 FTE allotment will be required starting in 2020.



- Annual operational expenses related to material costs of chemicals (\$140K), water testing (5K), insurance requirements (\$25K), licensing requirements, \$200K operational contingency, \$20K consultant budget, SCADA standby costs (16K) and other minor administrative expenses to cover training, couriering, office supplies, printing etc...

All operating and capital costs have been itemized in the attached Table 1.

Table 2 below represents a summary of the capital and operational costs required to advance the objectives of bulk water supply to the Joint Venture Communities for the next 5 years.

**Table 2 - Summary of the Final 2019 - 2023 Financial Plan expenditures:**

Item No.	Budget Item Description	Final 2019 - 2023 Budget	COP Share	RDN Share
1	Administration (Operational Expenditures)	4,056,200.00	3,001,588.00	1,054,612.00
	<b>Sub-Total 1, Operational Costs:</b>	<b>4,056,200.00</b>	<b>3,001,588.00</b>	<b>1,054,612.00</b>
2	River Intake/ Pump Station:	392,900.00	290,746.00	102,154.00
	Water Treatment (includes 200K for Gen ATS):	7,199,700.00	5,327,778.00	1,871,922.00
	Joint Transmission Line:	31,600.00	23,384.00	8,216.00
	Springwood Transmission Main:	548,700.00	548,700.00	0.00
	<b>Sub-Total 2, Capital Project Costs(Contract 1 &amp; 2):</b>	<b>8,172,900.00</b>	<b>6,190,608.00</b>	<b>1,982,292.00</b>
3	Additional Capital Costs			
	Small Tools, Equip, Furn	30,000.00	22,200.00	7,800.00
	Vehicle	35,000.00	25,900.00	9,100.00
	Aquifer Storage & Recovery	1,350,000.00	999,000.00	351,000.00
	<b>Sub-Total 3, Additional Capital Costs:</b>	<b>1,415,000.00</b>	<b>1,047,100.00</b>	<b>367,900.00</b>
	<b>Total ERWS 2019 - 2023 Costs</b>	<b>\$13,644,100.00</b>	<b>\$10,239,296.00</b>	<b>\$3,404,804.00</b>

The Final 2019 - 2023 Financial Plan has been prepared for consideration by the ERWS Management Board. Table 1 attached outlines the detailed total ERWS capital and operational costs and Table 2 summarizes these costs and identifies each jurisdiction's share to take forward to each respected Council / Board for ratification.

#### OPTIONS:

1. Accept the Final ERWS 2019 - 2023 Financial Plan as presented in Table 1 attached.
2. Provide the ERWS Management Committee with further direction.

#### ANALYSIS:

Option 1

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This is consistent with the ERWS Management Committee recommendation to proceed with the project and would allow completion by Dec 31, 2019.

Option 2

The 2019 - 2023 Financial Plan sets out the financial requirements needed for ERWS to carry out projects necessary to advance ERWS objectives.

**FINANCIAL IMPACT:**

Cost sharing for the Englishman River Water Service budget is established based on ownership (i.e. Parksville 74 % and RDN 26 %) as referenced in Schedule "C" of the Englishman River Water Service Joint Venture, dated July 1, 2011.

The ERWS received approval for over \$12 million in funding from senior government that will help augment the costs. It is expected that all available funding from senior government will be claimed for 2018 work already completed.

The ERWS 2019 - 2023 Financial Plan sets out the financial requirements needed for the ERWS staff to carry out the project and operate the Treatment Plant for the next 5 years. Without the approval of the proposed 2019 - 2023 Financial Plan capital projects would be delayed or halted partway through 2019 due to insufficient funds and operational requirements could not be achieved.

**REFERENCES:**

ERWS 2018 - 2022 Final Financial Plan adopted on May 15, 2018

Table 1, dated January 07, 2019 showing the recommended ERWS Final 2019 - 2023 Financial Plan and Table 2 showing each Joint Venture's requisition share.

*The Drinking Water Protection Regulation section 12  
EOCP Guidelines*

*VIHA Letter*

Respectfully submitted,

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VAUGHN FIGUEIRA, P.ENG.  
ERWS Program Manager

VF:fm

Attachments

2019 - 2023 FINANCIAL PLAN (\$)									
	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>REVENUE</b>									
<b>Joint Venture Requisitions</b>									
Parkville Requisition (74 %)	468,754	1,634,991	6,304,309	10,819,240	6,629,200	665,800	680,700	687,200	1,576,300
RDN Requisition (26%)	164,697	409,309	1,870,942	3,801,350	2,136,400	233,900	239,200	241,500	553,900
<b>Total Joint Venture Requisitions</b>	<b>633,452</b>	<b>2,044,300</b>	<b>8,175,251</b>	<b>14,620,590</b>	<b>8,765,600</b>	<b>899,700</b>	<b>919,900</b>	<b>928,700</b>	<b>2,130,200</b>
6063128.42									
<b>Other Revenue</b>									
Grants - Small Communities Fund & CWWF	0	828,854	6,464,168	5,128,800	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>828,854</b>	<b>6,464,168</b>	<b>5,128,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>633,452</b>	<b>2,873,154</b>	<b>14,639,419</b>	<b>19,749,390</b>	<b>8,765,600</b>	<b>899,700</b>	<b>919,900</b>	<b>928,700</b>	<b>2,130,200</b>
<b>EXPENDITURES</b>									
<b>Operating</b>									
<b>Administration (Operating)</b>									
Salaries / Wages 7-2-28-7310-300	258	1,214	0	0	122,900	188,000	191,800	195,600	199,500
Pager Pay					16,400	16,400	16,400	16,400	16,400
Administration - Benefits					38,900	59,600	60,700	61,900	63,100
Seminars/Training 7-2-28-7310-306	0	0	0	100	3,000	3,000	3,000	3,000	3,000
Conferences 7-2-28-7310-307	0				6,000	6,000	6,000	6,000	6,000
Memberships 7-2-28-7310-311	0				1,000	1,000	1,000	1,000	1,000
Contracts 7-2-28-7310-330	0	0	0	2,100	2,100	2,200	2,200	2,300	2,400
Contracts					5,000	5,000	5,000	5,000	5,000
Contracts					150,000	200,000	200,000	200,000	200,000
Consulting 7-2-28-7310-331	0				15,000	20,000	20,000	20,000	20,000
Legal Fees 7-2-28-7310-332	3,427	0	0	3,600	3,700	3,800	3,900	3,900	3,900
Audit Fees 7-2-28-7310-333	4,100	3,900	3,900	7,700	7,500	5,000	5,000	5,000	5,000
Equipment Lease/Rental			138						
Licences 7-2-28-7310-400	884	1,675	1,670	500	2,000	2,000	2,000	2,000	2,000
Insurance					18,000	25,000	25,000	25,000	25,000
Advertising 7-2-28-7310-410	11,382	0	0	200	500	500	500	500	500
Contract Printing 7-2-28-7310-413	1,920	225			500	500	500	500	500
Tel / Cable 7-2-28-7310-422	0		257	500	500	600	600	600	600
Meeting Costs 7-2-28-7310-423	1,901	1,219	462	1,300	1,600	1,600	1,700	1,700	1,700
Computer Hardware					3,600			3,700	
Parts Materials and Supplies			43		69,500	139,000	139,000	139,000	139,000
Small Tools, Equipment & Furniture 7-2-28-7310-450	0	85	0	500	500	500	600	600	600
Courier 7-2-28-7310-452	29	0	0	100	1,000	1,000	1,000	1,000	1,000
Hydro 7-2-28-7310-461	53	1,397			88,500	177,000	177,000	177,000	177,000
Equipment Res Charge Out					5,000	7,000	7,000	7,000	7,000
<b>Total Administration (Operating)</b>	<b>23,954</b>	<b>9,714</b>	<b>6,470</b>	<b>16,600</b>	<b>562,700</b>	<b>864,700</b>	<b>869,900</b>	<b>878,700</b>	<b>880,200</b>
<b>Total Operating</b>	<b>23,954</b>	<b>9,714</b>	<b>6,470</b>	<b>16,600</b>	<b>562,700</b>	<b>864,700</b>	<b>869,900</b>	<b>878,700</b>	<b>880,200</b>

## Capital - Program Summary

Description	G/L	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Property Acquisition - Administration	7-6-28-9750-300	0	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	0	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	0	0	0	0	0	0	0	0	0
<b>Total Property Acquisition</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
River Intake / Supply Mains - Administration	7-6-28-9751-300	15,212	19,719	25,900	42,000			0	0	0
River Intake / Supply Mains - Contracts/Engineering	7-6-28-9751-330/331	238,371	579,263	4,702,267	2,022,240	392,900	0	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	1,592	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	1,396	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	780	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	489	0	573	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	1,188	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	0	0	0	0	0	0	0	0	0
Joint Transmission Main - Contracts/Engineering	7-6-28-9754-330/331	0	129,126	780,598	157,530	31,600	0	0	0	0
Joint Transmission Main - Administration	7-6-28-9754-300	0	0	11,104	0	0	0	0	0	0
Joint Transmission Main - Parts / Supplies	7-6-28-9754-450	0	0	70	0	0	0	0	0	0
Joint Transmission Main - Equip. Charge Out	7-6-28-9754-800	0	0	699	0	0	0	0	0	0
COP Transmission Main - Contracts/Engineering	7-6-28-9755-330/331	0	470,034	3,514,408	2,839,060	548,700	0	0	0	0
COP Transmission Main - Administration	7-6-28-9755-300		0	16,300	0	0	0	0	0	0
COP Transmission Main - Parts / Supplies	7-6-28-9755-450		0	232	0	0	0	0	0	0
<b>Total River Intake / Supply Mains</b>		<b>257,632</b>	<b>1,198,143</b>	<b>9,053,547</b>	<b>5,060,830</b>	<b>973,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Table 1 - ERWS 2019 - 2023 Financial Plan

January 07, 2019

Water Treatment - Administration	7-6-28-9752-300	16,831	54,192	43,867	42,000	0	0	0	0	0
Water Treatment - Travel	7-6-28-9752-307	0	0							
Water Treatment - Contracts/Engineering	7-6-28-9752-330/331	206,627	1,565,165	5,359,876	14,629,960	7,199,700	0	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	0	20,063	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance / Permits	7-6-28-9752-400	0	0	168,494	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	511	500	0	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	2,782	18,722	4,921	0	0	0	0	0	0
Water Treatment - Small Tools, Equip, Furniture	7-6-28-9752-451					30,000	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	485	1,770	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	485	2,726	2,244	0	0	0	0	0	0
Water Treatment - Vehicle Purchase							35,000	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-461	553	2,159							
<b>Total Water Treatment</b>		<b>228,274</b>	<b>1,665,297</b>	<b>5,579,402</b>	<b>14,671,960</b>	<b>7,229,700</b>	<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Capital - Program Summary

Description	G/L	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	10,218	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	99,833	0	0	0	0	0	0	0	1,150,000
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	13,232	0	0	0	0	0	50,000	50,000	100,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	309	0	0	0	0	0	0	0	0
<b>Total Aquifer Storage and Recovery</b>		<b>123,592</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>1,250,000</b>
<b>Total Capital</b>		<b>609,498</b>	<b>2,863,440</b>	<b>14,632,949</b>	<b>19,732,790</b>	<b>8,202,900</b>	<b>35,000</b>	<b>50,000</b>	<b>50,000</b>	<b>1,250,000</b>
<b>TOTAL EXPENDITURES</b>		<b>633,452</b>	<b>2,873,154</b>	<b>14,639,419</b>	<b>19,749,390</b>	<b>8,765,600</b>	<b>899,700</b>	<b>919,900</b>	<b>928,700</b>	<b>2,130,200</b>

2019 - 2023 FINANCIAL PLAN (\$)									
	2015	2016	2017	2018	2019	2020	2021	2022	2023
	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
<b>REVENUE</b>									
<b>Joint Venture Requisitions</b>									
Parkville Requisition (74%)	468,754	1,634,991	6,304,309	9,892,003	6,629,206	665,778	680,726	687,238	1,576,348
<b>Other Revenue</b>									
Grants - Small Communities Fund & CWWF	0	613,352	5,446,905	5,460,701	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	0	613,352	5,446,905	5,460,701	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>468,754</b>	<b>2,248,343</b>	<b>11,751,214</b>	<b>15,352,704</b>	<b>6,629,206</b>	<b>665,778</b>	<b>680,726</b>	<b>687,238</b>	<b>1,576,348</b>
<b>EXPENDITURES</b>									
<b>Operating</b>	<b>74%</b>	<b>74%</b>	<b>74%</b>	<b>74%</b>	<b>74%</b>	<b>74%</b>	<b>74%</b>	<b>74%</b>	<b>74%</b>
<b>Administration (Operating)</b>									
Salaries / Wages	191	898	0	0	90,946	139,120	141,932	144,744	147,630
Pager Pay			0	0	12,136	12,136	12,136	12,136	12,136
Administration - Benefits			0	0	28,786	44,104	44,918	45,806	46,694
Seminars/Training	0	0	0	74	2,220	2,220	2,220	2,220	2,220
Conferences	0	0	0	0	4,440	4,440	4,440	4,440	4,440
Memberships	0	0	0	0	740	740	740	740	740
Contracts	0	0	0	1,554	1,554	1,628	1,628	1,702	1,776
Contracts			0	0	3,700	3,700	3,700	3,700	3,700
Contracts			0	0	111,000	148,000	148,000	148,000	148,000
Consulting	0	0	0	0	11,100	14,800	14,800	14,800	14,800
Legal Fees	2,536	0	0	2,664	2,738	2,812	2,886	2,886	2,886
Audit Fees	3,034	2,886	2,886	5,698	5,550	3,700	3,700	3,700	3,700
Equipment Lease/Rental			102	0	0	0	0	0	0
Licences	654	1,239	1,236	370	1,480	1,480	1,480	1,480	1,480
Insurance			0	0	13,320	18,500	18,500	18,500	18,500
Advertising	8,423	0	0	148	370	370	370	370	370
Contract Printing	1,421	167	0	0	370	370	370	370	370
Tel / Cable	0	0	190	370	370	444	444	444	444
Meeting Costs	1,407	902	342	962	1,184	1,184	1,258	1,258	1,258
Computer Hardware			0	0	2,664	0	0	2,738	0
Parts Materials and Supplies			32	0	51,430	102,860	102,860	102,860	102,860
Small Tools, Equipment & Furniture	0	63	0	370	370	370	444	444	444
Courier	21	0	0	74	740	740	740	740	740
Hydro	39	1,034	0	0	65,490	130,980	130,980	130,980	130,980
Equipment Res Charge Out			0	0	3,700	5,180	5,180	5,180	5,180
Minor Capital - Contracts	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Tansmission Mains					0	0	0	0	0
Water Treatment Plant					0	0	0	0	0
ASR					0	0	0	0	0
<b>Total Administration (Operating)</b>	<b>17,726</b>	<b>7,189</b>	<b>4,788</b>	<b>12,284</b>	<b>416,398</b>	<b>639,878</b>	<b>643,726</b>	<b>650,238</b>	<b>651,348</b>
<b>Total Operating</b>	<b>17,726</b>	<b>7,189</b>	<b>4,788</b>	<b>12,284</b>	<b>416,398</b>	<b>639,878</b>	<b>643,726</b>	<b>650,238</b>	<b>651,348</b>

Capital - Program Summary										
Description	G/L	2015	2016	2017	2018	2019	2020	2021	2022	2022
		Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
		74%	74%	74%	74%	74%	74%	74%	74%	74%
Property Acquisition - Administration	7-6-28-9750-300	0	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	0	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	0	0	0	0	0	0	0	0	0
<b>Total Property Acquisition</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
River Intake / Supply Mains - Administration	7-6-28-9751-300	11,257	14,592	19,166	31,080	0	0	0	0	0
River Intake / Supply Mains - Contracts/Engineering	7-6-28-9751-330/331	176,395	428,655	3,479,678	1,496,458	290,746	0	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	1,178	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	1,033	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	577	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	362	0	424	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	879	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	0	0	0	0	0	0	0	0	0
Joint Transmission Main - Contracts/Engineering	7-6-28-9754-330/331	0	95,553	577,643	116,572	23,384	0	0	0	0
Joint Transmission Main - Administration	7-6-28-9754-300	0	0	8,217	0	0	0	0	0	0
Joint Transmission Main - Parts / Supplies	7-6-28-9754-450	0	0	52	0	0	0	0	0	0
Joint Transmission Main - Equip. Charge Out	7-6-28-9754-800	0	0	517	0	0	0	0	0	0
COP Transmission Main - Contracts/Engineering	7-6-28-9755-330/331	0	470,034	3,514,408	2,839,060	548,700	0	0	0	0
COP Transmission Main - Administration	7-6-28-9755-300	0	0	16,300	0	0	0	0	0	0
COP Transmission Main - Parts / Supplies	7-6-28-9755-450	0	0	232	0	0	0	0	0	0
<b>Total River Intake / Supply Mains</b>		<b>190,648</b>	<b>1,008,834</b>	<b>7,617,669</b>	<b>4,483,170</b>	<b>862,830</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Water Treatment - Administration	7-6-28-9752-300	12,455	40,102	32,462	31,080	0	0	0	0	0
Water Treatment - Travel	7-6-28-9752-307	0	0	0	0	0	0	0	0	0
Water Treatment - Contracts/Engineering	7-6-28-9752-330/331	152,904	1,158,222	3,966,308	10,826,170	5,327,778	0	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	0	14,846	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	0	0	124,686	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	378	370	0	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	2,059	13,855	3,642	0	0	0	0	0	0
Water Treatment - Small Tools, Equip, Furniture	7-6-28-9752-451	0	0	0	0	22,200	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	359	1,310	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	359	2,018	1,661	0	0	0	0	0	0
Water Treatment - Vehicle Purchase		0	0	0	0	0	25,900	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-461	409	1,598	0	0	0	0	0	0	0
<b>Total Water Treatment</b>		<b>168,923</b>	<b>1,232,320</b>	<b>4,128,757</b>	<b>10,857,250</b>	<b>5,349,978</b>	<b>25,900</b>	<b>0</b>	<b>0</b>	<b>0</b>



Capital - Program Summary										
Description	G/L	2015	2016	2017	2018	2019	2020	2021	2022	2022
	Ac	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	7,561	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	73,876	0	0	0	0	0	0	0	851,000
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	9,792	0	0	0	0	0	37,000	37,000	74,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	228	0	0	0	0	0	0	0	0
Total Aquifer Storage and Recovery		91,458	0	0	0	0	0	37,000	37,000	925,000
Total Capital		451,028	2,241,154	11,746,427	15,340,420	6,212,808	25,900	37,000	37,000	925,000
TOTAL EXPENDITURES		468,754	2,248,343	11,751,214	15,352,704	6,629,206	665,778	680,726	687,238	1,576,348

**TABLE 1 Cont'd**  
**Regional District of Nanaimo Requisition - ERWS**  
**2019 - 2023 FINANCIAL PLAN (\$)**

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>REVENUE</b>									
Joint Venture Requisitions RDN Requisition (26%)	164,697	409,309	1,870,942	4,396,660	2,136,394	233,922	239,174	241,462	553,852
<b>Other Revenue</b>									
Grants - Small Communities Fund & CWWF	0	215,502	1,017,263	0	0	0	0	0	0
Transfer From Reserves	0	0	0	0	0	0	0	0	0
<b>Total Other Revenue</b>	<b>0</b>	<b>215,502</b>	<b>1,017,263</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>164,697</b>	<b>624,811</b>	<b>2,888,205</b>	<b>4,396,660</b>	<b>2,136,394</b>	<b>233,922</b>	<b>239,174</b>	<b>241,462</b>	<b>553,852</b>
<b>EXPENDITURES</b>									
<b>Operating</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>	<b>26%</b>
<b>Administration (Operating)</b>									
Salaries / Wages 7-2-28-7310-300	67	316	0	0	31,954	48,880	49,868	50,856	51,870
Pager Pay			0	0	4,264	4,264	4,264	4,264	4,264
Administration - Benefits			0	0	10,114	15,496	15,782	16,094	16,406
Seminars/Training 7-2-28-7310-306	0	0	0	26	780	780	780	780	780
Conferences 7-2-28-7310-307	0	0	0	0	1,560	1,560	1,560	1,560	1,560
Memberships 7-2-28-7310-311	0	0	0	0	260	260	260	260	260
Contracts 7-2-28-7310-330	0	0	0	546	546	572	572	598	624
Contracts			0	0	1,300	1,300	1,300	1,300	1,300
Contracts			0	0	39,000	52,000	52,000	52,000	52,000
Consulting 7-2-28-7310-331	0	0	0	0	3,900	5,200	5,200	5,200	5,200
Legal Fees 7-2-28-7310-332	891	0	0	936	962	988	1,014	1,014	1,014
Audit Fees 7-2-28-7310-333	1,066	1,014	1,014	2,002	1,950	1,300	1,300	1,300	1,300
Equipment Lease/Rental			36	0	0	0	0	0	0
Licences 7-2-28-7310-400	230	435	434	130	520	520	520	520	520
Insurance			0	0	4,680	6,500	6,500	6,500	6,500
Advertising 7-2-28-7310-410	2,959	0	0	52	130	130	130	130	130
Contract Printing 7-2-28-7310-413	499	59	0	0	130	130	130	130	130
Tel / Cable 7-2-28-7310-422	0	0	67	130	130	156	156	156	156
Meeting Costs 7-2-28-7310-423	494	317	120	338	416	416	442	442	442
Computer Hardware			0	0	936	0	0	962	0
Parts Materials and Supplies			11	0	18,070	36,140	36,140	36,140	36,140
Small Tools, Equipment & Furniture 7-2-28-7310-450	0	22	0	130	130	130	156	156	156
Courier 7-2-28-7310-452	8	0	0	26	260	260	260	260	260
Hydro 7-2-28-7310-461	14	363	0	0	23,010	46,020	46,020	46,020	46,020
Equipment Res Charge Out			0	0	1,300	1,820	1,820	1,820	1,820
Minor Capital - Contracts 7-2-28-7350-330	0	0	0	0	0	0	0	0	0
Minor Capital - Parts / Materials 7-2-28-7350-450	0	0	0	0	0	0	0	0	0
Intake, Raw Watermain and Joint Transmission Mains					0	0	0	0	0
Water Treatment Plant					0	0	0	0	0
ASR					0	0	0	0	0
<b>Total Administration (Operating)</b>	<b>6,228</b>	<b>2,526</b>	<b>1,682</b>	<b>4,290</b>	<b>146,302</b>	<b>224,822</b>	<b>226,174</b>	<b>228,462</b>	<b>228,852</b>
<b>Total Operating</b>	<b>6,228</b>	<b>2,526</b>	<b>1,682</b>	<b>4,290</b>	<b>146,302</b>	<b>224,822</b>	<b>226,174</b>	<b>228,462</b>	<b>228,852</b>

## Capital - Program Summary

Description	G/L	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2022 Budget
		26%	26%	26%	26%	26%	26%	26%	26%	26%
Property Acquisition - Administration	7-6-28-9750-300	0	0	0	0	0	0	0	0	0
Property Acquisition - Contracts	7-6-28-9750-330	0	0	0	0	0	0	0	0	0
Property Acquisition - Consulting	7-6-28-9750-331	0	0	0	0	0	0	0	0	0
Property Acquisition - Equipment Res Charge Out	7-6-28-9750-800	0	0	0	0	0	0	0	0	0
Property Acquisition - Parts Materials / Supplies	7-6-28-9750-450	0	0	0	0	0	0	0	0	0
<b>Total Property Acquisition</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
River Intake / Supply Mains - Administration	7-6-28-9751-300	3,955	5,127	6,734	10,920	0	0	0	0	0
River Intake / Supply Mains - Contracts/Engineering	7-6-28-9751-330/331	61,976	150,608	1,222,589	525,782	102,154	0	0	0	0
River Intake / Supply Mains - Legal	7-6-28-9751-332	414	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Advertising	7-6-28-9751-410	0	0	363	0	0	0	0	0	0
River Intake / Supply Mains - Meetings	7-6-28-9751-423	203	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Parts / Supplies	7-6-28-9751-450	127	0	149	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Charge Out	7-6-28-9751-800	309	0	0	0	0	0	0	0	0
River Intake / Supply Mains - Equip. Lease / Rent	7-6-28-9751-340	0	0	0	0	0	0	0	0	0
Joint Transmission Main - Contracts/Engineering	7-6-28-9754-330/331	0	33,573	202,955	40,958	8,216	0	0	0	0
Joint Transmission Main - Administration	7-6-28-9754-300	0	0	2,887	0	0				
Joint Transmission Main - Parts / Supplies	7-6-28-9754-450	0	0	18	0	0				
Joint Transmission Main - Equip. Charge Out	7-6-28-9754-800	0	0	182	0	0				
COP Transmission Main - Contracts/Engineering	7-6-28-9755-330/331	0	0	0	0	0				
COP Transmission Main - Administration	7-6-28-9755-300	0	0	0	0	0				
COP Transmission Main - Parts / Supplies	7-6-28-9755-450	0	0	0	0	0				
<b>Total River Intake / Supply Mains</b>		<b>66,984</b>	<b>189,308</b>	<b>1,435,878</b>	<b>577,660</b>	<b>110,370</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Water Treatment - Administration	7-6-28-9752-300	4,376	14,090	11,405	10,920	0	0	0	0	0
Water Treatment - Travel	7-6-28-9752-307	0	0	0	0	0	0	0	0	0
Water Treatment - Contracts/Engineering	7-6-28-9752-330/331	53,723	406,943	1,393,568	3,803,790	1,871,922	0	0	0	0
Water Treatment - Equip. Lease / Rental	7-6-28-9752-340	0	5,216	0	0	0	0	0	0	0
Water Treatment - Rent & Lease	7-6-28-9752-345	0	0	0	0	0	0	0	0	0
Water Treatment - Insurance	7-6-28-9752-400	0	0	43,808	0	0	0	0	0	0
Water Treatment - Advertising	7-6-28-9752-410	133	130	0	0	0	0	0	0	0
Water Treatment - Meeting Costs	7-6-28-9752-423	0	0	0	0	0	0	0	0	0
Water Treatment - Parts and Materials	7-6-28-9752-450	723	4,868	1,279	0	0	0	0	0	0
Water Treatment - Small Tools, Equip, Furniture	7-6-28-9752-451	0	0	0	0	7,800	0	0	0	0
Water Treatment - Courier	7-6-28-9752-452	126	460	0	0	0	0	0	0	0
Water Treatment - Equip Res Charge	7-6-28-9752-800	126	709	583	0	0	0	0	0	0
Water Treatment - Vehicle Purchase		0	0	0	0	0	9,100	0	0	0
Water Treatment - Gas & Oil	7-6-28-9752-460	0	0	0	0	0	0	0	0	0
Water Treatment - Hydro	7-6-28-9752-461	144	561	0						
<b>Total Water Treatment</b>		<b>59,351</b>	<b>432,977</b>	<b>1,450,645</b>	<b>3,814,710</b>	<b>1,879,722</b>	<b>9,100</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Capital - Program Summary

Description	G/L	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2022 Budget
Aquifer Storage and Recovery - Administration	7-6-28-9753-300	2,657	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Contracts	7-6-28-9753-330	25,957	0	0	0	0	0	0	0	299,000
Aquifer Storage and Recovery - Engineering	7-6-28-9753-331	3,440	0	0	0	0	0	13,000	13,000	26,000
Aquifer Storage and Recovery - Equip Rental	7-6-28-9753-340	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Meeting Costs	7-6-28-9753-423	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Advertising	7-6-28-9753-410	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Parts / Materials	7-6-28-9753-450	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Small Tools	7-6-28-9753-451	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Courier	7-6-28-9753-452	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Hydro	7-6-28-9753-461	0	0	0	0	0	0	0	0	0
Aquifer Storage and Recovery - Equip Res Charge Out	7-6-28-9753-800	80	0	0	0	0	0	0	0	0
<b>Total Aquifer Storage and Recovery</b>		<b>32,134</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>13,000</b>	<b>325,000</b>
<b>Total Capital</b>		<b>158,469</b>	<b>622,285</b>	<b>2,886,522</b>	<b>4,392,370</b>	<b>1,990,092</b>	<b>9,100</b>	<b>13,000</b>	<b>13,000</b>	<b>325,000</b>
<b>TOTAL EXPENDITURES</b>		<b>164,697</b>	<b>624,811</b>	<b>2,888,205</b>	<b>4,396,660</b>	<b>2,136,394</b>	<b>233,922</b>	<b>239,174</b>	<b>241,462</b>	<b>553,852</b>

THE CITY OF PARKSVILLE  
For the Twelve Months Ending December-31-18

Table 3

2017 ACTUAL YTD	2018 ACTUAL YTD	2018 O/S Invoices	2018 Estimated Cost	2018 AMENDED BUDGET	BUDGET REMAINING	% OF BUDGET USED

THE CITY OF PARKSVILLE  
For the Twelve Months Ending December-31-18

Table 3

	2017 ACTUAL YTD	2018 ACTUAL YTD	2018 O/S Invoices	2018 Estimated Cost	2018 AMENDED BUDGET	BUDGET REMAINING	% OF BUDGET USED
<b>ERWS</b>							
<b><u>Funding Sources</u></b>							
<b><u>Partners Requisition</u></b>							
RDN Requisition	(\$1,870,941.27)	\$0.00			(\$3,801,350.00)	(\$3,801,350.00)	0.00%
Parksville Requisition	(6,304,309.62)	0.00			(10,819,240.00)	(10,819,240.00)	0.00%
Total Requisitions	(8,175,250.89)	0.00			(14,620,590.00)	(14,620,590.00)	0.00%
<b><u>Operating Expense</u></b>							
Administration	6,470.32	16,155.23			16,600.00	444.77	97.32%
Minor Capital	0.00	0.00			0.00	0.00	0.00%
Total Operating Expense	6,470.32	16,155.23			16,600.00	444.77	97.32%
<b><u>Other</u></b>							
Writedown of Capital Assets	0.00	0.00			0.00	0.00	0.00%
<b><u>Capital</u></b>							
<b><u>Funding Sources</u></b>							
Aquafer Storage Recovery Grant	0.00	0.00			0.00	0.00	0.00%
River Intake	0.00	0.00			0.00	0.00	0.00%
Water Treatment Plant Grant	(3,553,850.00)	(1,205,798.00)			(3,934,320.00)	(2,728,522.00)	30.65%
Joint Transmission Line	(358,700.00)	(52,798.00)			0.00	52,798.00	0.00%
Springwood Transmission Line	(2,551,618.00)	(1,343,052.00)			(1,194,480.00)	148,572.00	112.44%
	(6,464,168.00)	(2,601,648.00)			(5,128,800.00)	(2,527,152.00)	50.73%
<b><u>Capital Expenditures</u></b>							
River Intake	4,730,135.57	1,846,832.00	4,525.40	1,851,357.40	2,064,240.00	212,882.60	88.71%
Water Treatment	5,579,401.86	8,437,725.00	238,505.86	8,676,230.86	14,671,960.00	5,995,729.14	52.03%
Joint Transmission Line	792,470.24	175,975.14		175,975.14	157,530.00	(18,445.14)	111.71%
Springwood Transmission Line	3,530,940.90	2,381,757.00	8,621.30	2,390,378.30	2,839,060.00	448,681.70	83.37%
Total Capital Expenditures	14,632,948.57	12,842,289.14	251,652.56	13,093,941.70	19,732,790.00	6,638,848.30	60.85%
Net ERWS (Surplus)/Deficit	\$0.00	\$10,256,796.37			\$0.00	(\$9,422,701.50)	0.00%

THE CITY OF PARKSVILLE  
For the Twelve Months Ending December-31-18

2017 ACTUAL YTD	2018 ACTUAL YTD	2018 O/S Invoices	2018 Estimated Cost	2018 AMENDED BUDGET	BUDGET REMAINING	% OF BUDGET USED
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THE CITY OF PARKSVILLE  
For the Twelve Months Ending December-31-18

	2017 ACTUAL YTD	2018 ACTUAL YTD	2018 O/S Invoices	2018 Estimated Cost	2018 AMENDED BUDGET	BUDGET REMAINING	% OF BUDGET USED
<b>ERWS</b>							
<b><u>Funding Sources</u></b>							
<b><u>Partners Requisition</u></b>							
RDN Requisition	(\$1,870,941.27)	\$0.00			(\$3,801,350.00)	(\$3,801,350.00)	0.00%
Parksville Requisition	(6,304,309.62)	0.00			(10,819,240.00)	(10,819,240.00)	0.00%
Total Requisitions	(8,175,250.89)	0.00			(14,620,590.00)	(14,620,590.00)	0.00%
<b><u>Operating Expense</u></b>							
Administration	6,470.32	16,155.23			16,600.00	444.77	97.32%
Minor Capital	0.00	0.00			0.00	0.00	0.00%
Total Operating Expense	6,470.32	16,155.23			16,600.00	444.77	97.32%
<b><u>Other</u></b>							
Writedown of Capital Assets	0.00	0.00			0.00	0.00	0.00%
<b><u>Capital</u></b>							
<b><u>Funding Sources</u></b>							
Aquafer Storage Recovery Grant	0.00	0.00			0.00	0.00	0.00%
River Intake	0.00	0.00			0.00	0.00	0.00%
Water Treatment Plant Grant	(3,553,850.00)	(1,205,798.00)			(3,934,320.00)	(2,728,522.00)	30.65%
Joint Transmission Line	(358,700.00)	(52,798.00)			0.00	52,798.00	0.00%
Springwood Transmission Line	(2,551,618.00)	(1,343,052.00)			(1,194,480.00)	148,572.00	112.44%
	(6,464,168.00)	(2,601,648.00)			(5,128,800.00)	(2,527,152.00)	50.73%
<b><u>Capital Expenditures</u></b>							
River Intake	4,730,135.57	1,831,125.52	20,232.22	1,851,357.74	2,064,240.00	212,882.26	88.71%
Water Treatment	5,579,401.86	7,634,114.53	1,030,548.79	8,664,663.32	14,671,960.00	6,007,296.68	52.03%
Joint Transmission Line	792,470.24	175,975.14		175,975.14	157,530.00	(18,445.14)	111.71%
Springwood Transmission Line	3,530,940.90	2,366,979.08	17,622.69	2,384,601.77	2,839,060.00	454,458.23	83.37%
Total Capital Expenditures	14,632,948.57	12,008,194.27	1,068,403.70	13,076,597.97	19,732,790.00	6,656,192.03	60.85%
Net ERWS (Surplus)/Deficit	\$0.00	\$9,422,701.50			\$0.00	(\$9,422,701.50)	0.00%



**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**

**BYLAW NO. 1787**

**A BYLAW TO ADOPT THE 2019 TO 2023 FINANCIAL PLAN**

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

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

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

**1. Definitions**

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

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

**2. Financial Plan**

Schedule ‘A’ attached to this bylaw is hereby adopted as the Financial Plan for the Regional District of Nanaimo for the period January 1, 2019 to December 31, 2023.

**3. Financial Plan Amendments**

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

**4. Citation**

This bylaw may be cited as “Regional District of Nanaimo Financial Plan 2019 to 2023 Bylaw No. 1787, 2019”.

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

**CONSOLIDATED FINANCIAL PLAN  
2019 to 2023**

Schedule 'A' to accompany "Regional District of Nanaimo  
Financial Plan 2019 to 2023 Bylaw No. 1787, 2019"

Chair

Corporate Officer

	2018 Budget	2019 Proposed	2020	2021	2022	2023	Total
<b>Operating Revenues</b>		<b>7.3%</b>	<b>5.7%</b>	<b>4.6%</b>	<b>4.3%</b>	<b>3.0%</b>	
Property taxes	(48,086,314)	(51,717,017)	(54,660,087)	(57,206,739)	(59,675,224)	(61,422,241)	(284,681,308)
Parcel taxes	(4,970,691)	(5,246,393)	(5,542,703)	(5,755,997)	(5,978,505)	(6,215,989)	(28,739,587)
Municipal agreements	(363,015)	(378,760)	(393,910)	(396,659)	(405,493)	(413,864)	(1,988,686)
	(53,420,020)	(57,342,170)	(60,596,700)	(63,359,395)	(66,059,222)	(68,052,094)	(315,409,581)
Operations	(3,877,345)	(4,162,940)	(4,182,860)	(4,216,578)	(4,252,704)	(4,303,241)	(21,118,323)
Interest income	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)	(750,000)
Transit fares	(4,480,232)	(4,521,157)	(4,606,520)	(4,745,392)	(4,843,810)	(4,895,122)	(23,612,001)
Landfill tipping fees	(8,200,000)	(9,300,000)	(9,700,000)	(9,700,000)	(9,700,000)	(9,000,000)	(47,400,000)
Recreation fees	(642,808)	(698,575)	(712,347)	(726,442)	(741,302)	(756,067)	(3,634,733)
Recreation facility rentals	(546,190)	(549,190)	(565,666)	(582,636)	(600,115)	(618,119)	(2,915,726)
Recreation vending sales	(5,900)	(6,200)	(6,200)	(6,200)	(6,200)	(6,200)	(31,000)
Recreation concession	(5,000)	(5,500)	(5,500)	(5,500)	(5,500)	(5,500)	(27,500)
Recreation other	(500,450)	(495,150)	(510,005)	(791,891)	(814,814)	(839,259)	(3,451,119)
Utility user fees	(5,007,661)	(5,496,629)	(6,414,497)	(6,667,874)	(6,877,127)	(7,196,729)	(32,652,856)
Operating grants	(7,228,818)	(8,651,363)	(8,756,246)	(8,628,841)	(8,710,275)	(8,850,466)	(43,597,191)
Grants in lieu of taxes	(149,290)	(153,790)	(153,790)	(153,790)	(153,790)	(153,790)	(768,950)
Interdepartmental recoveries	(7,075,064)	(8,282,176)	(8,851,958)	(8,998,364)	(9,175,450)	(9,253,872)	(44,561,820)
Miscellaneous	(7,973,181)	(7,642,198)	(8,162,964)	(7,707,325)	(8,159,116)	(8,119,216)	(39,790,819)
<b>Total Operating Revenues</b>	(99,261,959)	(107,457,038)	(113,375,253)	(116,440,228)	(120,249,425)	(122,199,675)	(579,721,619)
<b>Operating Expenditures</b>							
Administration	4,733,548	5,446,667	5,528,538	5,619,707	5,704,760	5,791,567	28,091,239
Community grants	131,940	129,650	124,050	124,050	124,050	124,050	625,850
Legislative	769,731	756,212	769,134	782,292	970,692	809,488	4,087,818
Professional fees	3,306,734	3,748,002	2,777,726	2,424,728	2,386,978	2,327,440	13,664,874
Building ops	3,329,749	3,323,182	3,390,087	3,456,503	3,526,666	3,598,318	17,294,756
Veh & Equip ops	7,499,287	7,833,036	7,885,825	8,034,904	8,234,959	8,338,776	40,327,500
Operating costs	18,708,616	20,650,508	22,080,810	24,535,553	26,069,412	27,294,369	120,630,652
Program costs	1,417,666	1,392,441	1,358,104	1,370,553	1,383,212	1,396,079	6,900,389
Wages & benefits	34,034,732	36,262,451	37,364,584	38,295,699	39,181,607	40,015,246	191,119,587
Transfer to other gov/org	7,374,277	8,791,019	8,959,389	9,135,068	9,366,345	9,543,422	45,795,243
Contributions to reserve funds	10,433,016	13,142,552	10,425,063	9,241,136	9,146,507	9,017,242	50,972,500
Debt interest	4,627,007	4,448,696	4,043,210	3,871,101	3,811,706	3,618,173	19,792,886
<b>Total Operating Expenditures</b>	96,366,303	105,924,416	104,706,520	106,891,294	109,906,894	111,874,170	539,303,294
<b>Operating (surplus)/deficit</b>	(2,895,656)	(1,532,622)	(8,668,733)	(9,548,934)	(10,342,531)	(10,325,505)	(40,418,325)
<b>Capital Asset Expenditures</b>							
Capital expenditures	72,943,091	74,294,717	45,789,115	26,695,587	15,801,014	7,437,514	170,017,947
Transfer from reserves	(41,022,039)	(31,003,696)	(24,939,973)	(7,016,552)	(7,813,680)	(3,052,561)	(73,826,462)
Grants and other	(12,856,726)	(14,838,258)	(5,764,400)	(10,000)	(1,891,954)	(273,239)	(22,777,851)
New borrowing	(15,119,726)	(24,452,140)	(12,757,663)	(17,048,293)	(4,100,000)	(2,000,000)	(60,358,096)
<b>Net Capital Assets funded from Operations</b>	3,944,600	4,000,623	2,327,079	2,620,742	1,995,380	2,111,714	13,055,538
<b>Capital Financing Charges</b>							
Existing debt (principal)	4,958,635	5,185,507	5,205,794	4,924,470	4,783,136	4,739,940	24,838,847
New debt (principal & interest)	151,198	244,522	2,015,666	3,107,451	4,374,606	4,672,582	14,414,827
<b>Total Capital Financing Charges</b>	5,109,833	5,430,029	7,221,460	8,031,921	9,157,742	9,412,522	39,253,674
<b>Net (surplus)/deficit for the year</b>	6,158,777	7,898,030	879,806	1,103,729	810,591	1,198,731	11,890,887
Less: Transfer to appropriated surplus		127,847					127,847
Add: Transfer from appropriated surplus	(2,635,433)	(3,578,587)	(554,981)	(159,938)	(18,865)	(18,865)	(4,331,236)
Add: Prior year (surplus) / deficit	(12,146,812)	(12,977,255)	(8,529,965)	(8,205,140)	(7,261,349)	(6,469,623)	(43,443,332)
<b>(Surplus) applied to future years</b>	(8,623,468)	(8,529,965)	(8,205,140)	(7,261,349)	(6,469,623)	(5,289,757)	(35,755,834)

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**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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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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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	Unsightly 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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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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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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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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Corporate officer

**SCHEDULE 5**

**BYLAW NOTICE BYLAW NO. 1786**

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

Section	Description	Penalty	Early Payment Penalty	Late Payment Penalty
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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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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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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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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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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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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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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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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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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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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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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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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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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Corporate officer

Section	Description	Penalty	Early Payment Penalty	Late Payment Penalty
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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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**

<b>Section</b>	<b>Description</b>	<b>1<sup>st</sup> Offence Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>	<b>2<sup>nd</sup> Offence Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>	<b>3<sup>rd</sup> Offence Penalty</b>	<b>Early Payment Penalty</b>	<b>Late Payment Penalty</b>
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:** 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.

Project Stage	Timeline (2019)	Focus
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  
[jpisani@rdn.bc.ca](mailto:jpisani@rdn.bc.ca)  
January 17, 2019

Reviewed by:

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

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**TO:** Regional Parks and Trails Select Committee    **MEETING:** February 5, 2019

**FROM:** Renée Lussier  
Parks Planner

**SUBJECT:** Little Qualicum River Regional Park Bridge Replacement Detailed Design and Class B Costing

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## **RECOMMENDATIONS**

1. That the Little Qualicum River Regional Park Bridge Replacement proceed to Tender in February 2020 for construction in 2020.
2. That the 2020-2024 Financial Plan include \$839,910 in the 2020 year for completion of the LQRRP Bridge Replacement.

## **SUMMARY**

The Regional District acquired the Little Qualicum River property in 1999 as parkland dedication from the Qualicum River Estates subdivision process. The acquisition also included a haul bridge across the river. Ozero Sand & Gravel, through affiliation with Wicklow West Holdings, controlled and maintained the bridge and the gravel road from Corcan Road to Melrose Place, by way of Easement over the bridge. After the haul bridge was damaged, it was returned to the Regional District, and the Easement was eliminated.

The bridge at Little Qualicum River Regional Park (LQRRP) was removed due to safety concerns in 2017. A need for a restored crossing to address recreational access, environmental concerns, and emergency access prompted the Board in July 2017 to include the design and construction of a new bridge in the Five-Year Regional Parks Capital Plan. The proposed Detailed Design and Class B Costing for a new crossing was completed by Herold Engineering in the winter of 2018. The cost to construct a dual steel girder and cast-in-place concrete deck bridge is \$839,910 (projected for a 2020 construction start). The 2019-2023 preliminary Five-Year Financial Plan has \$750,000 identified in 2020 for bridge construction in the Regional Parks Capital Budget. This amount will need to be increased to \$839,910 for the 2020 year when the 2020-2024 Financial Plan is produced.

## **BACKGROUND**

The LQRRP is a 44 hectare (108.5 acre) riparian corridor property located in Electoral Area F. It protects 2.7 km of valuable riparian margin along the middle reaches of the river.

The Regional District acquired the Little Qualicum River property in 1999 as parkland dedication from the Qualicum River Estates subdivision process. The Park is bordered by private residential lands, private development lands (Wicklow West Holdings), the Little Qualicum Falls Provincial Park to the south, and Island Timberlands property to the northeast. Meadowood

Community Park also adjoins the LQRRP along Galvin Place (Attachment 1). The acquisition also included a haul bridge across the river.

On the east side of the river, the gravel road passes through Island Timberlands land and Crown land before abutting Melrose Place. On the west side, the road is steep and winding eventually ending at Corcan Road.

The old bridge was used, controlled, and maintained for gravel extraction operations, by way of Easement over the bridge. Ozero Sand & Gravel, through affiliation with Wicklow West Holdings, controlled and maintained the bridge and the gravel road from Corcan Road to Melrose Place. The old bridge had become damaged, was returned to the Regional District, and the Easement was eliminated. There are two gates located at the end of Corcan Road and near the old gravel pit on the east side of the river that remain closed and locked. The gates do not prevent ATV traffic from entering the park along the gravel road.

The LQRRP bridge was reviewed by a structural consultant in December 2014 and options to repair it, upgrade it, or replace it were explored and costed. Based on the consultant report, the Board approved upgrading the bridge for pedestrian, cyclist, service vehicle and emergency use (but not seismic upgrades). A Tender was issued to upgrade the bridge; however, as the bridge had sustained more damage than anticipated, the bids received were in excess of what the full replacement cost would be. The Tender was cancelled and in July 2017 the Board issued a resolution to remove the bridge due to safety concerns. With the need to have a restored crossing, the Board issued the following resolution in July 2017 (17-386):

*It was moved and seconded that the design and construction of a new bridge for the Little Qualicum River Regional Park be considered for inclusion in the 5-year Regional Parks Capital Plan.*

A restored crossing would address recreational access, environmental concerns, and emergency access around the Little Qualicum River.

### **Recreational Access**

Without a crossing over the river, pedestrians, cyclists, and equestrians are not able to access both sides of LQRRP, therefore, limiting the recreational value of this park. There are popular swimming spots downstream of the proposed bridge location. If these swimming spots increase in popularity and development of a day use area becomes a high priority in the community, it would be beneficial to have the bridge in place for pedestrian access and service vehicle use.

There is a high use of ATVs in this area. While ATVs are not permitted in RDN Parks and Trails, the LQRRP management plan speaks to future Board consideration for a unique allowance for ATV use of this bridge for access to Crown Lands to the south where licenced ATV use is permitted. One issue with this is the indirect granting of ATV access onto the adjacent private lands. Further discussions with the adjacent land owners will need to be undertaken prior to ATV access being granted. In addition, the RDN's Park Use Regulation Bylaw is currently being reviewed in 2019 as part of a larger update that will include consideration of licenced ATV use on LQRRP's primary service road to access adjacent Crown Lands.



## **Environmental Concerns**

The Little Qualicum River includes salmon spawning channels, sensitive riparian habitat, and steep slopes. Without a bridge in place, ATVs are crossing through the river disturbing the spawning channels and eroding the river's banks. By providing a safe crossing with a new bridge, the environmental impact on the river will be reduced and the adjacent sensitive habitats will be better protected.

## **Emergency Access**

The Corcan/Meadowood neighbourhood was identified in the 2018 Operational plan as a priority area requiring evacuation route planning. Efficient and safe evacuation routes are needed for the movement of people, livestock, animals and personal property from an area of imminent or actual threat to an area of safety. RDN Emergency Services has consulted with the first responder agencies in the area (BC Wildfire, BC Ambulance, Arrowsmith SAR, and Dashwood Fire Department) and has confirmed that the proposed bridge will meet the vehicle specification requirements for response to the area.

The construction of a bridge over the Little Qualicum River could provide an alternative access route for emergency response. However, the road is in poor condition and would require significant upgrades and yearly maintenance prior to it becoming a viable evacuation route.

## **Bridge Design & General Construction Timeline**

An RFP was issued by RDN Parks on June 11, 2018 and closed July 13, 2018. The intent of the process was to engage a consulting team that would lead the entire project from start to finish, proceeding only with Phase 1 of the work in 2018. Phases of the project include:

- Phase 1 – Preliminary and Detailed Design. *Includes Class B Costing.*
- Phase 2 – Tender Documents and Tender Administration.
- Phase 3 - Construction Services. *Includes Contract Administration and project close-out documentation.*

In the fall of 2018, Herold Engineering was awarded the project and began work on Phase 1.

Attachment 2 is the Detailed Design drawing package for the LQRRP Bridge. It is a 36.2 m, dual steel girder and cast-in-place concrete deck bridge design. It meets the current CSA Bridge Code and BC Ministry of Transportation and Infrastructure standards for low volume roads. It is a clear-span structure. The bridge is intended to primarily accommodate maintenance/service vehicles and emergency vehicles up to 30,000 kg but will also need to accommodate standard vehicles, pedestrians, cyclists, equestrians, and ATVs.

The general construction timeline for a bridge of this size is six to eight months. A common schedule would be April-June for document submittals and reviews as well as material sourcing and fabrication of the components. On site work is normally done from July to October, with in-stream work generally limited to mid-July to mid-September. Tenders are typically issued between November and February to meet this construction timeline.

## ALTERNATIVES

1. That the Little Qualicum River Regional Park Bridge Replacement proceed to Tender in February 2020 for construction in 2020.
2. That the 2020-2024 Financial Plan include \$839,910 in the 2020 year for completion of the LQRRP Bridge Replacement.
3. That alternative direction be provided.

## FINANCIAL IMPLICATIONS

The amount of the Class B Costing is \$839,910 for construction. Attachment 3 provides further cost detail. This cost includes provisions for Engineering and Project Management services, General Contractor fees, licensing and permitting costs, as well as a construction contingency of 20%. An additional cost for road repair to accommodate construction vehicles has been included in the bridge construction budget. The Class B Costing assumes a construction start in 2020. Should the construction start in a subsequent year, 8% per year should be added to the cost projection.

The 2019-2023 preliminary Five-Year Financial Plan has \$750,000 identified in 2020 for bridge construction in the Regional Parks Capital Budget. This amount will need to be increased to \$839,910 for 2020 year when the 2020-2024 Financial Plan is produced.

Maintenance and life-cycle management have been considered and bridge replacement has been estimated at 50 years, with no major repairs required for 30 years (See Table 1). These costs will be included in the 2020 Regional Parks Operations Budget.

LQRRP Bridge Operations Budget – Table 1

<i>Item</i>	<i>Frequency</i>	<i>Annual Cost</i>
Periodic inspections by staff	monthly	30 hrs
Periodic inspections by an engineer	every 3 yrs	\$600.00
Maintenance budget @ 1% construction cost • Bank erosion repair • Guardrail maintenance • Signage updates, replacement • Pothole maintenance	annually	\$5,287.40
Bridge replacement budget, 50 years	annually	\$10,574.80
TOTAL		\$16,462.20 plus 30 hrs staff time

Consultant fees were budgeted at \$125,000 for the bridge design. Of that total, \$73,296 was used to complete Phase 1 leaving \$51,704 to complete tender documents and to administer the tender.

## STRATEGIC PLAN IMPLICATIONS

The proposed bridge for LQRRP addresses the recreational, environmental, and emergency services needs of the Regional District in the following ways:

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

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

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

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



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Renée Lussier  
rlussier@rdn.bc.ca  
January 15, 2019

Reviewed by:

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

Attachments

1. LQRRP Context Map
2. LQRRP Bridge Replacement Detailed Design drawings
3. Class B Costing

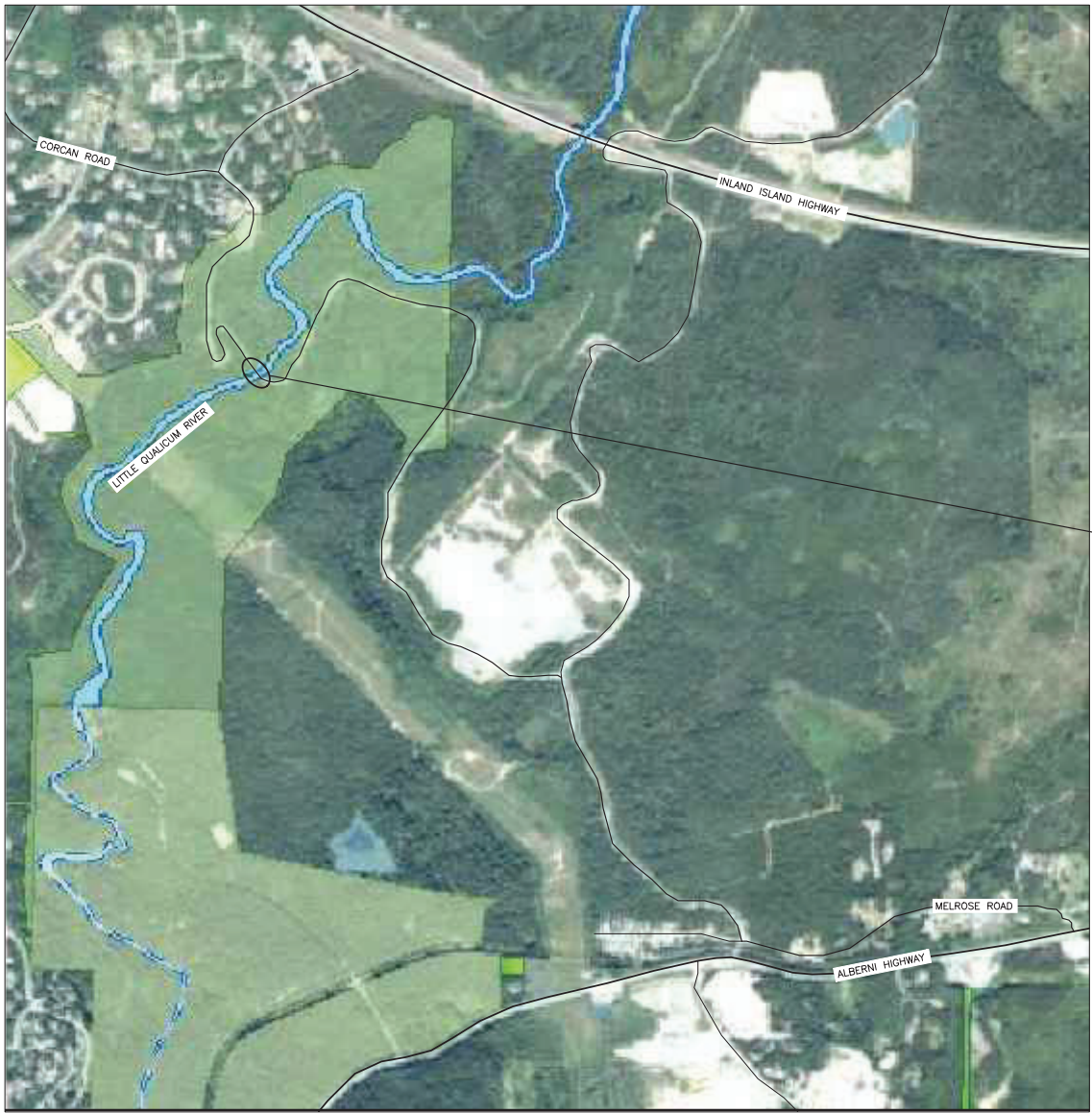


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# LITTLE QUALICUM RIVER PEDESTRIAN BRIDGE



DRAWING LIST

<u>DRAWING NUMBER</u>	<u>DESCRIPTION</u>
0837-053 S00	COVER SHEET, KEY PLAN AND DRAWING LIST
0837-053 S01	GENERAL NOTES – SHEET 1
0837-053 S02	GENERAL NOTES – SHEET 2
0837-053 S03	EXISTING SITE PLAN
0837-053 S04	GENERAL ARRANGEMENT
0837-053 S05	ENVIRONMENTAL MITIGATION PLAN
0837-053 S06	CAST IN PLACE ABUTMENTS
0837-053 S07	STEEL GIRDERS – SHEET 1
0837-053 S08	STEEL GIRDERS – SHEET 1
0837-053 S09	CONCRETE BRIDGE DECK AND REMOVABLE BOLLARD
0837-053 S10	GUARDRAILS

GENERAL

1. DESIGN HAS BEEN COMPLETED IN ACCORDANCE WITH THE 2014 EDITION OF THE CANADIAN HIGHWAY BRIDGE DESIGN CODE CSA S6, EXCEPT AS NOTED BELOW:
- ☐ TEMPORARY OR SHORT TERM INSTALLATION LESS THAN 20 YEARS

☐ PERMANENT BUT WITH A TARGET SERVICE LIFE OF 30-50 YEARS

☒ PEDESTRIAN BRIDGE WITH INFREQUENT VEHICLE ACCESS FOR MAINTENANCE/EMERGENCY

☐ PEDESTRIAN BRIDGE WITH NO VEHICLE ACCESS

☐ LOW VOLUME, LOW VELOCITY ROAD (MODIFIED OR NO VEHICLE GUARDS)

☐ SERVICE OR INDUSTRIAL ROAD, NOT GENERALLY ACCESSED BY THE PUBLIC

2. CONSTRUCTION SHALL BE IN ACCORDANCE WITH CSA S6, INCLUDING ADDENDA, REFERENCED CODES AND ALL FEDERAL, PROVINCIAL AND MUNICIPAL REGULATIONS AND BY-LAWS.

3. CONSTRUCTION SHALL MEET SECTIONS OF THE BC MINISTRY OF TRANSPORTATION STANDARD SPECIFICATIONS INDICATED HERE:

- ☒ SECTION 165 PROTECTION OF THE ENVIRONMENT

☒ SECTION 202 GRANULAR SURFACING, BASE AND SUBBASES

☒ SECTION 205 RIP RAP

☒ SECTION 211 PORTLAND CEMENT CONCRETE

☒ SECTION 216 COATING OF STEELWORK

☒ SECTION 412 CONCRETE REINFORCEMENT

☒ SECTION 413 BRIDGE DECKS & CONCRETE OVERLAYS

☒ SECTION 415 PRECAST & PRE-STRESSED CONCRETE
- ☒ SECTION 308 COATING SYSTEMS

☒ SECTION 418 DECK SEALANTS

☐ SECTION 419 DECK WATERPROOFING

☒ SECTION 421 STRUCTURAL STEELWORK

☒ SECTION 422 MISC STEELWORK

REFERENCE IN THE STANDARD SPECIFICATIONS TO "THE MINISTRY" AND "THE MINISTRY REPRESENTATIVE" SHALL BE TAKEN TO MEAN "THE OWNER" AND "THE OWNER'S REPRESENTATIVE", RESPECTIVELY.

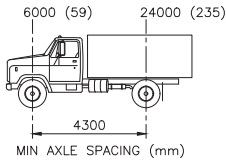
5. REFERENCED CODES AND STANDARDS ON THESE NOTES AND DRAWINGS SHALL BE AS REFERENCED IN CURRENT EDITION OF CSA S6 AND THE STANDARD SPECIFICATIONS

6. DESIGN LOADS:

PROJECT LOCATION: PARKSVILLE/QUALICUM BEACH									
SNOW LOADS		PEDESTRIAN LOAD		SEISMIC					
Ss	2.4 kPa	LL	4.0 kPa	BRIDGE CLASS			OTHER		
Sr	0.4 kPa			SITE CLASS			SEE GEOTECH		
WIND LOADS		WEARING SURFACE		R VALUE			N/A (SINGLE SPAN)		
q10	0.41kPa	MATERIAL	ASPHALT	EQ			0.8 x DL (AT ABUT'S)		
q50	0.53kPa	THK	N/A	Sa (0.2)	Sa (0.5)	Sa (1.0)	Sa (2.0)	PGA	
		DL	N/A	0.86	0.61	0.32	0.17	0.42	

\* DESIGN VEHICLE:

30000 kg GVW ON 2 AXLES:  
MAX AXLE LOADING, kg (kN)



\* NOTE: LOAD RATING IS FOR FULLY COMPOSITE DECK. FATIGUE DESIGN HAS NOT BEEN INCORPORATED INTO THIS STRUCTURE. INFREQUENT CYCLES OF FULL LIVE LOAD ARE EXPECTED.

7. THESE DRAWINGS INCLUDING DIMENSIONS SHALL BE READ IN CONJUNCTION WITH ALL OTHER PROJECT DRAWINGS AND SPECIFICATIONS. CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE STRUCTURAL ENGINEER FOR CLARIFICATION PRIOR TO COMMENCING CONSTRUCTION. CONTRACTOR SHALL BE FAMILIAR WITH ALL PROJECT DRAWINGS INCLUDING THOSE OF OTHER DISCIPLINES AND SHALL MAKE ALLOWANCES FOR ALL ITEMS SHOWN ON OTHER DRAWINGS THAT AFFECT THIS CONTRACTOR'S WORK.
8. THESE DRAWINGS SHOW THE COMPLETED STRUCTURE ONLY. PROVIDE TEMPORARY BRACING AND SHORING FOR THE CONSTRUCTION LOADING CONDITIONS AND STABILITY OF THE STRUCTURE DURING CONSTRUCTION. CONSTRUCTION LOADS SHALL NOT EXCEED DESIGN LOADS.
9. THE CONTRACTOR SHALL RETAIN A PROFESSIONAL ENGINEER REGISTERED IN THE PROVINCE OF BRITISH COLUMBIA TO DESIGN AND TAKE RESPONSIBILITY FOR ANY TEMPORARY SHORING, BRACING OR OTHER DESIGNS REQUIRED TO COMPLETE CONSTRUCTION.
10. THE CONTRACTOR SHALL SUBMIT WRITTEN PROCEDURES FOR CONCRETE WORK PERFORMED DURING COLD (BELOW +5°C) AND HOT (ABOVE +25°C) WEATHER. THE PROCEDURES SHALL BE SEALED AND SIGNED BY A PROFESSIONAL ENGINEER REGISTERED IN THE PROVINCE OF BRITISH COLUMBIA.
11. UNDER NO CIRCUMSTANCES SHALL DRAWINGS BE SCALED. COMPONENTS MAY BE SHOWN SCHEMATICALLY.
12. CONTRACTOR AND ALL SUB-TRADES SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING FABRICATION.
13. ENVIRONMENTAL WORK PROCEDURES, TIMING, AND SPECIAL PRECAUTIONS SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS AND LIMITATIONS OF THE FEDERAL DEPARTMENT OF FISHERIES AND OCEANS, AND THE PROVINCIAL MINISTRY OF ENVIRONMENT.

SUBMITTALS

1. WHERE SHOP DRAWINGS ARE REQUESTED IN THE GENERAL NOTES THE CONTRACTOR SHALL PROVIDE THEM IN EITHER HARD COPY OR DIGITAL FORMAT TO THE FOLLOWING REQUIREMENTS FOR THE ENGINEER'S REVIEW PRIOR TO FABRICATION. THE SHOP DRAWINGS SHALL INDICATE DETAILS, DIMENSIONS, MATERIALS AND DESIGN LOADS.

2. IF HARD COPY FORMAT IS USED TWO PAPER COPIES SHALL BE SUBMITTED. UNLESS NOTED OTHERWISE THEY SHALL BE SIGNED AND SEALED BY A SPECIALTY ENGINEER REGISTERED IN THE PROVINCE OF BRITISH COLUMBIA.

3. DRAWINGS NOT SEALED BY THE SPECIALTY ENGINEER SHALL BE ACCOMPANIED BY A LETTER WITH A DRAWING LIST IDENTIFYING ALL DRAWING NUMBERS, TITLES, MOST RECENT REVISION NUMBERS AND DATES. THE LETTER AND DRAWING LIST ARE TO BE SIGNED AND SEALED BY THE SPECIALTY ENGINEER.

4. IF A DIGITAL SUBMISSION IS MADE THE FILES SHALL BE IN PDF FORMAT ON A DISC OR TRANSMITTED VIA E-MAIL. THE SUBMISSION SHALL CONTAIN A LETTER WITH A DRAWING LIST AS DESCRIBED ABOVE SIGNED AND SEALED BY THE SPECIALTY ENGINEER. THE FINAL SUBMISSION SHALL BE MADE AS A HARD COPY BEARING THE ORIGINAL SEAL AND SIGNATURE OF THE SPECIALTY ENGINEER REGISTERED IN THE PROVINCE OF BRITISH COLUMBIA.

5. THE FOLLOWING SUBMISSIONS ARE REQUIRED FOR THIS PROJECT:

- CONCRETE MIX DESIGNS
- REINFORCING BAR MILL CERTIFICATES (IF REQUESTED)
- WELDABLE REINFORCING BAR MILL CERTIFICATES (IF REQUESTED)
- EPOXY REINFORCING BAR PERFORMANCE TEST CERTIFICATES IF REQUESTED
- STRUCTURAL STEEL MILL CERTIFICATES IF REQUESTED
- REINFORCEMENT SHOP DRAWINGS
- PRE-CAST CONCRETE PANEL SHOP AND ERECTION DRAWINGS\*
- STRUCTURAL STEEL SHOP DRAWINGS
- MISCELLANEOUS METAL FABRICATIONS
- NON-DESTRUCTIVE TEST (NDT) WELD TEST REPORTS
- OTHER SUBMISSIONS LISTED IN THE STANDARD SPECIFICATIONS

\* INDICATES THE REQUIREMENT THAT SUBMISSION BE SEALED BY A SPECIALTY ENGINEER REGISTERED IN THE PROVINCE OF BRITISH COLUMBIA.

6. SHOP DRAWINGS WILL BE REVIEWED ONLY FOR GENERAL CONFORMITY WITH THE PROJECT DRAWINGS AND SPECIFICATIONS. QUANTITIES AND DETAILED DIMENSIONS ARE THE CONTRACTORS RESPONSIBILITY. THE REVIEW SHALL NOT RELIEVE THE CONTRACTOR FROM COMPLYING WITH ALL THE REQUIREMENTS OF THE CONTRACT DOCUMENTS INCLUDING COORDINATION WITH OTHER TRADES AND DISCIPLINES. THE CONTRACTOR IS RESPONSIBLE FOR ERRORS AND OMISSIONS ON THE SHOP DRAWINGS.

7. THE QUALITY CONTROL FOR MATERIALS, FABRICATION AND INSTALLATION IS THE RESPONSIBILITY OF THE CONTRACTOR AND SPECIALTY ENGINEERS.

MISCELLANEOUS METAL FABRICATIONS

1. MISCELLANEOUS METAL FABRICATIONS INCLUDES SUCH ITEMS AS METAL STAIRS AND LADDERS, PEDESTRIAN/BIKE GUARDS, VEHICLE GUARDS, PIPE AND UTILITY HANGERS ETC.
2. THE METAL FABRICATOR SHALL SUBMIT SHOP DRAWINGS AS SPECIFIED UNDER SUBMITTALS TO THE PROJECT ENGINEER FOR REVIEW PRIOR TO FABRICATION. SHOP DRAWINGS SHALL INDICATE ALL DETAILS, MATERIAL SPECIFICATIONS, FINISHES AND DESIGN LOADS.
3. A COPY OF THE FABRICATOR'S CANADIAN WELDING BUREAU CERTIFICATES SHALL BE INCLUDED WITH THE SHOP DRAWING SUBMISSION.
4. ALL WELDING SHALL BE IN ACCORDANCE WITH CSA W59. FABRICATING SHOP TO HAVE A MINIMUM DIVISION 2.1 CERTIFICATION BY THE CANADIAN WELDING BUREAU TO THE REQUIREMENTS OF CSA W47.1. THE FABRICATOR SHALL SUBMIT PROOF OF CERTIFICATION PRIOR TO START OF WORK.
5. PROVIDE MATERIALS TO THE FOLLOWING STANDARDS:
- STEEL SECTIONS TO CAN/CSA-G40.21 GRADE 300W
  - STEEL PLATE TO CAN/CSA-G40.21 GRADE 300W
  - STEEL PIPE TO ASTM-A53/A53M, STANDARD WEIGHT, SCHEDULE 40, SEAMLESS, BLACK.
  - METAL BAR GRATING TO ANSI/NAAMM MBG 531
  - WELDING MATERIALS TO CSA W59
  - FILLER METALS AND ALLIED MATERIALS FOR METAL ARC WELDING TO CSA W48
  - ERECTION BOLTS TO ASTM A325
  - ANCHOR BOLT/BRACKET ANCHORS TO ASTM F1554, GRADE 36 (36 ksi YIELD STRENGTH) OR ASTM A193 GRADE "B7"
  - EPOXY GROUT BED UNDER GUARDRAIL BRACKETS SHALL BE NON-SHRINK, NON-METALLIC, FLOWABLE, 15MPa AFTER 24 HOURS.
6. PROVIDE 9.5 DIA DRAIN HOLE AT THE LOW POINT OF ALL HSS SECTIONS.
7. FABRICATE WORK SQUARE, PLUMB, STRAIGHT AND ACCURATE TO THE REQUIRED SIZES WITH JOINTS CLOSELY FITTED AND PROPERLY SECURED. WHERE POSSIBLE, SHOP FIT AND ASSEMBLE READY FOR ERECTION. EXPOSED WELDS ARE TO BE CONTINUOUS FOR THE FULL LENGTH OF THE JOINT. GRIND SMOOTH AND FLUSH. UNLESS NOTED OTHERWISE USE SELF-TAPPING, SHAKE-PROOF, FLAT HEADED SCREWS ON ITEMS REQUIRING ASSEMBLY WITH SCREWS.
8. ISOLATE ALUMINUM FROM DISSIMILAR METALS EXCEPT ZINC OR WHITE BRONZE WITH BITUMINOUS PAINT OR OTHER APPLICABLE METHODS. ALL FASTENERS TO BE COMPATIBLE WITH THE MATERIALS THROUGH WHICH THEY PASS.
9. DELIVER, STORE, HANDLE AND PROTECT MATERIALS FROM DAMAGE. INSTALL PLUMB AND TRUE IN EXACT LOCATIONS, SECURELY FASTENED TO THE BUILDING STRUCTURE AS DETAILED.

FIELD REVIEWS

1. THE CONTRACTOR SHALL PROVIDE THE ENGINEER WITH A MINIMUM OF 24 HOURS (1 WORKING DAY) ADVANCE NOTICE FOR FIELD REVIEWS.
2. THE FOLLOWING FIELD REVIEWS ARE CONSIDERED TO BE THE MINIMUM NUMBER OF STRUCTURAL FIELD REVIEWS BY THE ENGINEER OF RECORD FOR THE PROJECT:

CONCRETE DECK/ABUTMENT : REINFORCING STEEL SHALL BE REVIEWED PRIOR TO PLACING CONCRETE. REINFORCING IN CONCRETE DECK/ABUTMENT SHALL BE REVIEWED PRIOR TO "BUTTONING UP" FORMS.

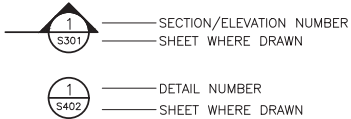
STRUCTURAL STEEL: SHALL BE REVIEWED IN SHOP AFTER THE MEMBERS HAVE BEEN FABRICATED AND ARE IN THEIR FINAL POSITION WITH ALL CONNECTIONS COMPLETE AND ALL BOLTS INSTALLED AND TIGHTENED.

METAL DECK: METAL DECK SHALL BE REVIEWED AFTER ALL SHEETS AND PERIMETER ANGLES ARE INSTALLED, FASTENING IS COMPLETE AND PRIOR TO COVERING.

IF THE ENGINEER OF RECORD IS NOT PROVIDED WITH THE OPPORTUNITY TO PERFORM THE REQUIRED FIELD REVIEWS, FINAL LETTERS OF ASSURANCE FOR THE PROJECT WILL NOT BE ISSUED

2. THE OWNER'S QUALITY ASSURANCE REPRESENTATIVE WILL PERFORM THE REMAINING FIELD REVIEWS FOR THE PROJECT AS DETAILED IN THE STANDARD SPECIFICATIONS, THESE NOTES AND THE GOVERNING CODES AND STANDARDS.

SYMBOLS AND ABBREVIATIONS



- CL.

℄

CP.

C/W

DWG.

EL.

REV.

I.D.

LLH

LLV

MAX.

MIN.

M.o.T.

N.T.S.

OPP.

PL

PROJ.

R

SIM.

S.S.

T.O.

TYP.

U/S

U.N.O.

WP
- CLEAR

— CENTRELINE

— COMPLETE PENETRATION

— COMPLETE WITH

— DRAWING

— ELEVATION

— REVISION

— INSIDE DIAMETER

— LONG LEG HORIZONTAL

— LONG LEG VERTICAL

— MAXIMUM

— MINIMUM

— MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

— NOT TO SCALE

— OPPOSITE

— PLATE

— PROJECTION

— RADIUS

— SIMILAR

— STAINLESS STEEL

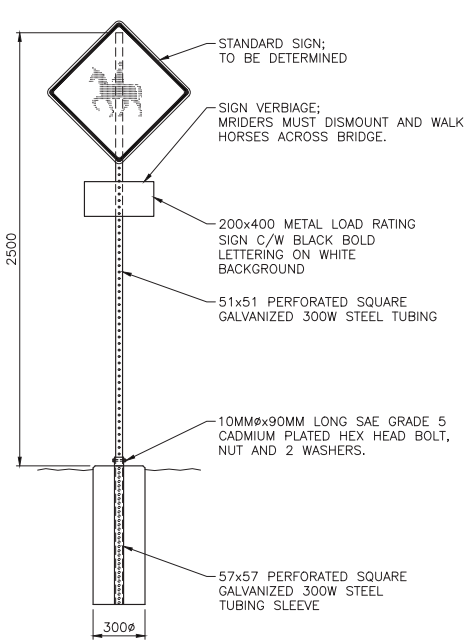
— TOP OF

— TYPICAL

— UNDERSIDE

— UNLESS NOTED OTHERWISE

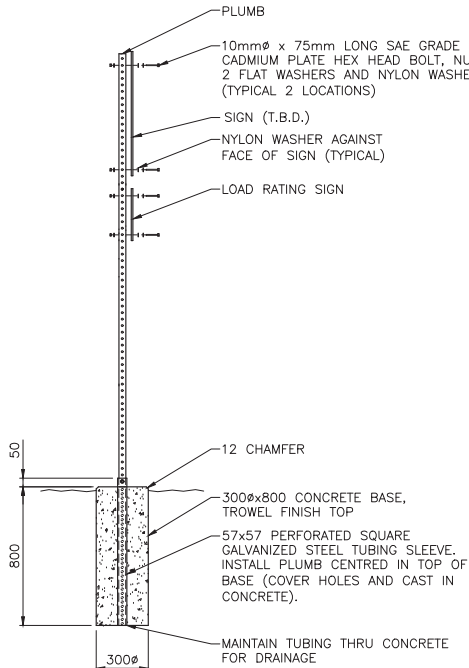
— WORK POINT



FRONT VIEW

SIGN POST DETAIL

N.T.S.  
NOTE: PROVIDE 1-SIGN POST AT EACH END OF BRIDGE.



SIDE VIEW

SIGN POST DETAIL

N.T.S.

ISSUED FOR REVIEW

NOT FOR  
CONSTRUCTION

ISSUES						SUB CONSULTANT	<div><div></div><div>HEROLD ENGINEERING</div></div> <div>3701 Sherton Rd, Nanaimo, BC V9T 2H1 Tel: 250-751-8558 Fax: 250-751-8559 Email: mail@heroldengineering.com</div>	ENGINEERS SEAL	GENERAL NOTES SHEET 1	LITTLE QUALICUM RIVER PEDESTRIAN BRIDGE 6300 HAMMOND BAY ROAD NANAIMO BC V9T 6N2 REGIONAL DISTRICT OF NANAIMO	HEL PROJECT No.	CLIENT DWG. No.
No.	DATE	ISSUED FOR	No.	DATE	ISSUED FOR						0837-053	N/A
A	2018.11.09	CLIENT REVIEW										
B	2019.01.11	CLIENT REVIEW										
© Copyright reserved. This drawing remains the exclusive property of Herold Engineering Limited and may not be reused or reproduced without written consent of Herold Engineering Limited.											SCALE	PERMIT No.
											AS SHOWN	N/A
											HEL DRAWING No.	REVISION
											S01	B



PROJECT: 03-052 LRS Line Qualifier: New Major Requirement: LRS Drawing: LRS-037-052 01-052-Eng Rev: 00 Date: 11-19-2025 PM User: Peter Ungar File: L:\Projects\03-052 LRS Line Qualifier: New Major Requirement: LRS Drawing: LRS-037-052 01-052-Eng Rev: 00 Date: 11-19-2025 PM User: Peter Ungar

PILE FOUNDATIONS: STEEL PIPE

- REFER TO THE GEOTECHNICAL REPORT PREPARED BY EBA TETRATECH. FILE # VGE003532-01
- STEEL PILES SHALL CONFORM TO ASTM A252, GRADE 2 OR BETTER. SPLICES AND SEAMS SHALL BE FABRICATED WITH FULL PENETRATION BUTT WELDS IN ACCORDANCE WITH CSA W59. MILL CERTIFICATES FOR THE PILE MATERIAL SHALL BE SUBMITTED TO THE ENGINEER. PREVIOUSLY USED PIPE WILL NOT BE ACCEPTED.
- REINFORCING STEEL SHALL MEET THE REQUIREMENTS OF CSA A23.1 AND CAN/CSA-G30.18 FOR GRADE 400 REINFORCING.
- CAST-IN-PLACE CONCRETE AND CONSTITUENT MATERIALS FOR PILE FILL SHALL MEET THE REQUIREMENTS OF CSA A23.1. THE COMPRESSIVE STRENGTH OF CONCRETE f'c SHALL BE DETERMINED BY TESTING AS SPECIFIED IN CSA A23.1 AND CSA A23.2. CONCRETE COMPRESSIVE STRENGTH IS SPECIFIED ON THE STRUCTURAL DRAWINGS.
- PILES SHALL BE INSTALLED IN THE LOCATIONS SHOWN ON THE STRUCTURAL DRAWINGS. THE CONTRACTOR IS RESPONSIBLE FOR LAYOUT OF THE PILES. WHERE CONCRETE OR OTHER OBSTRUCTIONS ARE ENCOUNTERED THEY SHALL BE REMOVED.
- PILE DRIVING EQUIPMENT SHALL BE SUFFICIENT TO DELIVER FORCE TO DRIVE THE PILE TO END BEARING. PRACTICAL REFUSAL ON THE DENSE NATIVE SANDS AND GRAVEL OR TILL AS PER THE GEOTECHNICAL REPORT HEREIN ATTACHED. THE GEOTECHNICAL ENGINEER WILL ESTABLISH THE FINAL TIP ELEVATIONS BASED ON THE DESIGN LOADS, RESISTANCE TO PILE DRIVING, PILE TYPE AND METHOD OF DRIVING.
- THE CONTRACTOR IS TO SUBMIT WITH THE BID THE METHOD OF INSTALLATION COMPLETE WITH THE METHOD OF CERTIFYING ACCEPTANCE THAT THE PILE MEETS THE ULS LOAD CRITERIA OF 675kN PER PILE. THE ACCEPTANCE CRITERIA ARE DISCUSSED IN THE GEOTECHNICAL REPORT.
- DROP HAMMER AND DIESEL HAMMER ARE CONSIDERED ACCEPTABLE METHODS. VIBRATORY METHODS ARE NOT ACCEPTABLE FOR THIS PROJECT EXCEPT FOR USE IN EXTRACTION, IF REQUIRED.
- ALL PILES SHALL BE DRIVEN TO DEPTHS INDICATED IN THE GEOTECHNICAL REPORT TO THE SATISFACTION OF THE GEOTECHNICAL ENGINEER.
- MAXIMUM TOLERANCES FROM THE LOCATIONS SHOWN ON THE DRAWINGS SHALL BE 75mm IN ANY DIRECTION AT THE POINT OF CUT-OFF AS INDICATED ON THE DRAWINGS. MAXIMUM DEVIATION FROM PLUMB BELOW THE GROUND LINE IS 5mm PER METRE.
- PILES SHALL BE DRIVEN OPEN ENDED, UNLESS SPECIFIED OTHERWISE, TO PRACTICAL REFUSAL. ADJACENT PILES ARE TO BE MONITORED FOR UPLIFT DUE TO THE DRIVING PROCEDURE AND ARE TO BE RE-DRIVEN TO REFUSAL UPLIFT OCCURS. ONCE THE PILE IS ACCEPTED BY THE GEOTECHNICAL ENGINEER IT IS TO BE CLEANED OUT OF ALL SOIL MATERIAL AND WATER TO THE BOTTOM. THE AREA AROUND THE PILE IS TO BE EXCAVATED TO THE LEVEL INDICATED ON THE DRAWINGS. REINFORCEMENT IS TO BE PLACED AS SHOWN ON THE DRAWINGS AND THE PILE FILLED WITH CONCRETE IN ACCORDANCE WITH CSA A23.1. DEWATERING AND CONTROL OF WATER DURING THE FILLING PROCESS IS THE RESPONSIBILITY OF THE CONTRACTOR.
- THE TOP OF THE PILES SHALL BE PROTECTED BY A SUITABLE DRIVING CAP TO PREVENT DAMAGE TO THE PILES. PILES SHALL BE DRIVEN WITHOUT EXCESSIVE DEFORMATION TO THEIR HEADS. SUFFICIENT LENGTH OF PILE ABOVE CUT-OFF SHALL BE ALLOWED SO THAT NO PART OF THE HEAD OF THE PILE DAMAGED DURING INSTALLATION REMAINS IN THE WORK. DAMAGED PILES SHALL BE REPAIRED OR REPLACED AS DIRECTED BY THE GEOTECHNICAL ENGINEER.
- ANY PILE SO DAMAGED AS TO BE UNFIT FOR THE USE FOR WHICH IT WAS INTENDED, AND ANY PILE WHICH CANNOT BE BROUGHT WITHIN TOLERANCE FOR LOCATION WILL BE REJECTED. A REJECTED PILE SHALL BE RETRACTED AND REPLACED BY A NEW PILE. WHERE A PILE CANNOT BE RETRACTED OR THE GEOTECHNICAL ENGINEER DOES NOT APPROVE THE RETRACTION, THEN A NEW PILE IS TO BE DRIVEN IN A LOCATION AS DIRECTED BY THE STRUCTURAL ENGINEER OF RECORD. ALL COSTS ASSOCIATED WITH REJECTED PILES SHALL BE PAID BY THE CONTRACTOR WITH NO ADDITIONAL COSTS TO THE OWNER.
- ALL STEEL PIPE PILES SHALL BE CUT-OFF AT THE ELEVATION INDICATED, REINFORCED AND CONCRETE FILLED AND TEMPORARILY PROTECTED BY EFFECTIVE MEANS. REINFORCING STEEL PROTRUDING FROM THE TOP OF THE PILE IS TO BE FLAGGED FOR VISIBILITY REASONS.
- PILES ARE EXPECTED TO BE SPLICED NO MORE THAN ONCE PER PILE AND THE BID PRICE IS TO INCLUDE A SINGLE SPLICE. WHEN CONDITIONS OCCUR WHERE AN EXTRA SPLICE IS REQUIRED, PILING SHALL BE SPLICED A MAXIMUM OF TWICE PER PILE. THE MINIMUM LENGTH OF PILE BETWEEN SPLICES SHALL BE 8 METRES. PILING SHALL BE ALIGNED PLUMB AND STRAIGHT END TO END. ALL WELDS SHALL BE PRE-QUALIFIED FULL PENETRATION BUTT WELDS IN ACCORDANCE WITH CSA W59 AND THE CANADIAN WELDING BUREAU. WELDS AND WELDING PROCESSES SHALL BE PROTECTED FROM ENVIRONMENTAL ELEMENTS IN ACCORDANCE WITH THE BEST TRADE PRACTICE. PREHEAT AND INTERPASS TEMPERATURES ARE TO MEET STANDARDS SPECIFIED THEREIN FOR COLD WEATHER FIELD WELDING. WELDING SHALL BE DONE BY WELDING FIRMS QUALIFIED AS CSA W47.1 DIVISION 2.1 OR BETTER. THE CONTRACTOR SHALL PRODUCE EVIDENCE THAT ALL WELDING OPERATORS ARE CURRENTLY QUALIFIED TO THE STANDARDS HEREIN REQUIRED. SUBMIT SHOP DRAWINGS SEALED BY A PROFESSIONAL ENGINEER REGISTERED IN THE PROVINCE OF BRITISH COLUMBIA SHOWING WELDED SPLICE DETAILS.

MECHANICAL AND ADHESIVE ANCHORS

- ALL ANCHORS ARE TO BE INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S WRITTEN INSTRUCTIONS.
- ALL ANCHORS ARE TO BE THE ADHESIVE TYPE. MECHANICAL ANCHORS ARE ONLY TO BE USED WHEN SPECIFICALLY CALLED-UP ON THE DRAWINGS. SUBSTITUTIONS MUST BE APPROVED BY THE PROJECT ENGINEER PRIOR TO USE.
- UNLESS NOTED OTHERWISE ADHESIVE ANCHORS SHALL BE HILTI 'HAS-E' OR 'HIT-Z' ROD. REFER TO DRAWINGS FOR ANCHOR LOCATIONS, SIZES, CENTRES AND EMBEDMENT LENGTH.

USE HILTI HIT-HY200 WHEN:  
A QUICK CURE IS REQUIRED,  
CONDITIONS ARE DRY,  
HOLES ARE HAMMER DRILLED,  
HOLES ARE NOT OVER-SIZED,  
BASE MATERIAL TEMPERATURE IS ABOVE MINUS 10° CELCIUS.

USE HILTI HIT-RE500-V3 WHEN:  
EXTENDED WORKING TIME IS REQUIRED AND CURE TIME IS NOT CRITICAL,  
HOLES ARE DRILLED USING DIAMOND CORE, PNEUMATIC OR HAMMER DRILLS,  
DEEP EMBEDMENT IS SPECIFIED,  
THE APPLICATION IS UNDERWATER, OR  
HOLES ARE OVERSIZED.
- REFER TO DRAWINGS FOR MECHANICAL ANCHOR LOCATIONS, SIZES, CENTRES AND EMBEDMENT LENGTH.
- HOLES FOR MECHANICAL ANCHORS SHALL BE CLEANED OUT WITH HIGH PRESSURE AIR OR BRUSH PRIOR TO ANCHOR INSTALLATION.
- INSTALLERS OF HILTI PRODUCTS SHALL HAVE RECEIVED TRAINING BY HILTI (CANADA) CORP. IN THE USE OF THE SPECIFIED PRODUCTS. THE GENERAL CONTRACTOR SHALL PROVIDE THE DESIGN ENGINEER WITH A LETTER STATING THAT THIS TRAINING HAS BEEN COMPLETED.

STRUCTURAL STEEL

- ALL STEEL WORK SHALL BE IN ACCORDANCE WITH CSA-S6, THE STANDARD SPECIFICATIONS AND THE REVIEWED SHOP DRAWINGS.
- THE STEEL FABRICATOR SHALL SUBMIT SHOP DRAWINGS AS SPECIFIED UNDER SUBMITTALS TO THE PROJECT ENGINEER FOR REVIEW PRIOR TO FABRICATION. SHOP DRAWINGS SHALL INDICATE ALL DETAILS, FASTENERS, MATERIAL SPECIFICATIONS, FINISHES AND DESIGN LOADS.
- A COPY OF THE FABRICATOR'S CANADIAN WELDING BUREAU CERTIFICATES SHALL BE INCLUDED WITH THE SHOP DRAWING SUBMISSION.
- ALL WELDING SHALL BE IN ACCORDANCE WITH CSA W59 AND SHALL BE PERFORMED BY FABRICATORS QUALIFIED BY THE CANADIAN WELDING BUREAU UNDER CSA W55.3. FABRICATING SHOP TO HAVE A MINIMUM DIVISION 2.1 CERTIFICATION BY THE CANADIAN WELDING BUREAU TO THE REQUIREMENTS OF CSA W47.1 AND CSA W55.3 FOR RESISTANCE WELDING OF STRUCTURAL COMPONENTS. THE FABRICATOR SHALL SUBMIT PROOF OF CERTIFICATION PRIOR TO START OF WORK.
- ALL WELDING ELECTRODES SHALL CONFORM TO CSA W48.
- CONNECTIONS NOT DETAILED ON THE STRUCTURAL DRAWINGS SHALL BE DESIGNED FOR THE LOADS INDICATED ON THE DRAWINGS. UNLESS NOTED OTHERWISE ON THE STRUCTURAL DRAWINGS CONNECTION DETAILS ARE SCHEMATIC ONLY AND FINAL CONNECTION CONFIGURATION IS THE RESPONSIBILITY OF THE FABRICATOR. USE A MINIMUM OF 2-M20 (3/4") A325 BOLTS PER CONNECTION. CONNECTIONS DESIGNED BY THE CONTRACTOR SHALL BE SEALED BY A PROFESSIONAL ENGINEER REGISTERED IN THE PROVINCE OF BRITISH COLUMBIA. CONNECTIONS SHALL BE DESIGNED TO CSA-S16-09 TO RESIST FORCES, MOMENTS AND SHEARS INDICATED ON THE PLANS. IN INSTANCES OF NON-COMPLIANCE THE FABRICATOR SHALL BE RESPONSIBLE FOR ADDITIONAL COSTS ASSOCIATED WITH ACHIEVING COMPLIANCE WITH THE STANDARD.
- CONNECTIONS DETAILED ON THESE STRUCTURAL DRAWINGS SHALL BE FABRICATED AND ERECTED AS SHOWN. ALTERNATIVES MAY BE CONSIDERED AT THE SOLE DISCRETION OF THE STRUCTURAL ENGINEER OF RECORD BUT MUST BE PRE-APPROVED BY SAME. WHERE AN ALTERNATIVE IS APPROVED IT SHALL BE AT NO ADDITIONAL COST TO THE OWNER AND SHALL NOT NEGATIVELY IMPACT THE CONSTRUCTION SCHEDULE.
- FABRICATOR SHALL INCREASE WELD SIZES TO ACCOMMODATE SLOT WIDTHS SO THAT LEG SIZE AS SPECIFIED IS FULLY ON STEEL CONNECTION ELEMENT. FINAL WELD SIZE TO BE SHOWN ON THE SHOP DRAWINGS.
- BOLTS AND ANCHOR RODS SHALL BE LONG ENOUGH THAT THE END OF THE BOLT OR ROD IS OUTSIDE THE FACE OF THE NUT.
- ALL WELDED, HEADED STUDS, AND WELDED DEFORMED BAR ANCHORS SHALL BE INSTALLED AS PER THE MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS IN ACCORDANCE WITH CSA W55.3.
- DO NOT FIELD BURN BASE PLATE HOLES OR CONNECTION BOLT HOLES UNLESS APPROVED IN WRITING BY THE ENGINEER. NO FIELD CUTTING OR ALTERATION OF STRUCTURAL MEMBERS IS TO OCCUR WITHOUT THE PRIOR WRITTEN APPROVAL OF THE ENGINEER
- IF ANCHOR BOLTS ARE MISPLACED OR BOLT HOLES MISALIGNED, INFORM THE ENGINEER.
- PROVIDE STRUCTURAL STEEL TO CSA G40.20/G40.21 OR ASTM A992 WITH THE FOLLOWING GRADES:

STEEL GIRDERS  
ITEMS WELDED DIRECTLY TO GIRDERS  
ITEMS IDENTIFIED AS FRACTURE CRITICAL  
PIPE RAILINGS  
WIDE FLANGE SECTIONS  
CHANNELS AND ANGLES  
HSS SECTIONS  
MISCELLANEOUS STEEL PLATES  
STUDS

350A  
350A  
350AT CATEGORY 2 OR BETTER  
240W (35W) TO ASTM A53, GALVANIZED  
350W (50W) OR ASTM A992/A992M-11, GALV.  
300A, OR 300W (44W) GALV  
350W (50W) CLASS 'C', GALV  
300W (44W)  
ASTM A108, GRADE 1020
- BOLT SIZING SHALL BE AS NOTED ON DRAWINGS AND DETAILS. PROVIDE BOLTS TO CSA G40.21 WITH THE FOLLOWING GRADES:

ERECTION BOLTS TO ASTM A325-10  
FINAL BOLTED CONNECTIONS; ASTM A325 UNLESS NOTED OTHERWISE  
ANCHOR RODS SHALL MEET THE REQUIREMENTS OF ASTM F1554, GRADE 105 OR A193 B7 (105 ksi YIELD STRENGTH) AND SHALL BE HOT DIPPED GALVANIZED PER ASTM A153 OR ZINC PLATED PER ASTM B695.
- ALL BOLTS USED IN CONNECTIONS SHALL BE PRE-TENSIONED AND HAVE SURFACES OF CLASS 'A' OR BETTER.
- THE CONTRACTOR SHALL PROVIDE SEAL WELDED CLOSURE PLATES AT ALL OPEN ENDS OF EXTERIOR HSS SECTIONS. PLATE THICKNESS SHALL BE A MINIMUM OF 6 mm (1/4") UNLESS NOTED OTHERWISE. PROVIDE 9.5 DIA DRAIN HOLE AT LOW END OF ALL HSS PIECES

WELDING INSPECTIONS

- ALL INSPECTIONS SHALL BE PERFORMED BY A COMPANY CERTIFIED TO CSA W178.1 AND EMPLOYING FIELD INSPECTORS CERTIFIED TO CSA W178.2. BOTH SHALL BE CERTIFIED FOR THE RELEVANT CLASS OF INSPECTION. INSPECTION PROCEDURES SHALL BE AS OUTLINED BELOW.
- ALL CP TENSION WELDS SHALL BE TESTED BY A THIRD PARTY WELDING INSPECTOR ENGAGED BY CONTRACTOR USING NON-DESTRUCTIVE MEANS (X-RAY OR ULTRASONIC). PROVIDE TEST REPORTS UPON REQUEST.
- ALL WELDS ARE TO BE VISUALLY INSPECTED BY CONTRACTOR OR BY CERTIFIED THIRD PARTY ENGAGED BY CONTRACTOR. PROVIDE WRITTEN REPORTS UPON REQUEST.
- AT IT'S DISRETION, OWNER MAY ENGAGE A THIRD PARTY WELD INSPECTOR (OWNER'S REPRESENTATIVE) TO PERFORM PERIODIC VISUAL REVIEW OF WELDS OR INDEPENDANT NON-DESTRUCTIVE TESTING, PER THE STANDARD SPECIFICATIONS. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING INSPECTIONS AND PROVIDING SUITABLE AND SAFE ACCESS TO THE WORK BEING INSPECTED.
- ALL FAILURES IDENTIFIED BY THE TESTING AND INSPECTIONS SHALL BE CORRECTED AT THE CONTRACTOR'S EXPENSE. COST OF ADDITIONAL TESTING TO CONFIRM CONFORMANCE WITH SPECIFICATIONS SHALL BE BORNE BY THE CONTRACTOR.
- SUBMIT ALL TEST REPORTS TO THE STRUCTURAL ENGINEER FOR REVIEW. DO NOT COVER MEMBERS AND THEIR CONNECTIONS WITHOUT THE APPROVAL OF THE STRUCTURAL ENGINEER.

REINFORCING STEEL

- REINFORCING STEEL SHALL BE DEFORMED STEEL 400 GRADE AND SHALL CONFORM TO CAN/CSA-G30.18
- WELDABLE LOW ALLOY DEFORMED STEEL REINFORCING BARS, GRADE 400W, SHALL CONFORM TO CAN/CSA-G30.18. MILL CERTIFICATES SHALL BE SUPPLIED TO THE STRUCTURAL ENGINEER FOR ALL WELDABLE REINFORCING STEEL USED IN THE PROJECT.
- WELDED WIRE FABRIC, DEFORMED, SHALL CONFORM ASTM A497.
- WELDING OF REINFORCING STEEL SHALL CONFORM TO CSA W186 "WELDING OF REINFORCING BARS IN REINFORCED CONCRETE CONSTRUCTION". WELDING OF REINFORCING SHALL BE ALLOWED ONLY AS NOTED ON PLANS. WHERE WELDING OF REINFORCING IS REQUIRED MILL CERTIFICATES FOR WELDABLE REINFORCING SHALL BE PROVIDED PRIOR TO WELDING. WRITTEN PERMISSION FROM THE STRUCTURAL ENGINEER IS REQUIRED FOR ANY ADDITIONAL WELDING.
- ALL REINFORCING BARS SHALL BE TIED SECURELY TO PREVENT DISPLACEMENT.
- UNLESS NOTED OTHERWISE ON PLANS, LAP LENGTHS FOR REINFORCING STEEL SHALL BE AS FOLLOWS:

REINFORCING BAR LAP LENGTHS						
CONCRETE MPa	BAR SIZE					
	10M	15M	20M	25M	30M	35M
30	355 (14")	510 (20")	710 (28")	1065 (42")	1295 (51")	1500 (59")
35	330 (13")	480 (19")	660 (26")	990 (39")	1195 (47")	1395 (55")
40	305 (12")	455 (18")	610 (24")	940 (37")	1120 (44")	1320 (52")
45	280 (11")	430 (17")	560 (22")	890 (35")	1040 (41")	1245 (49")
NOTES: 1. MULTIPLY VALUES BY 1.3 FOR HORIZONTAL REINFORCEMENT PLACED IN SUCH A WAY THAT MORE THAN 12" OF FRESH CONCRETE IS CAST IN THE MEMBER BELOW THE SPLICE. 2. MULTIPLY VALUES BY 1.5 FOR EPOXY COATED REINFORCEMENT WITH CLEAR COVER LESS THAN 3 BAR DIAMETERS OR BAR SPACING LESS THAN 7 BAR DIAMETERS. 3. MULTIPLY VALUES BY 1.2 FOR ALL EPOXY COATED REINFORCEMENT OTHER THAN IN 2. ABOVE.						

- NO SPLICES OTHER THAN THOSE NOTED ON THE DRAWINGS ARE PERMITTED WITHOUT WRITTEN PERMISSION FROM THE STRUCTURAL ENGINEER.
- WHERE CONCRETE SURFACES ARE TO BE EXPOSED ONLY NON-CORROSIVE TYPE REINFORCING CHAIRS SHALL BE USED TO SUPPORT THE REINFORCING STEEL.
- DOWELS ARE TO BE TIED IN PLACE PRIOR TO POURING CONCRETE - "WET DOWELING" OF ANY REINFORCING STEEL IS NOT PERMITTED WITHOUT THE WRITTEN APPROVAL OF THE STRUCTURAL ENGINEER.
- HOOKS ON ALL TIES SHALL BE BENT AT LEAST 135° AND HAVE A MINIMUM LEG OF 6 TIMES THE TIE BAR DIAMETER.
- PROVIDE CORNER BARS TO MATCH HORIZONTAL WALL REINFORCEMENT.
- ALL BARS SHALL BE BENT AT TEMPERATURES GREATER THAN 10°C.
- NO BARS WHICH ARE PARTIALLY EMBEDDED IN CONCRETE SHALL BE FIELD BENT EXCEPT AS SHOWN ON THE DRAWINGS OR APPROVED IN WRITING BY THE PROJECT STRUCTURAL ENGINEER.

CAST-IN-PLACE CONCRETE HEL-014

- ALL CONCRETE WORK SHALL CONFORM TO THE REQUIREMENTS OF CAN/CSA A23.1-09 AND A23.2-09.
- CONCRETE MIXES, AGGREGATES AND CEMENTITIOUS MATERIALS, INCLUDING PORTLAND CEMENT AND PORTLAND LESTONE CEMENT, SHALL CONFORM TO CAN/CSA A23.1-09 AND A23.2-09 AND CAN/CSA-A3000-08 AND SHALL HAVE THE FOLLOWING PROPERTIES BASED UPON PERFORMANCE CRITERIA PROPORTIONING:

CLASS	28 DAY STRENGTH	MAX. AGG. SIZE	SLUMP	AIR CONTENT	EXPOSURE	CEMENT TYPE
ABUTMENTS & PILE FILL	30MPa	19 mm (¾")	80mm ±20	4-7%	F-2	GU
BRIDGE DECK	45 MPa	19 mm (¾")	80mm ±20	4-7%	F-2	GU
- PORTLAND LESTONE CEMENT (PLC) SHALL MEET THE REQUIREMENTS OF CSA A3000 FOR LESTONE CEMENTS.
- CONCRETE TESTING SHALL BE CARRIED OUT BY A THIRD PARTY TESTING FIRM ENGAGED BY THE CONTRACTOR AND PAID FOR BY THE OWNER AND SHALL BE IN ACCORDANCE WITH CAN/CSA A23.1-09 AND A23.2-09. THE MINIMUM NUMBER OF TESTS PERFORMED SHALL BE AS PER CSA A23.2-09. ADDITIONAL TESTING SHALL BE PERFORMED AT THE DIRECTION OF THE STRUCTURAL ENGINEER. CONTRACTOR SHALL PROVIDE TESTING AGENCY WITH ADEQUATE NOTICE TO PROVIDE TESTING AS REQUIRED.
- CHAMFER ALL EXPOSED EDGES OF CONCRETE WITH A 19mm (3/4") CHAMFER UNLESS NOTED OTHERWISE.
- CONCRETE FINISHES SHALL BE IN ACCORDANCE WITH CAN/CSA A23.1-09 AND AS FOLLOWS UNLESS NOTED OTHERWISE:


U/S DECK; SIDES OF DECK CONCRETE BARRIERS TOP OF DECK;	STEEL FORM STEEL FORM STEEL FORM BROOM FINISH
---	--
- ALL CONCRETE CURING SHALL BE IN ACCORDANCE WITH CAN/CSA A23.1-09. SPECIAL PRECAUTIONS SHALL BE TAKEN PER CSA A23.1 FOR PLACING AND CURING CONCRETE AT OR ABOVE 27° C AND AT OR BELOW 5° C.
- UNLESS NOTED OTHERWISE, OR REQUIRED FOR FIRE RESISTANCE RATING, ALL REINFORCING STEEL SHALL HAVE THE FOLLOWING CLEAR COVER DISTANCES:

CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH	75 mm
BRIDGE DECK U.N.O.	35 mm

  - IN ADDITION, COVER MUST BE AT LEAST 1.0x THE BAR DIAMETER FOR INTERIOR EXPOSURE, AND 1.5x THE BAR DIAMETER FOR EXTERIOR EXPOSURE
- CONTROL JOINTS SHALL BE PROVIDED IN BOTH DIRECTIONS IN ALL SLABS-ON-GRADE AT A MAXIMUM SPACING OF 3660mm (12'-0") FOR UNREINFORCED SLABS AND 6100mm (20'-0") FOR REINFORCED SLABS, UNLESS NOTED OTHERWISE ON DRAWINGS.
- JOINT FILLER SHALL BE INSTALLED IN ALL EXPANSION AND CONSTRUCTION JOINTS.
- EMBEDDED PLATES AND ANCHOR BOLTS FOR STRUCTURAL STEEL SHALL BE SECURELY TIED OR FASTENED IN PLACE PRIOR TO POURING CONCRETE. ALL ANCHOR BOLTS SHALL BE LAID OUT USING A TEMPLATE. "WET DOWELING" OF ANCHOR BOLTS AND EMBEDDED PLATES IS NOT PERMITTED.

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CONSTRUCTION

ISSUES						SUB CONSULTANT	DRAFTED PHU	DRAFTING REVIEW	DESIGNED SJS	DESIGN REVIEW	 <div>3701 Shenton Rd., Nanaimo, BC V9T 2H1 Tel: 250-751-8558 Fax: 250-751-8559 Email: mail@heroldengineering.com</div>	ENGINEERS SEAL	GENERAL NOTES SHEET 2	LITTLE QUALICUM RIVER PEDESTRIAN BRIDGE 6300 HAMMOND BAY ROAD NANAIMO BC V9T 6N2 REGIONAL DISTRICT OF NANAIMO	HEL PROJECT No. 0837-053	CLIENT DWG. No. N/A	SCALE AS SHOWN	PERMIT No. N/A	HEL DRAWING No. S02	REVISION B
No.	DATE	ISSUED FOR	No.	DATE	ISSUED FOR															
A	2018.11.09	CLIENT REVIEW																		
B	2019.01.11	CLIENT REVIEW																		
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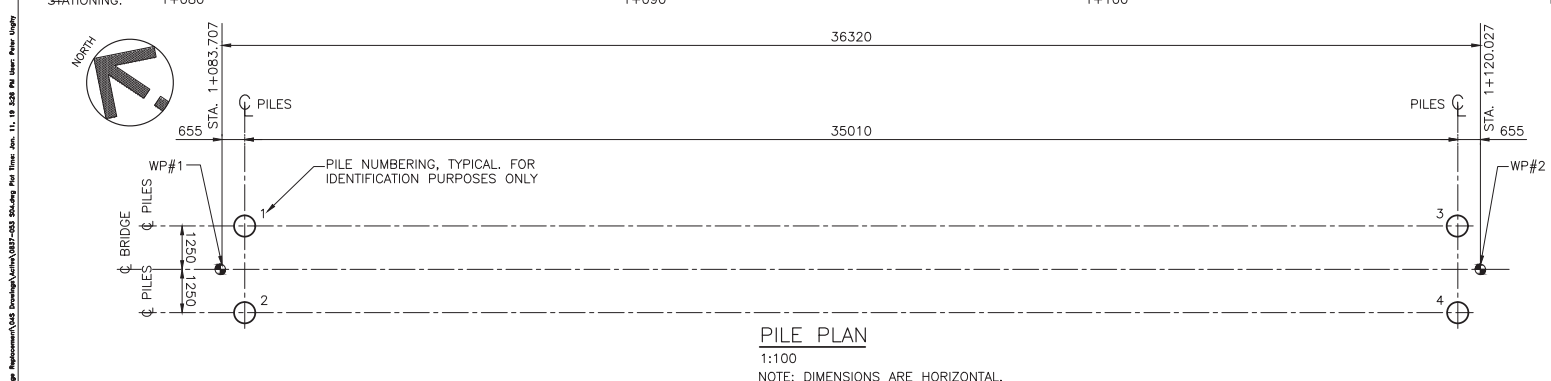
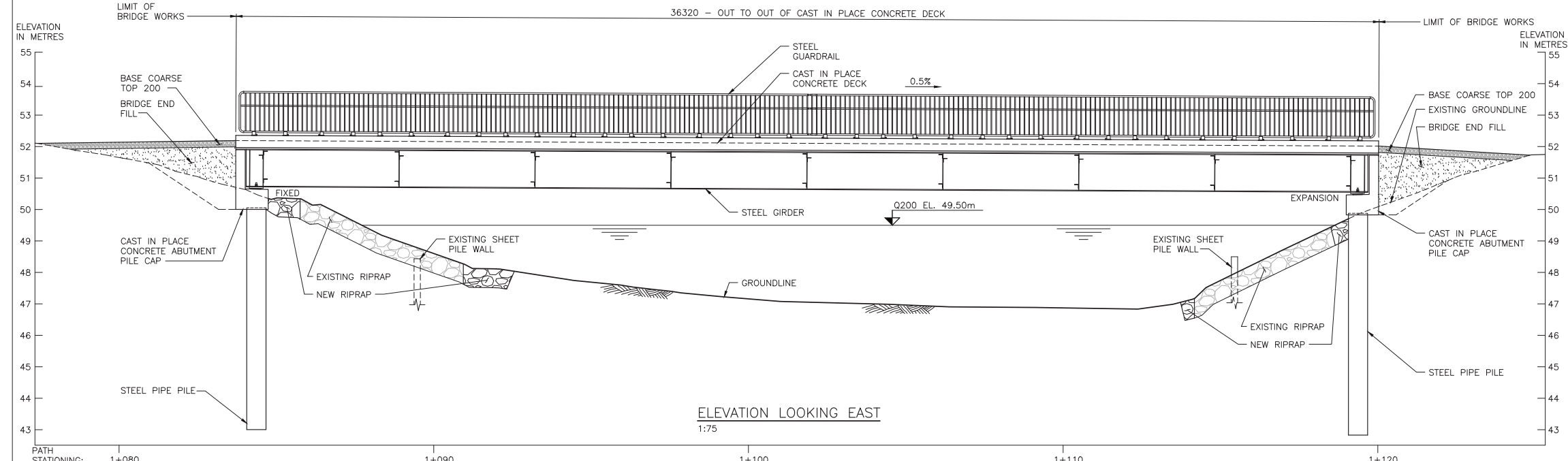
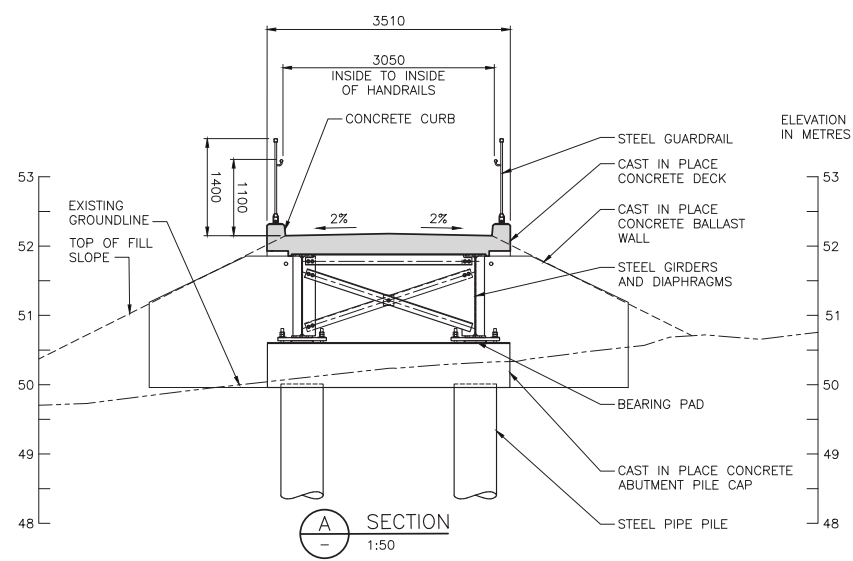
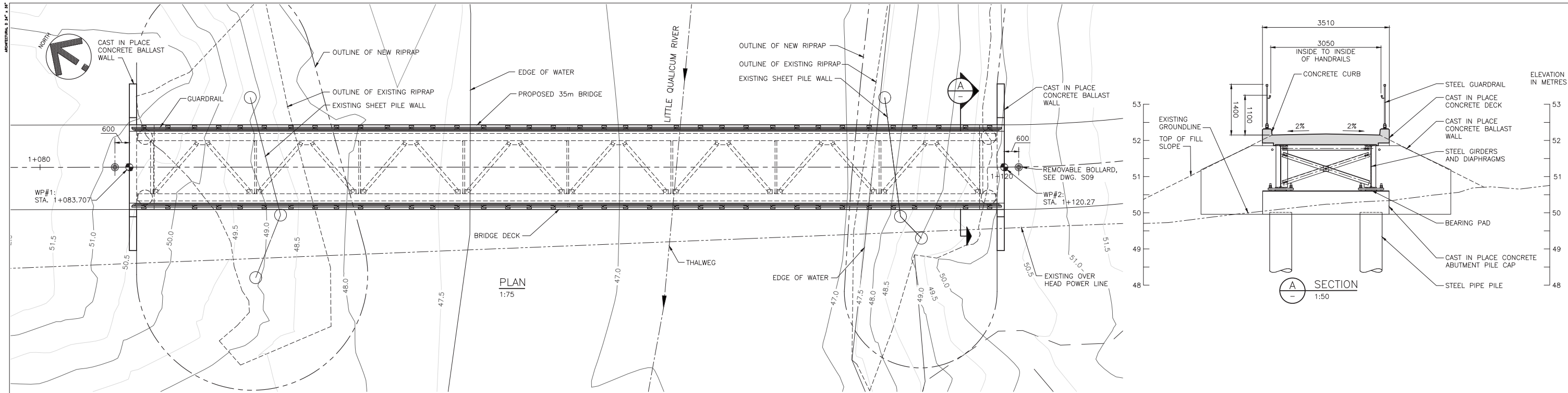


**NOTES:**

1. FOR GENERAL NOTES, SEE DWG. S01 AND S02.
2. THE LEGAL FABRIC IS COMPILED FROM OFFICIAL SOURCES (LISA, CLSR, CLR, ETC AS APPLICABLE). PLANS ARE CALCULATED AND ALIGNED TO BEST FIT FIELD TIED IP/MON'S. UNLESS OTHERWISE NOTED, THE BOUNDARIES SHOULD BE ACCURATE TO ACCEPTED STANDARDS AND USED ACCORDINGLY.

ISSUES										SUB CONSULTANT		<div><div><div>HEROLD ENGINEERING</div><div>3701 Shenton Rd, Nanaimo, BC V9T 2H1 Tel: 250-751-8558 Fax: 250-751-8559 Email: mail@heroldengineering.com</div></div><div>140</div></div>		ENGINEERS SEAL		EXISTING SITE PLAN		LITTLE QUALICUM RIVER PEDESTRIAN BRIDGE  6300 HAMMOND BAY ROAD NANAIMO BC V9T 6N2 REGIONAL DISTRICT OF NANAIMO		HEL PROJECT No.		CLIENT DWG. No.	
0837-053		N/A																					
SCALE		PERMIT No.																					
AS SHOWN		N/A																					
HEL DRAWING No.		REVISION																					
S03		B																					
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PILE LIST							
STRUCTURE	PILE #	SIZE: OUTSIDE DIAMETER AND WALL THICKNESS (mm)	CUT-OFF EL. (METRES)	ESTIMATED TIP EL. (METRES)	ADDITIONAL ALLOWANCE	ESTIMATED TOTAL LENGTH OF PILE (METRES)	AS BUILT LENGTH (METRES)
NORTH ABUTMENT	1	610 x 13	50.055	43.005	3.0	11.000	--
	2	610 x 13	50.055	43.005	3.0	11.000	--
SOUTH ABUTMENT	3	610 x 13	49.879	42.829	3.0	11.000	--
	4	610 x 13	49.879	42.829	3.0	11.000	--

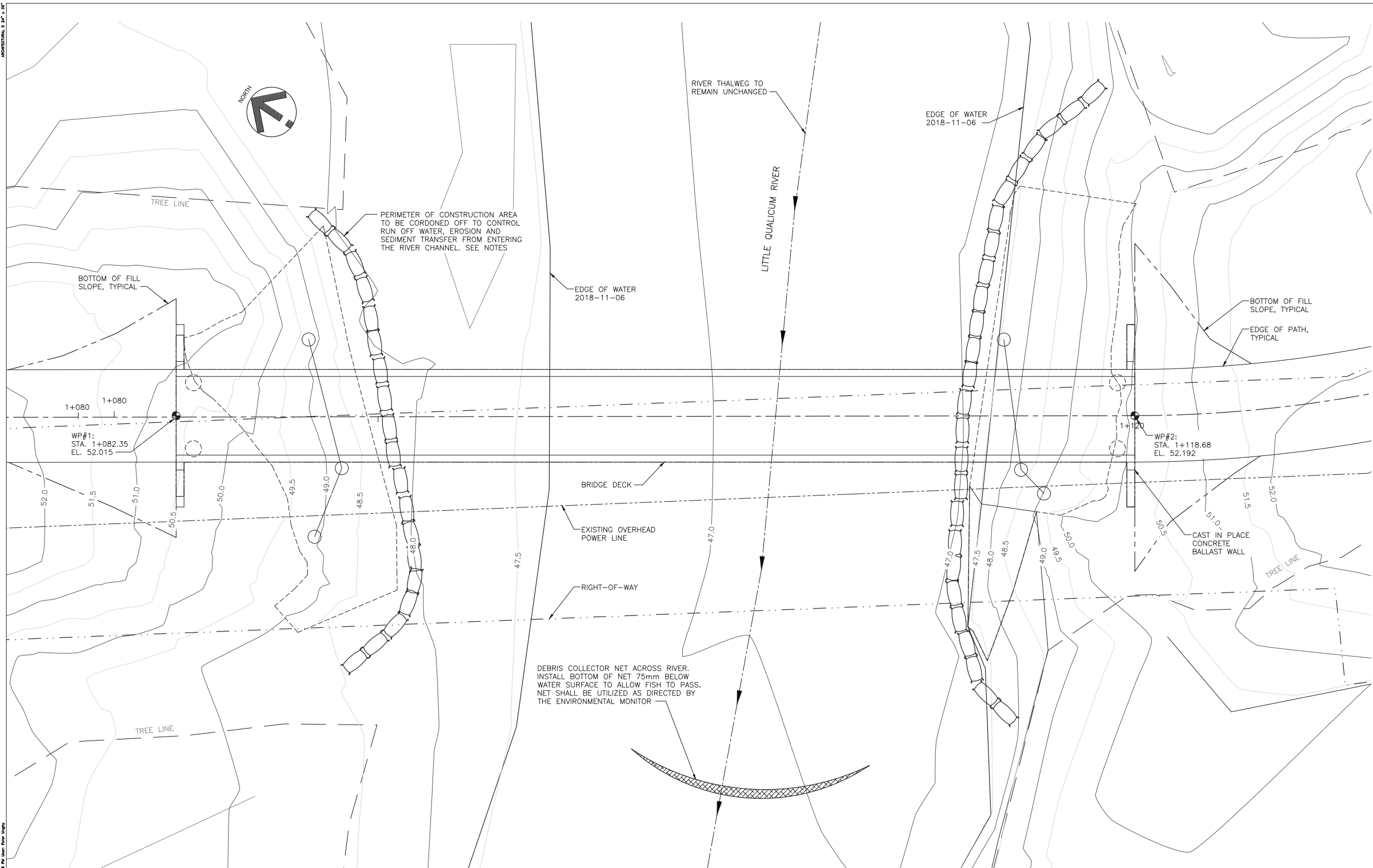
NOTE: FOR PILE TO PILE CAP CONNECTION, SEE DWG. S08

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- NOTES:
- FOR GENERAL NOTES, SEE DWG. S01 AND S02.
  - WORKPOINTS (WP) ARE CENTRELINE OF BRIDGE/PATH, END OF CAST IN PLACE DECK.

ISSUES						SUB CONSULTANT	DRAFTED PHU	DESIGNED SJS	DESIGN REVIEW	HEROLD ENGINEERING	ENGINEERS SEAL	GENERAL ARRANGEMENT	LITTLE QUALICUM RIVER PEDESTRIAN BRIDGE 6300 HAMMOND BAY ROAD NANAIMO BC V9T 6N2 REGIONAL DISTRICT OF NANAIMO	HEL PROJECT No. 0837-053	CLIENT DWG. No. N/A	SCALE AS SHOWN	PERMIT No. N/A	HEL DRAWING No. S04	REVISION B
No.	DATE	ISSUED FOR	No.	DATE	ISSUED FOR														
A	2018.11.09	CLIENT REVIEW																	
B	2019.01.11	CLIENT REVIEW																	



- NOTES:**  
**ENVIRONMENTAL CONSTRUCTION REQUIREMENTS**
- FOR GENERAL NOTES, SEE DWG. 0837-053 S01 AND 0837-053 S02.
  - PERFORM WORKS IN ACCORDANCE WITH B.C. M.O.T.I. SS 165.
  - ENVIRONMENTAL WORK PROCEDURES, TIMING, AND SPECIAL PRECAUTIONS SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS AND LIMITATIONS OF THE FEDERAL DEPARTMENT OF FISHERIES AND OCEANS (D.F.O.), AND THE PROVINCIAL MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT.
  - SECTION 11 NOTIFICATION UNDER THE BC WATER SUSTAINABILITY ACT AND IS THE RDN'S RESPONSIBILITY.
  - EROSION AND SEDIMENT CONTROL FOR THIS PROJECT WILL BE AS OUTLINED IN THE FISHERIES AND OCEANS CANADA & MINISTRY OF WATER, LAND AND AIR PROTECTION (MWLAP) GUIDELINES, ENTITLED:  
- "LAND DEVELOPMENT GUIDELINES FOR THE PROTECTION OF AQUATIC HABITAT, SEPTEMBER 1993"  
- "ENVIRONMENTAL OBJECTIVES, BEST MANAGEMENT PRACTICES AND REQUIREMENTS FOR LAND DEVELOPMENT" - VANCOUVER ISLAND REGION, MARCH 2001  
- "ENVIRONMENTAL BEST MANAGEMENT PRACTICES FOR URBAN AND RURAL LAND DEVELOPMENT IN BRITISH COLUMBIA, JUNE 2004".  
- "EROSION AND SEDIMENT CONTROL GUIDELINE" BY THE CITY OF NANAIMO. IT IS INCUMBENT UPON THE CONTRACTOR TO ACQUIRE THESE GUIDELINES AND FOLLOW THE REQUIREMENTS THEREIN.
  - ALL TREES WITHIN THE BRIDGE ALIGNMENT AND ANY TREES ADJACENT TO THE BRIDGE ALIGNMENT THAT ARE IN DANGER OF FALLING ARE TO BE FELLED AND REMOVED PRIOR TO APRIL 1. ANY TREE REMOVAL WORKS AFTER MARCH 1 SHALL BE PRECEDED BY A BIRD NEST SURVEY TO VERIFY THE ABSENCE OF EARLY NESTING SPECIES. TREE REMOVAL WORKS MUST AVOID DISTURBANCE TO THE RIVER CHANNEL AND BANKS - ADDITIONAL PRECAUTIONS MAY BE NEEDED TO ENSURE BANKS ARE NOT DISTURBED BY FALLING, BUCKING AND PERSONNEL ACCESS. ALL LOGS AND BRANCHES ARE TO BE COLLECTED AND REMOVED FROM THE SITE.
  - PRIOR TO AND DURING CONSTRUCTION, THE CONTRACTOR SHALL TAKE FULL RESPONSIBILITY FOR CONTROLLING RUN-OFF WATER, EROSION AND SEDIMENT TRANSFER BY UTILIZING SUCH MEASURES AS CONSTRUCTION OF INTERCEPTOR DITCHES, SAND BAGS, SILT FENCES, HAY BALE STRUCTURES, SEDIMENT CONTROL PONDS, SEDIMENT TRAPS, STAGED GRAVEL FILTERS, OR OTHER METHODS HE MAY DEEM NECESSARY TO PREVENT DISCHARGE OF SEDIMENT INTO WATER COURSES. AN EROSION AND SEDIMENT CONTROL PLAN SHALL BE SUBMITTED FOR THE ENGINEER'S APPROVAL PRIOR TO CONSTRUCTION.
  - UNLESS NOTED OTHERWISE, ALL TREES AND ROOTS SHALL BE PRESERVED WHERE POSSIBLE. ALL DISTURBED AREAS TO BE RESEED WITH NATIVE GRASS MIX. ANY SHRUBS REMOVED MUST BE REPLACED AND THE AREA IS TO BE COVERED IN STRAW MULCH UPON COMPLETION.
  - ENVIRONMENTAL MONITOR SHALL BE PROVIDED BY THE REGIONAL DISTRICT OF NANAIMO.
  - WITH THE EXCEPTION OF THE TREE REMOVAL WORKS, WHICH SHALL OCCUR PRIOR TO THE SONGBIRD BREEDING PERIOD, ALL BRIDGE CONSTRUCTION WILL OCCUR DURING THE REDUCED RISK TIMING WINDOW FOR VANCOUVER ISLAND (JUNE 15 THROUGH SEPTEMBER 15TH).
  - ALL MACHINERY TO BE CLEAN, FREE OF LEAKS AND IN GOOD MECHANICAL CONDITION.
  - REFUELLING OF ALL MACHINES TO BE DONE OUTSIDE OF THE 30 METER SETBACK.
  - AS CEMENT AND CONCRETE ARE TOXIC TO AQUATIC ORGANISMS, ESPECIALLY FISH. ALL CONCRETE WORK MUST BE ISOLATED FROM WATER FOR A MINIMUM OF 48 HOURS. ALL EQUIPMENT SHALL BE CLEANED OFF SITE AWAY FROM STORM DRAINS.
  - THE CONSULTANT AND CITY ASSUME NO RESPONSIBILITY FOR DAMAGES RESULTING FROM IMPROPER EROSION AND SEDIMENT CONTROL MEASURES UNDERTAKEN BY THE CONTRACTOR.
  - SUBMIT ENVIRONMENTAL MITIGATION PLAN AT PRE-CONSTRUCTION MEETING.

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No.	DATE	ISSUED FOR	No.	DATE	ISSUED FOR
A	2019.01.09	CO-ORDINATION			
B	2019.01.11	CLIENT REVIEW			

SUB CONSULTANT

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PHU

DRAFTING REVIEW

DESIGNED  
SJS

DESIGN REVIEW

HEROLD  
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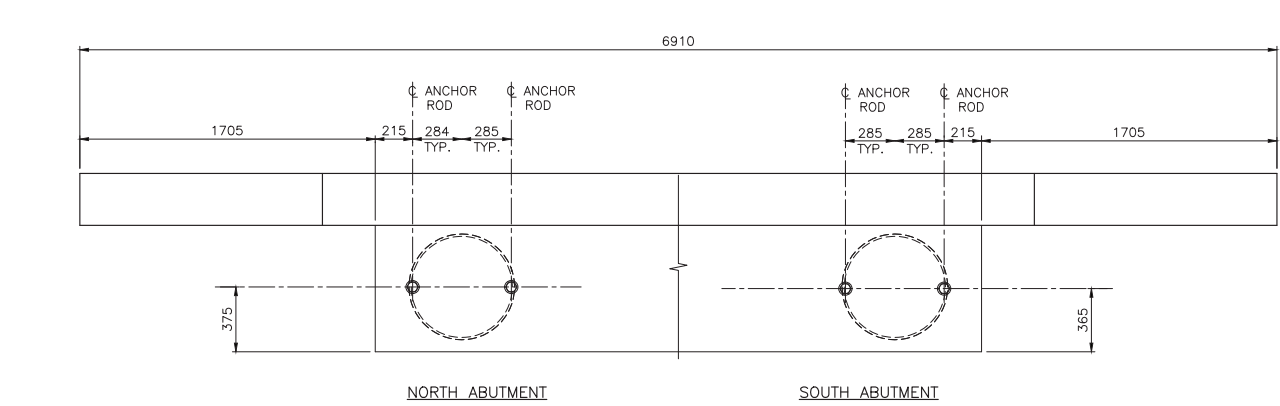
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ENGINEERS SEAL

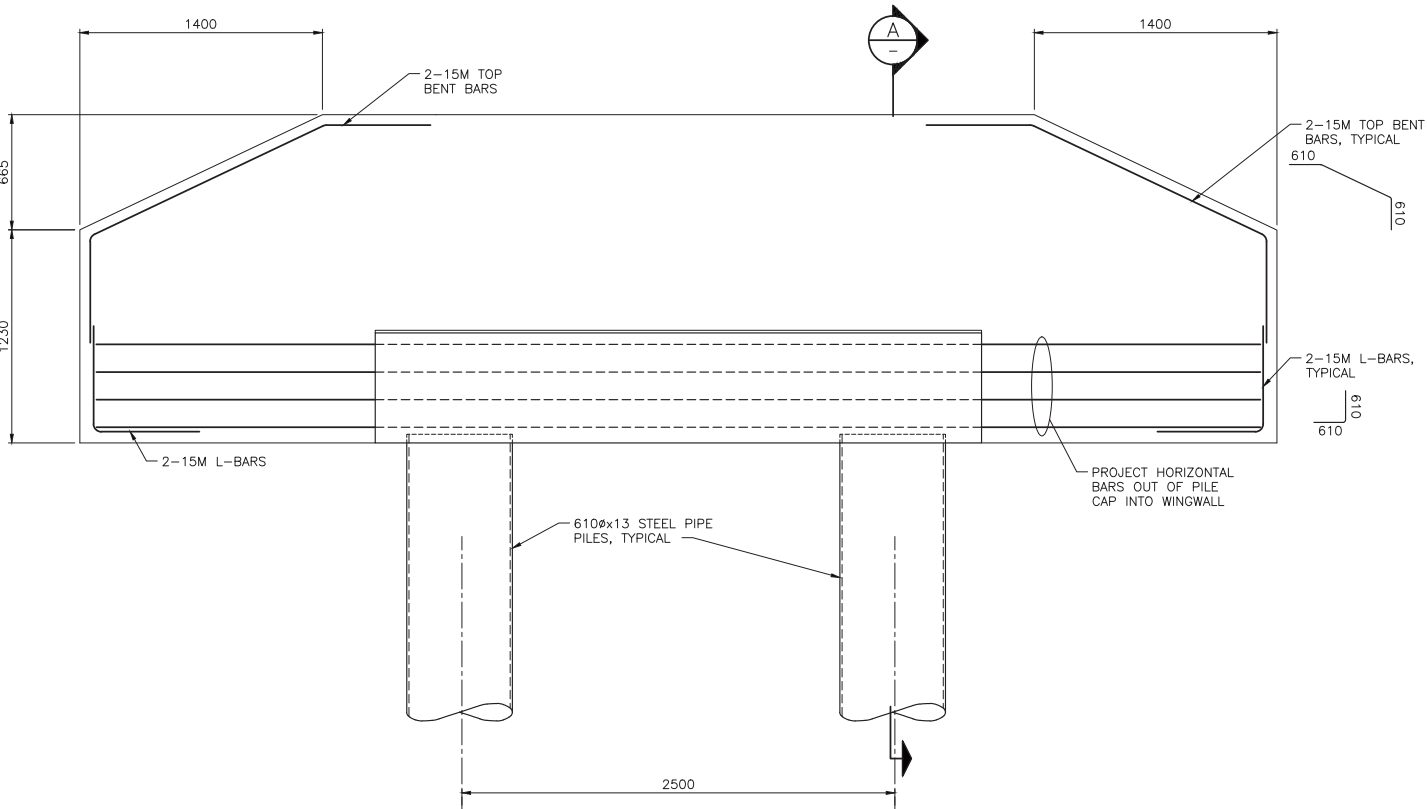
ENVIRONMENTAL  
MITIGATION PLAN

LITTLE QUALICUM RIVER  
PEDESTRIAN BRIDGE  
6300 HAMMOND BAY ROAD NANAIMO BC V9T 6N2  
REGIONAL DISTRICT OF NANAIMO

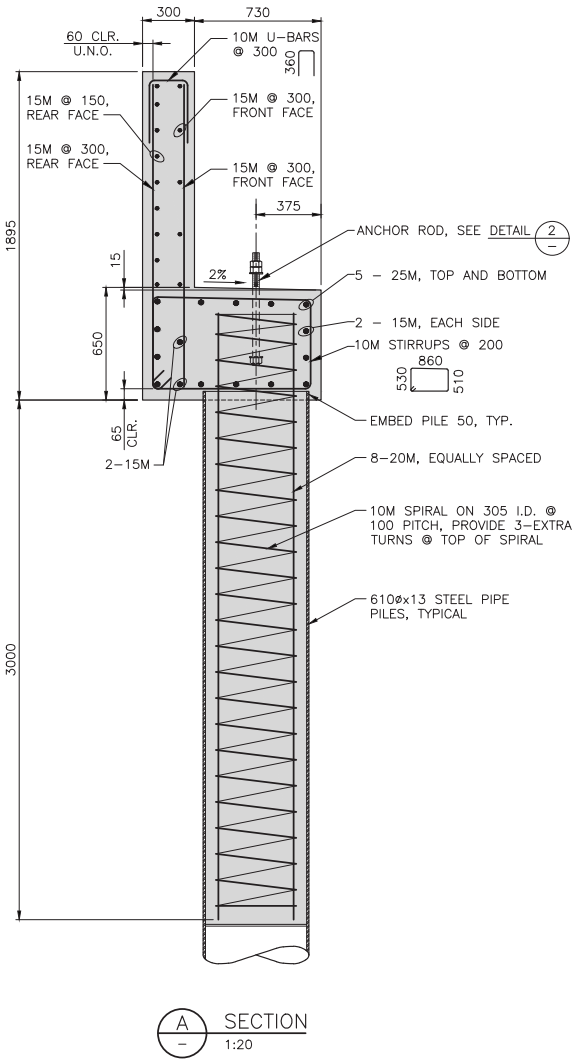
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HEL DRAWING No. <b>S04</b>	REVISION B



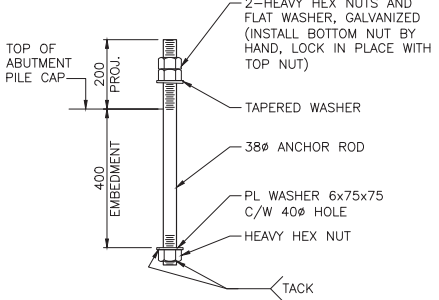
PLAN - ABUTMENT  
1:20



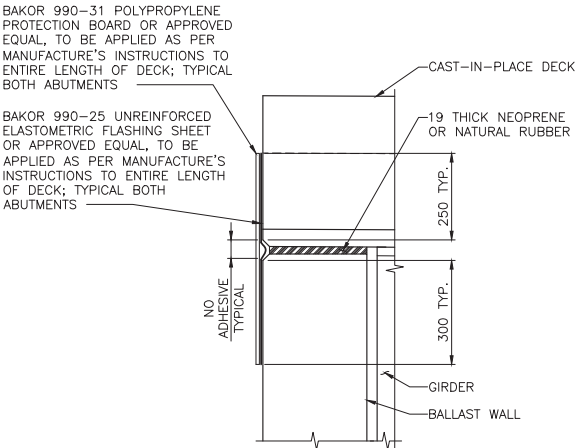
FRONT ELEVATION - ABUTMENT  
1:20  
NOTE: TYPICAL REINFORCEMENT NOT SHOWN FOR CLARITY.



SECTION  
1:20



DETAIL  
1:10  
NOTE: 4--REQUIRED FOR EACH ABUTMENT PILE CAP.



JOINT WATERPROOFING DETAIL  
1:10

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NOTES:

1. FOR GENERAL NOTES, SEE DWG. S01 AND S02.

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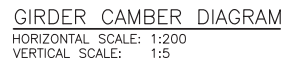
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CAST IN PLACE  
ABUTMENTS

LITTLE QUALICUM RIVER  
PEDESTRIAN BRIDGE  
6300 HAMMOND BAY ROAD NANAIMO BC V9T 6N2  
REGIONAL DISTRICT OF NANAIMO

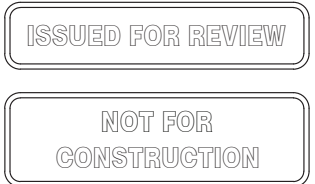
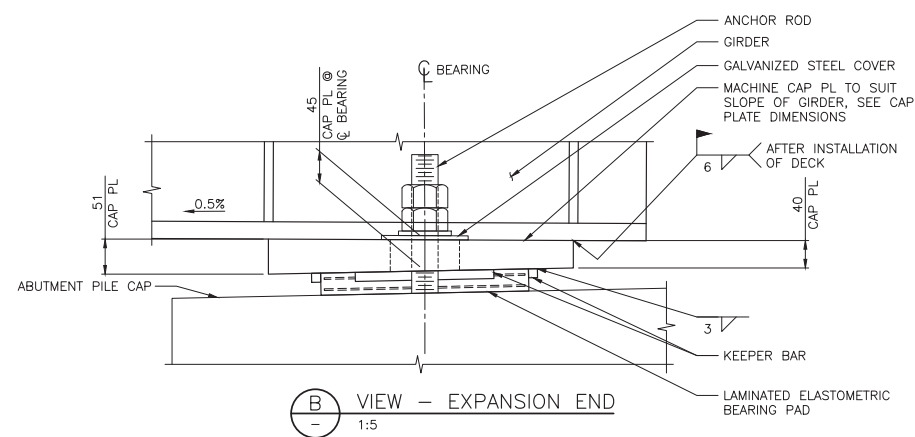
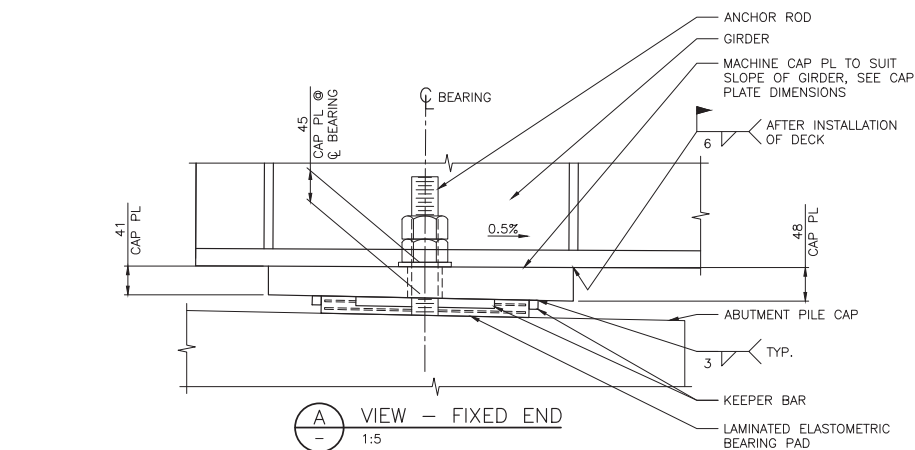
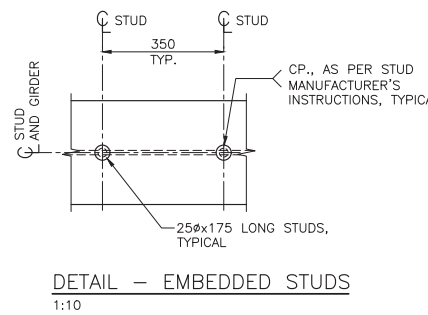
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SCALE AS SHOWN	PERMIT No. N/A
HEL DRAWING No. <b>S06</b>	REVISION B




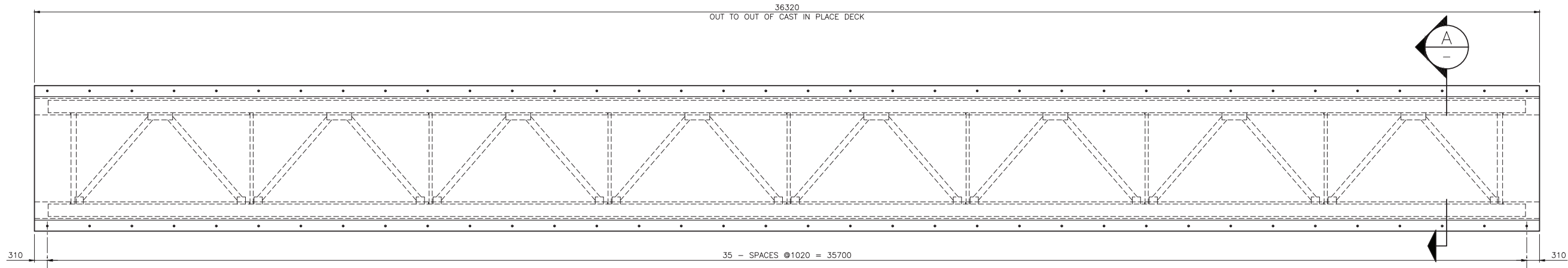
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HEL DRAWING No. <b>S07</b>	REVISION B

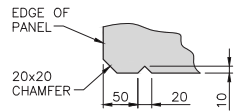
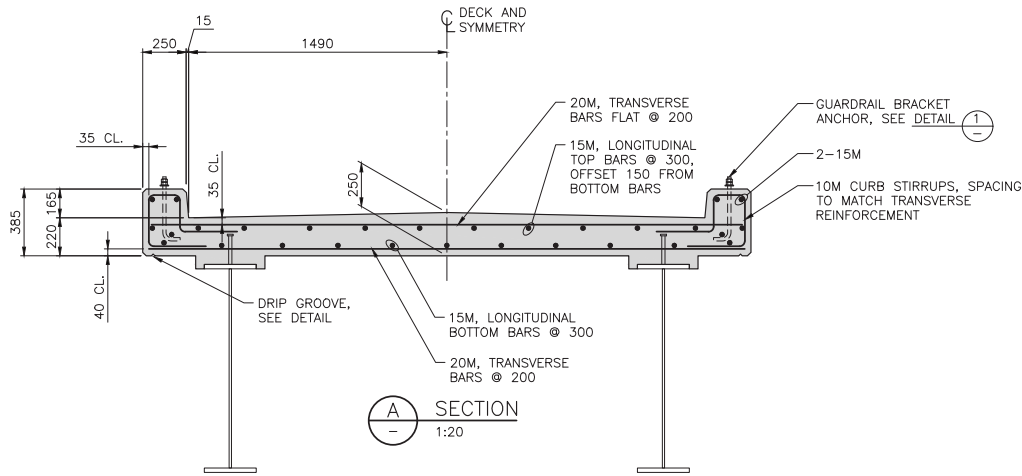




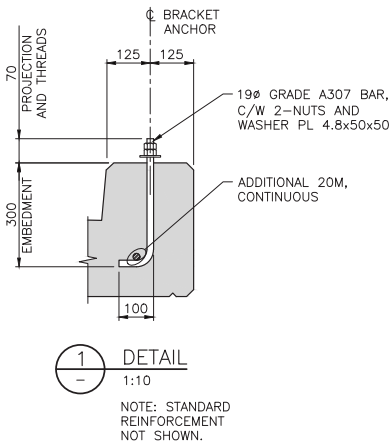
SUB CONSULTANT	DRAFTED PHU	 <div>3701 Shenton Rd, Nanaimo, BC V9T 2H1 Tel: 250-751-8558 Fax: 250-751-8559 Email: mail@heroldengineering.com</div> <div>145</div>	ENGINEERS SEAL	STEEL GIRDERS - SHEET 2	LITTLE QUALICUM RIVER PEDESTRIAN BRIDGE 6300 HAMMOND BAY ROAD NANAIMO BC V9T 6N2 REGIONAL DISTRICT OF NANAIMO	HEL PROJECT No. 0837-053	CLIENT DWG. No. N/A	
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	DESIGNED SJS					HEL DRAWING No. S08		REVISION B
	DESIGN REVIEW							



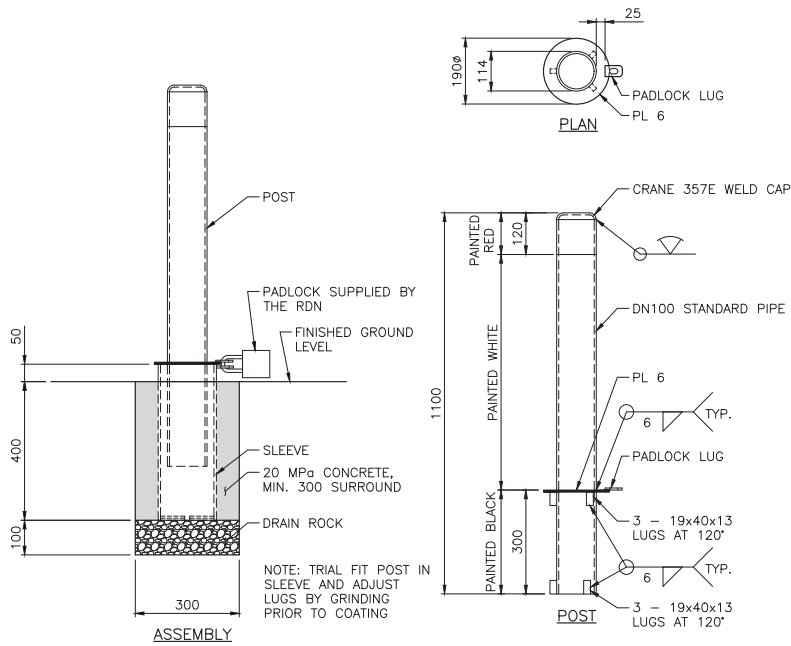
PLAN - CAST-IN-PLACE DECK GENERAL ARRANGEMENT  
1:50



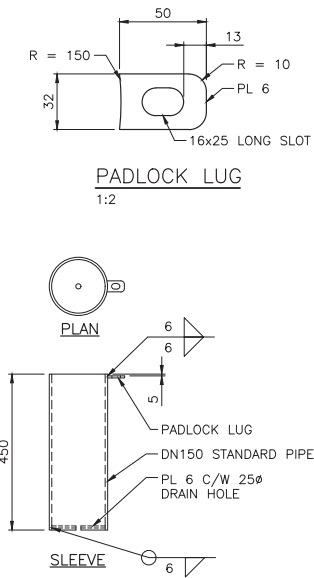
DETAIL - DRIP GROOVE  
1:5  
NOTE: REINFORCEMENT NOT SHOWN.



NOTE: STANDARD REINFORCEMENT NOT SHOWN.



TYPICAL DETAIL - REMOVABLE BOLLARD  
1:10  
NOTE: 2 - REQUIRED, 1 AT EACH END OF BRIDGE



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NOT FOR  
CONSTRUCTION

NOTES:

1. FOR GENERAL NOTES, SEE DWG. S01 AND S02.

ISSUES						SUB CONSULTANT
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B	2019.01.11	CLIENT REVIEW				

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DESIGNED SJS
DESIGN REVIEW

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ENGINEERS SEAL

CONCRETE BRIDGE  
DECK AND  
REMOVABLE  
BOLLARD

LITTLE QUALICUM RIVER  
PEDESTRIAN BRIDGE  
6300 HAMMOND BAY ROAD NANAIMO BC V9T 6N2  
REGIONAL DISTRICT OF NANAIMO

HEL PROJECT No. 0837-053	CLIENT DWG. No. N/A
SCALE AS SHOWN	PERMIT No. N/A
HEL DRAWING No. S09	REVISION B

DESTROY ALL DRAWINGS SHOWING PREVIOUS REVISION



LQRRP Bridge Replacement Project  
Detailed Design and Class B Costing

14-Jan-18

**SCHEDULE OF QUANTITIES AND ESTIMATED PRICES**

SECTION	DESCRIPTION	ITEM COST
<b>1</b>	<b>GENERAL</b>	<b>\$48,500.00</b>
	<ul style="list-style-type: none"> <li>Includes mobilization, quality and traffic management, detour and detour bridge, site office, and site modifications.</li> </ul>	
<b>2</b>	<b>BRIDGE CONSTRUCTION</b>	<b>\$471,590.00</b>
	<ul style="list-style-type: none"> <li>Foundation excavation and backfill</li> <li>Steel piles</li> <li>Formwork</li> <li>Reinforcing steel</li> <li>Concrete</li> <li>Steel girders and braces</li> </ul>	
<b>3</b>	<b>ROADWORKS AND APPROACHES</b>	<b>\$21,200.00</b>
	<ul style="list-style-type: none"> <li>Clearing and grubbing</li> <li>Roadway and drainage</li> <li>Granular materials</li> <li>Access road repair</li> </ul>	
<b>4</b>	<b>SIGNING</b>	<b>\$8,650.00</b>
	<ul style="list-style-type: none"> <li>Supply and install removeable, locking bollards</li> <li>Supply and install new signs</li> </ul>	
<b>SUBTOTAL</b>		<b>\$549,940.00</b>
ADD Engineering and Project Manager Services at 15%		<b>\$82,491.00</b>
ADD General Contractor - Admin and General Requirements of 15%		<b>\$82,491.00</b>
ADD Licensing and Permitting Costs		<b>\$15,000.00</b>
ADD Construction Contingency of 20%		<b>\$109,988.00</b>
<b>TOTAL</b>		<b>\$839,910.00</b>



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**TO:** Regional Parks and Trails Select Committee

**MEETING:** February 5, 2019

**SUBJECT:** Report Review - RDN Parks Funding Service Review

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At the January 08, 2019 COW meeting the following resolution was 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.

Attached is the RDN Parks Funding Service Review Report that was received at the December 12<sup>th</sup>, 2017 Board meeting.



## RECOMMENDATIONS

1. That the RDN Parks and Trails Funding Service Review conducted by Neilson-Welch Consulting be received.
2. That the RDN Parks and Trail Funding Service Review recommendations be implemented for 2018/2019 work plans and the 2019 to 2023 Financial Plan.
3. That the existing Regional Parks Parcel tax be utilized for the 2018 budget year.

With the RDN Parks Funding Service Review now complete, the report's findings and recommendations are ready for the Regional Board's review and consideration.

During these deliberations by the Board, additional information was requested on other forms of taxation that the Board could use as an alternative to the parcel tax approach for this service area. Staff conducted the review and provided a report titled *Regional Parks Parcel Tax Review (September 8, 2016)* which outlined various forms of taxation alternatives for the Regional Parks Acquisition and Capital Development Fund. Upon receiving the report, the Board opted to maintain the status quo and continue using a parcel tax at \$14.00 until a Regional Services Review was completed.

At the Regional Board meeting held January 24, 2017 staff were directed to review the Regional Parks and Trails service funding allocations and bring back a report on options for funding the service in the future.

As Regional Parks share staff and administrative resources with Electoral Area Community Parks and have similar financial tools that can be used for acquisition and capital development, the consulting team was also requested to consider full RDN parks system in their analysis.

Neilson-Welch Consulting was then retained to undertake the service review per the following scope of work:

1. Review current funding models in use at the RDN for Regional and Community Parks.
2. Research funding models and financial tools in use at other Regional Districts and local governments.
3. Examine the acquisition, development, management and use of Regional and Community Parks and Trails to ensure equity in the service is being met across the RDN's member participants.
4. Based on the review of items 1, 2 and 3 above, propose funding options and recommendations for the RDN Regional Board's consideration.

Neilson-Welch Consulting has concluded the review and their report, provided in Attachment 2, is ready for the Regional Board's review and consideration.

As part of the review, the consultants concluded that the level of equity across participating jurisdictions and among individual taxpayers in the Regional Park Service would be improved by allocating acquisition, capital development and operating costs using a combination (50%-50%) of converted assessment and population for Regional Parks.

In addition, equity among individual taxpayers would be further improved through the introduction of Development Costs Charges (DCCs) to assist in funding land acquisitions and development for Regional Parks.

The report also recommends the RDN continue to separate acquisition funding from operating funding, irrespective of the approaches taken to cost allocation and taxation. It is also recommended that the RDN confirm that the Regional Park Acquisition and Capital Development Reserve Fund has the flexibility required to allow for spending on development projects.

For Electoral Area Community Parks, the Service Review recommends no significant changes in the way funds are collected and used. The report does recommend implementing DCCs for park improvements in the eight service areas.

## ALTERNATIVES

1. That the RDN Parks and Trails Funding Service Review conducted by Neilson-Welch Consulting be received, the report's recommendations be added to the 2018/2019 work plans and 2019 to 2023 Financial Plan for implementation, and the existing Regional Parks Parcel Tax be utilized for the 2018 budget year.
2. That the RDN Parks and Trails Funding Service Review conducted by Neilson-Welch Consulting be received, the report's recommendations be considered further by the Board prior to the review of the 2019 Budget and Five Year Financial Plan, and the existing Regional Parks Parcel Tax be utilized for the 2018 budget year.
3. That the RDN Parks and Trails Funding Service Review conducted by Neilson-Welch Consulting be received and alternate Board direction be provided on the funding of RDN regional and community parks.

## FINANCIAL IMPLICATIONS

One of the primary recommendations the have been brought forward in the Service Review is to allocate acquisition, capital development and operating costs using a combination (50%-50%) of converted assessment and population for Regional Parks. The existing model allocates acquisition and capital costs based on number of parcels, and operating costs based on population. Figure I.3.2 from the Service Review report and shown below, highlights the financial implications for this change to each participant using the current value collected in 2017 by the 14.00 parcel tax for acquisition and capital costs and by way of population for operational cost.

**Figure I.3.2**

Impact of Allocating All Costs by Converted Assessment and Population (50-50)

Jurisdiction	Existing Model			Converted Assess & Population (50-50)			Change in Allocation
	Acquisit/Dev	Ops	Total	Acquisit/Dev	Ops	Total	
City of Nanaimo	481,166	797,168	1,278,334	536,770	765,873	1,302,643	24,309
City of Parksville	94,318	110,225	204,543	78,963	112,666	191,630	(12,913)
Town of Qualicum	67,774	78,771	146,545	60,171	85,854	146,025	(520)
District of Lantzville	20,748	31,753	52,501	22,941	32,732	55,673	3,172
Electoral Area A	40,628	62,168	102,796	39,278	56,042	95,320	(7,476)
Electoral Area B	52,794	35,523	88,317	28,822	41,124	69,945	(18,372)
Electoral Area C	19,950	24,733	44,683	23,299	33,243	56,542	11,859
Electoral Area E	47,922	53,950	101,872	47,103	67,208	114,311	12,439
Electoral Area F	41,916	68,034	109,950	42,767	61,020	103,787	(6,163)
Electoral Area G	52,206	65,752	117,958	47,741	68,118	115,859	(2,099)
Electoral Area H	35,350	34,210	69,560	26,918	38,406	65,324	(4,236)
<b>Total Requisition</b>	<b>954,772</b>	<b>1,362,287</b>	<b>2,317,059</b>	<b>954,772</b>	<b>1,362,287</b>	<b>2,317,059</b>	<b>-</b>

As it will take additional time that will extend past the 2018 budget approval cycle to work with participating jurisdictions to amend *Bylaw No. 1231 (2001)*, it is recommended that the acquisition and capital parcel tax and the population allocation of the requisition for operations be maintained for the 2018 budget year.

The report also concluded that Development Cost Charges (DCC's) should be a tool to use in order to meet the future demand for both Regional Parks and Electoral Area Community Parks. When last reviewed in 2011 by the RDN, it was estimated that implementing DCC's could collect in the range of 19 to 24 million dollars over a 30 year period to assist with acquisitions and the development of the Regional Parks system. The DCC program would need to be reviewed in relation to updated acquisition and capital development plans; however, a DCC program could be expected to provide significant funding toward Regional Parks acquisitions and development.

## **STRATEGIC PLAN IMPLICATIONS**

Undertaking the service review on funding for Regional Parks and Trails and Electoral Area Community Parks is in alignment with the RDN Boards Strategic Plan in the following strategic priority areas:

### **Service and Organization Excellence**

- Review the costs and benefits during the investment of regional services.
- Advocate for Active Transportation which includes use of the RDN trail system.
- Recognize recreational services as a core service.

### **Focus on Relationships**

- Look at opportunities to partner with other branches of government and community groups to advance the Regional District of Nanaimo.

### **Focus Economic Health**

- Recognize eco-tourism as a key opportunity in the region.

### **Focus on the Environment**

- Protecting and enhancing our environment in all decisions.



---

Tom Osborne  
tosborne@rdn.bc.ca  
November 22, 2017

### **Reviewed by:**

- C. Midgley, Manager of Strategic Initiatives and Asset Management
- W. Idema, Director of Finance
- G. Garbutt, Acting Chief Administrative Officer

### **Attachments**

1. Summary of Recommendations from RDN Regional Parks Funding Service Review
2. Regional Parks and Trails Funding Service Review / Neilson-Welch Consulting

Attachment 1

**Summary of Recommendations from  
RDN Regional Parks Funding Service Review**

Topic	Recommendations
Regional Service Funding Model	<p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to allocate land acquisition and development costs among service participants on the combination (50-50) of converted assessment and population, rather than number of parcels.</p> <p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to replace the property parcel tax for acquisition and development costs with a property value tax.</p> <p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to allocate service operating costs among service participants on the combination (50-50) of converted assessment and population, rather than population alone.</p> <p>THAT the Board direct staff to undertake a survey of regional parks and trails users, at key times of year, every three-to-five years, to identify and track the home jurisdictions of users.</p> <p>THAT the Board, pursuant to section 559(2) of the <i>Local Government Act</i>, introduce a Development Cost Charge to assist in raising funds required for parkland acquisition, and parkland improvements.</p> <p>THAT the Board direct staff to review the existing permit fees charged for special events, filming, and commercial activities, and to propose a new revenue-generating fee schedule.</p> <p>THAT the Board continue its approach of collecting land acquisition and capital development funds separately from funds that are collected to support planning, operations and maintenance.</p> <p>THAT the Board clarify in all materials that monies held in the Regional Parks Acquisition and Capital Development (Reserve) Fund are intended both for land acquisition and capital project purposes.</p>

Topic	Recommendations
Community Services Funding Model	<p>THAT the Board retain its current practice of allocating staffing costs equally across the Electoral Areas.</p> <p>THAT the Board continue to raise service funds using property value taxes.</p> <p>THAT the Board, pursuant to section 559(2) of the <i>Local Government Act</i>, introduce local Development Cost Charges to assist in raising funds required for parkland improvements.</p>
Additional Issues	<p>THAT the Board refrain from assuming responsibility, in whole or part, for municipal parks that may possess regional park characteristics.</p> <p>THAT the Board direct staff to work with their counterparts in the Regional District's member municipalities on developing and implementing an integrated planning framework for regional and local parks and trails.</p>



# **RDN PARKS FUNDING SERVICE REVIEW REPORT**

This *Report* has been prepared by Neilson-Welch Consulting Inc. for the Regional District of Nanaimo (RDN). The document is presented for discussion with, and for the sole use of, the RDN. No representations of any kind are made by the consultants to any party with whom the consultants do not have a contract.

**NEILSON-WELCH**  
CONSULTANTS TO GOVERNMENT

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November, 2017



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## EXECUTIVE SUMMARY

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Neilson-Welch Consulting Inc. was retained by the Regional District of Nanaimo (RDN) to undertake the *RDN Parks Funding Service Review*. The purpose of the *Service Review* is to assess and make recommendations on the funding model that is currently used to support the acquisition, development and operation of parks and trails in the RDN's Regional Parks & Trails Service. The assessment of the funding model considers a variety of criteria, the most important of which is equity among participating jurisdictions in the service.

While the funding model of the regional service was identified in the *Review's* terms of reference as the primary focus of the assignment, the consultants were also asked to assess and make recommendations on the funding model in place for the Community Parks & Trails Services in the RDN's seven electoral areas.

### THE REPORT

This report presents the results of the *Service Review*. The document is divided into two parts.

#### Part I: Regional Parks and Trails Service

The first and largest part of the report focuses on the Regional Parks and Trails Service. Part I is divided into five chapters:

- *Chapter I.1: Current Service* — Chapter I.1 profiles the RDN's Regional Parks & Trails Service. The profile highlights the funding model and financial tools in place today, and the changes that have occurred to service funding since the service's inception. The profile also identifies challenges facing the service.
- *Chapter I.2: Service Funding* — Chapter I.2 outlines the full range of financial tools available to regional districts to assist in funding the acquisition, development and operation of regional parks and trails. The text draws heavily on comparative research undertaken on regional parks and trails services across British Columbia.
- *Chapter I.3: Assessment of Service Funding Models* — Chapter I.3 introduces and applies a set of evaluation criteria for assessing the RDN's Regional Parks & Trails funding model. Included in the list of criteria are:
  - equity across jurisdictions
  - equity among different types of taxpayers
  - effectiveness at raising sufficient revenue for the service
  - transparency in communicating the purposes of monies raised

- *Chapter I.4: Additional Issues* — This chapter examines specific issues that arose over the course of the *Review*, but that do not necessarily fit into the discussions on funding models.
- *Chapter I.5: Summary of Recommendations* — The final chapter summarizes the recommendations on the regional service funding model, and on the issues raised in Chapter I.4.

## **Part II: Community Parks and Trails Services**

The second part of the report examines the funding model in place for the eight Community Parks and Trails Services. Chapter II.1 begins by profiling the services and their funding model. Chapter II.2 then considers the range of financial tools available to regional districts to assist in the acquisition, development and operation of parks and trails at the community level. The current funding model is assessed in Chapter II.3 using the same criteria introduced for the regional service. Recommendations are summarized in Chapter II.4.

## **FINDINGS**

### **Regional Parks and Trails Service**

A number of key findings emerged from the assessment of the funding model for the Regional Parks and Trails Service:

- *Equity (Jurisdictions)* — The level of equity across participating jurisdictions would be improved if all service costs — acquisition, development, operating — were allocated on a combination (50-50) of converted assessment and population. This approach would recognize the service's indirect benefits to the broader region, but also the service's direct benefits to residents in each jurisdiction. Under the current model, costs for acquisition and development are allocated on basis of parcels; operating costs are allocated by population alone.
- *Equity (Individual Taxpayers)* — Equity among individual taxpayers would be improved through the use of a property value tax in place of the current property parcel tax to determine and collect service payments from properties. Equity among individual taxpayers would also be improved through the introduction of a development cost charge (DCC) to assist in funding land acquisitions and development.
- *Effectiveness* — The current funding model, with its reliance on property tax revenues only, does not appear to provide sufficient funding to meet the expressed expectations and interests related to the service. The RDN should consider introducing a regional parks and trails DCC to increase and diversify funding. User fees for special events, filming and other permits should also be reviewed and increased where warranted. The Regional District may also need to increase the overall amount it collects in service tax revenues to support the levels of service expected by residents.

- *Transparency* — Support for regional services increases when funding models are transparent in their use of tax dollars — that is, when funds raised are used in accordance with their stated purpose. At the RDN, transparency in the Regional Parks & Trails Service funding model is enhanced by the separation of acquisition and development funds from operational funds. This separation should continue, irrespective of the approaches taken to cost allocation and taxation. The RDN should also ensure that monies held in its Regional Park Acquisition and Capital Development Fund are identified consistently as funds that are intended for both acquisition and development purposes.

### **Additional Issues Considered**

As noted earlier, over the course of the *Service Review* certain additional issues arose that should be considered, but that do not fit neatly into the discussions on funding models. The first issue concerns the potential for the RDN to assume responsibility, in whole or part, for municipal parks that have regional park characteristics. There are many examples of municipalities in the province that provide region-like parks. Several regional districts have been faced with the prospect of assuming responsibility for these parks; in general, regional districts have been reluctant to accept any responsibility.

The second issue concerns the potential for an integrated approach to parks and trails planning that would take into account municipal and electoral area park systems, along with the regional parks and trails system. There is considerable interest on the part of the RDN and member municipalities to integrate their respective efforts. The upcoming process for updating the *Regional Parks & Trails Plan* provides an opportunity to work together.

### **Community Parks and Trails Services**

The funding model for the Community Parks & Trails Services was assessed using the same evaluation criteria that were introduced for the regional service. Key findings are as follows:

- *Equity (Jurisdictions)* — Inter-jurisdictional equity considerations at the local service level relate to the allocation, across local service areas, of the cost of Parks and Recreation staff who are assigned to services. At the RDN, this cost is allocated in equal portions to the seven electoral areas. This approach may, at first glance, seem unfair given differences between and among the local services. The approach, however, can be supported by a number of points, as explained in the report, and should be maintained.
- *Equity (Individual Taxpayers)* — The RDN should leave unchanged its reliance on property value taxes for the local services — this method of taxation is most equitable for the services. Overall equity would be improved,

however, if RDN introduced a DCC specifically for community parks and trails improvements.

- *Effectiveness* — A new DCC, focused initially on improvements, should be considered. In the future, the tool could be expanded to include land acquisition in the event that the Regional District begins to fund acquisition efforts directly with tax dollars.
- *Transparency* — No issues were identified concerning transparency.

## RECOMMENDATIONS

Figure ES.1 presents the consultants' recommendations, for the Board's consideration, from both parts of the report. Included are recommendations on the funding model for the Regional Parks and Trails Service, the additional issues considered, and the funding model for the Community Parks and Trails Services.

**Figure ES.1**  
**Recommendations**

Topic	Recommendations
Regional Service Funding Model	<p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to allocate land acquisition and development costs among service participants on the combination (50-50) of converted assessment and population, rather than number of parcels.</p> <p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to replace the property parcel tax for acquisition and development costs with a property value tax.</p> <p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to allocate service operating costs among service participants on the combination (50-50) of converted assessment and population, rather than population alone.</p> <p>THAT the Board direct staff to undertake a survey of regional parks and trails users, at key times of year, every five (5) years, to identify and track the home jurisdictions of users.</p> <p>THAT the Board, pursuant to section 559(2) of the <i>Local Government Act</i>, introduce a Development Cost Charge to assist in raising funds required for parkland acquisition, and parkland improvements.</p>

Topic	Recommendations
	<p>THAT the Board direct staff to review the existing permit fees charged for special events, filming, and commercial activities, and to propose a new revenue-generating fee schedule.</p> <p>THAT the Board continue its approach of collecting land acquisition and capital development funds separately from funds that are collected to support planning, operations and maintenance.</p> <p>THAT the Board clarify in all materials that monies held in the Regional Parks Acquisition and Capital Development (Reserve) Fund are intended both for land acquisition and capital project purposes.</p>
Additional Issues	<p>THAT the Board refrain from assuming responsibility, in whole or part, for municipal parks that may possess regional park characteristics.</p> <p>THAT the Board direct staff to work with their counterparts in the Regional District's member municipalities on developing and implementing an integrated planning framework for regional and local parks and trails.</p>
Community Services Funding Model	<p>THAT the Board retain its current practice of allocating staffing costs equally across the Electoral Areas.</p> <p>THAT the Board continue to raise service funds using property value taxes.</p> <p>THAT the Board, pursuant to section 559(2) of the <i>Local Government Act</i>, introduce local Development Cost Charges to assist in raising funds required for parkland improvements.</p>

## INTRODUCTION

---

Neilson-Welch Consulting Inc. was retained by the Regional District of Nanaimo (RDN) to undertake the *RDN Parks Funding Service Review*. The purpose of the *Service Review* is to assess and make recommendations on the funding model that is currently used to support the acquisition, development and operation of parks and trails in the RDN's Regional Parks & Trails Service. The assessment of the model considers a variety of criteria, the most important of which is equity among participating jurisdictions in the service.

The funding model of the regional service was identified in the *Review's* terms of reference as the primary focus of the assignment. The consultants were also asked, however, to assess and make recommendations on the funding model in place for the Community Parks & Trails Services in the Regional District's seven electoral areas.

The findings and recommendations from the *Review* are intended to help the RDN in its efforts to fund parks and trails services in ways that support the purposes of the services, and that are fair to taxpayers throughout the region. The recommendations will also help to inform the development of an updated *Regional Parks & Trails Plan* in 2018.

### APPROACH TO WORK

The consultants' approach to the *Service Review* consisted of the following elements:

- *Background Research* — The consultants reviewed a considerable number of documents concerning the regional and community services. Relevant documents from the literature on financial tools used in parkland acquisition, parkland development, and park operation were also reviewed. In all, the list of key documents included:
  - RDN Bylaw 1231 (the establishing bylaw for the Regional Parks & Trails Service)
  - RDN's *2017 Five Year Financial Plan*
  - 2016 and 2017 requisition totals for the regional and community services, parcel totals, converted assessment and population data
  - various staff reports, including the "Regional Parks Parcel Tax Review" (2016), and the "Amendment of the Regional Parks Function to Include Municipalities" (2005)
  - *Regional Parks and Trails Plan* (2005-2015)
  - *Regional Parks DCC Review* (2007)
  - *Regional District of Nanaimo Strategic Plan, 2016-2020*
  - Acquisition Criteria Rating Sheet
  - *2017 RDN Operational Plan*



- *Community Parks & Trails Strategic Plan* (2014)
- studies related specifically to individual community parks and trails in the electoral areas
- all regional park management plans

- *Comparative Research* — The consultants examined the regional and local parks services in ten regional districts across British Columbia. Particular attention was paid to services in the:

- Cowichan Valley Regional District
- Regional District Central Okanagan
- Capital Regional District
- Comox Valley Regional District

Interviews were conducted with senior managers in several cases in order to fully understand the funding models in place.

- *Consultation* — The consultants held one facilitated discussion with the RDN Board of Directors, and one with the Chief Administrative Officers of the member municipalities and the Regional District.<sup>1</sup> For both meetings, background materials and questions for discussion were distributed in advance. Meetings were held, as well, with senior managers at the RDN in Recreation and Parks Services, Finance, and Strategic Initiatives.
- *Report and Recommendations* — The consultants prepared the report for presentation to the RDN Board of Directors.

## FORMAT OF REPORT

This report presents the results of the *RDN Parks Funding Service Review*. The document is divided into two parts.

### Part I: Regional Parks and Trails Service

The first and largest part of the report focuses on the Regional Parks and Trails Service. Part I is divided into five chapters:

- *Chapter I.1: Current Service* — Chapter I.1 profiles the RDN's Regional Parks & Trails Service. The profile highlights the funding model and financial tools in place today, and the changes that have occurred to service funding since the service's inception. The profile also identifies challenges facing the service.

<sup>1</sup> The CAO's or their designates from all member municipalities were invited. Representatives from Parksville, Qualicum Beach and Lantzville attended, along with the CAO from the RDN. Representatives from the City of Nanaimo were not available.

- *Chapter I.2: Service Funding* — Chapter I.2 outlines the full range of financial tools available to regional districts to assist in funding the acquisition, development and operation of regional parks and trails. The text draws heavily on comparative research undertaken on regional parks and trails services across British Columbia.
- *Chapter I.3: Assessment of Service Funding Models* — Chapter I.3 introduces and applies a set of evaluation criteria for assessing the RDN's Regional Parks & Trails funding model. "Equity" is a key criterion in the exercise — the terms of reference for the *Review* specifically highlight the importance of assessing equity among participating jurisdictions.
- *Chapter I.4: Additional Issues* — This chapter examines specific issues that arose over the course of the *Review*, but that do not necessarily fit into the discussions on funding models. Two issues in particular are addressed:
  - the potential for the RDN to assume responsibility, in whole or part, for municipal parks that have regional park characteristics
  - the potential for an integrated approach to parks and trails planning that would take into account municipal and electoral area park systems, along with the regional parks and trails system
- *Chapter I.5: Summary of Recommendations* — The final chapter summarizes the recommendations on the regional service funding model, and on the issues raised in Chapter I.4.

## **Part II: Community Parks and Trails Services**

The second part of the report examines the funding model in place for the eight Community Parks and Trails Services. Chapter II.1 begins by profiling the services and their funding model. Chapter II.2 then considers the range of financial tools available to regional districts to assist in the acquisition, development and operation of parks and trails at the community level. The current funding model is assessed in Chapter II.3 using the same criteria introduced for the regional service.

Recommendations are summarized in Chapter II.4.



# **PART I**

## **REGIONAL DISTRICT OF NANAIMO REGIONAL PARKS AND TRAILS SERVICE**

**RDN  
PARKS FUNDING  
SERVICES REVIEW  
REPORT**

**NEILSON-WELCH**  
CONSULTANTS TO GOVERNMENT

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## CHAPTER I.1 CURRENT SERVICE

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This chapter profiles the Regional Parks & Trails Service as it exists today. Several elements of the service are outlined; however, the focus is on the service's funding model.

### OVERVIEW OF REGIONAL PARKS & TRAILS SERVICE

The RDN was granted authority in 1989 by way of Supplementary Letters Patent to establish and provide regional parks and trails. In 2001, the Regional District converted the function to a regional service, as provided within the framework of the *Local Government Act*. The *Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)* became the establishing bylaw for the service.

The vision for the service was first presented in a 1995 *Regional Parks System Plan*. A subsequent 2005 *Regional Parks and Trails Plan* built on and refined the earlier vision to create a four-part purpose that balances the need to protect natural areas in the region with the desire to promote access to them. As set out in the 2005 document, the *Regional Parks & Trails Service* exists to:

- secure, protect and steward land and water features of environmental significance and wildlife habitat value
- provide rewarding outdoor recreation opportunities
- foster education on and appreciation of the Region's natural environment
- enhance livability for current and future residents of the RDN

The RDN undertakes all facets of regional parks and trails service provision, including system planning, land acquisition, the establishment of management plans for individual regional parks and trails, regional parks and trail development, and the ongoing operation of parks and trails in the system. Land acquisition efforts are guided by acquisition plans and goals, acquisition criteria, and a scoring tool to assist decision-makers in making selections. The management and development of each regional park are governed by a park-specific management plan.<sup>2</sup>

The Regional Parks & Trails Service today is a true regional service that includes all jurisdictions of the RDN as participants. Full participation, however, has not always been a feature of the service. For the first decade of its existence the regional service received support from the electoral areas only. In late 2000, as the result of a multi-service *Regional Services Review*, the RDN's member municipalities entered into a *Regional Parks Service Agreement* with the RDN to contribute towards the operation and maintenance (but not the acquisition or capital development) of

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<sup>2</sup> The management plan for Beachcomber Regional Park is under development. All other regional parks have plans in place.

regional parks on a per capita basis. In 2006, following a review of the *Agreement*, and in response to increasing demand across the region for large natural parks and trails, the municipalities joined the regional service as participants, and began to contribute to land acquisition and development efforts.

The expansion of the regional service to include all jurisdictions enabled the network of regional parks and trails to grow significantly between 2006 and 2017. In 2006, the system consisted of eight parks, with a total area of 430 ha. Trail development had occurred to the point that by 2006, there were 60 km of regional trails in the system. Today, at the time of writing, the system consists of 12 regional parks covering a total of 2,129 ha, and a network of regional trails approaching 90 km in length.<sup>3</sup>

### FUNDING MODEL

For the purpose of this report, the term "funding model" focuses on the financial tools used by the Regional District to pay the different costs of the service, including costs associated with land acquisition, parks and trails capital development, and planning, operations and maintenance.

### Land Acquisition

In the RDN, as in all other regional districts with regional parks services, lands are acquired for regional parks and trails in two basic ways: through direct purchase by the Regional District; and through transfer to the Regional District by others.

#### ➤ Direct Purchase

Direct purchase is an important element of the RDN's acquisition efforts. As in most regional districts, the RDN relies on property tax revenues to fund its purchases. Unlike other regional districts, however, the RDN relies solely on a property parcel tax to raise acquisition funds. Each year, all property owners in the Regional District pay a flat tax for each parcel of land.<sup>4</sup> The total amount contributed to the service from each participating jurisdiction equals the number of parcels in the jurisdiction, multiplied by the flat parcel tax. The funds raised through the parcel tax are placed into a Regional Parks Acquisition and Capital Development Fund. Monies in the fund are used primarily to purchase lands; however, resources are also used where required to fund major capital improvements in the system, such as bridges and parking areas.

<sup>3</sup> Much of the growth in hectares can be attributed to two specific regional parks acquired since 2005, including Mount Benson Regional Park (212 ha) and Mount Arrowsmith Massif Regional Park (1,300 ha).

<sup>4</sup> To be identified as a parcel for the purposes of taxation a separate tax folio must exist. Rental apartments and individual manufactured homes within manufactured home parks or mobile home parks do not have separate folios. These units are not, therefore, considered parcels, and are not charged the parcel tax.

Prior to 2006, member municipalities were not participants in the regional service. As noted earlier, they did contribute beginning in 2001 to operations and maintenance through a *Regional Parks Service Agreement*. This *Agreement*, however, did not allow for contributions to land acquisition. The flat parcel tax, as the chosen method for funding acquisition, was introduced when the municipalities entered the service.

When it began in 2006, the flat parcel tax was set at a rate of \$10.<sup>5</sup> The rate remained at this level until 2011 when it was increased to \$11. Between 2011 and 2016, the rate climbed from \$11 to \$14, always remaining a flat, per-parcel amount. In 2016, parcel tax revenues totaled \$950,000; budgeted revenues for 2017 are at essentially the same level. Figure I.1.1 on the following page shows the parcel tax contributions from each jurisdiction in 2017. Also shown for each is the number of parcels.

➤ **Transfer of Lands**

Where possible, lands are acquired by the Regional District through transfers from senior levels of government, non-profit societies, private corporations and, in some cases, individuals. The RDN has secured a number of land transfers from the provincial government in past years. In some instances title of ownership was transferred, as when the province transferred 105 ha of land to create Horne Lake Regional Park. In other instances, the province granted long-term operating leases to the Regional District, or licenses of occupation. The long-term lease of 22 ha at Benson Creek Falls Regional Creek, and the license of occupation granted to the RDN over 1,300 ha in Mount Arrowsmith Massif Regional Park, are examples.

Several regional parks have been established with the help of contributions from the Nanaimo & Area Land Trust (NALT), the Land Conservancy of BC, the Nature Trust of BC, the Nature Conservancy of Canada, Ducks Unlimited and others. These contributions typically take the form of long-term leases or licenses of occupation. Land contributions from private corporations represent an additional tool — Timber West is one corporation that has contributed lands in past years to the regional parks system (e.g., Englishman River). Contributions in the form of gifts from individuals, while less common, do occur periodically. Coats Marsh Regional Park, Beachcomber Regional Park and Little Qualicum River Regional Park were all established, in part, using lands gifted by individuals.

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<sup>5</sup> The parcel tax applied to the electoral areas and the City of Nanaimo in 2006, but was phased in for the other municipalities over five years. The City of Nanaimo began paying in 2006 to support the acquisition of Mount Benson Regional Park, which the City had identified as a priority.

**Figure I.1.1  
Parcel Tax (Acquisitions) and Value Tax (Operations)  
2017 Requisitions**

Jurisdiction	No. Parcels	Pop (2016)	Parcel Tax Rate	Value Tax Rate	Requisition		
					Acquisition	Operations	Total
City of Nanaimo	34,369	90,504	14.00	0.041	481,166	797,168	1,278,334
City of Parksville	6,737	12,514	14.00	0.036	94,318	110,225	204,543
Town of Qualicum Beach	4,841	8,943	14.00	0.032	67,774	78,771	146,545
District of Lantzville	1,482	3,605	14.00	0.036	20,748	31,753	52,501
Electoral Area A	2,902	7,058	14.00	0.047	40,628	62,168	102,796
Electoral Area B	3,771	4,033	14.00	0.029	52,794	35,523	88,317
Electoral Area C	1,425	2,808	14.00	0.022	19,950	24,733	44,683
Electoral Area E	3,423	6,125	14.00	0.025	47,922	53,950	101,872
Electoral Area F	2,994	7,724	14.00	0.048	41,916	68,034	109,950
Electoral Area G	3,729	7,465	14.00	0.035	52,206	65,752	117,958
Electoral Area H	2,525	3,884	14.00	0.030	35,350	34,210	69,560
<b>Total Requisition</b>					<b>954,772</b>	<b>1,362,287</b>	<b>2,317,059</b>

The Value Tax Rate differs for each jurisdiction because costs for operations are allocated among participating jurisdictions on the basis of population, then collected from individual property owners on the basis of assessment. If costs for operations were allocated and collected based on assessment, the tax rate would be the same.

The transfer of lands through the development process is most commonly used to acquire small parcels of land for community parks. Opportunities also exist at the regional level from time to time, however, to secure land transfers at subdivision or through rezoning. In the RDN at present, a 100 ha parcel of land is being dedicated pursuant to a 20-year phased development agreement to create a regional park in the Fairwinds' Lakes District Neighbourhood (Area E). In 2001, the initial 44 ha Little Qualicum River Regional Park was acquired through dedication at subdivision (later, in 2017, an additional 68 ha was added to the Regional Park through a land donation).

#### ► **Combination of Methods**

It is useful to note that in the RDN, as in other regional districts, regional parks and trails are typically established, or enhanced, using a combination of direct purchases and land transfers. Direct purchases by the RDN are often used to leverage transfers from other agencies that share the Regional District's vision for a particular site.

#### **Parks and Trails Development**

Capital projects that are undertaken to develop regional parks and trails include trail improvements, parking areas, washroom facilities, ecosystem protection works, bridges, and other similar works. Major projects are funded through contributions

from the Regional Parks Acquisition and Capital Development Fund, senior government grants (e.g., Federal Gas Tax Sharing),<sup>6</sup> and operating revenues raised through property value taxes. Capital contributions obtained through the development process are secured in specific cases (e.g., Fairwinds' Lakes District Neighbourhood), but are not common.

Contributions to regional trail development are provided, in some cases, by individual member municipalities and electoral areas that comprise the RDN. For example, Electoral Areas F and G contributed Community Works Fund (CWF) grant monies in 2016 and 2017 to assist in the cost of developing the portions of the E&N Rail Regional Trail that traverse the two Areas. Contributions to development costs come, as well, from community groups that raise funds to assist with specific projects.

### **Planning, Operations and Maintenance**

The RDN raises funds to pay for regional park planning, operations and maintenance using a property value tax. The service costs that are paid using the tax are allocated among participating jurisdictions on the basis of population. The tax, however, is applied to property owners based on assessment. Total tax revenues collected in 2016 were \$1.34 million; 2017 revenues are 2.1% higher at \$1.36 million. The property value tax contributions from the service participants, along with population data, are provided in Figure I.1.1 (page 8).

### **Challenges Related to Funding Model**

The RDN's Regional Parks and Trails Service is facing three key challenges related to funding: increasing demand for the service; rising land values and capital costs; and equity among jurisdictions.

#### **➤ Demand for the Service**

The regional parks and trails service in the RDN, similar to services in other parts of the province, provides many benefits to the region and its residents. For example, the service:

- helps to protect, in perpetuity, important natural features, ecosystems and habitats, some of which may be threatened
- offers opportunities to residents and visitors to connect with, learn about, and be active in outdoor, natural environments
- provides a range of ecosystem services to the broader community in the form of improved air quality, nutrient recycling, flood regulation, water supply and treatment, and other benefits

<sup>6</sup> In 2014, the RDN applied for and received \$2.6 million from the Regionally Significant Priorities Gas Tax under the Federal Gas Tax Sharing program. The funds were used to construct the Coombs to Parksville Rail Trail. Projects that receive these grants are deemed to provide broad, regional benefit.



- draws visitors to the region, and in so doing assists in economic development efforts

The significance of these benefits and the service that provides them tends to rise in tandem with population growth and development. In parts of the province, such as the RDN, that experience sustained growth and urbanization, people become increasingly aware of the importance of protected natural areas and the desire to connect with nature. With increasing awareness comes increasing demand to expand and develop the regional parks and trails system.

The RDN does not yet have good data on the volume of visits to its different regional parks and trails (numbers are beginning to be tracked); nor has the Regional District attempted to measure demand through surveys or other qualitative means. It is difficult, therefore, to state definitively that demand for the service is rising. In the discussion with Board Directors, however, the need to grow the service was clear. Directors highlighted the dual desire to protect additional natural areas through acquisition, and to make available existing and new regional parks and trails to growing populations through development.

The park development piece is important to emphasize. Directors on the whole gave voice to the expectation that regional parks acquired by the RDN should be made accessible to the residents of the RDN. Staff echoed this point in separate discussions, and referred to expectations from a growing variety of user groups, including mountain bike clubs, kayak and diving groups, and others.

➤ **Land Values and Capital Costs**

The cost of land on the East Coast of Central Vancouver Island continues to experience upward pressure, as data from BC Assessment help to illustrate. Cost pressures are attributable to a number of factors, including general growth in the region, and the limited supply of land available for acquisition relative to other parts of the province. Regardless of the causes, increasing land values make land acquisition through purchase difficult to pursue.

To date, the RDN has been successful in securing a considerable amount of its lands through partnerships and contributions; efforts to develop new partnerships and attract additional contributions will surely continue. To leverage contributions and to enter into partnerships, however, the RDN needs to have its own funds on hand. As land costs increase, so too does the pressure on existing acquisition reserves, and the demand for new funding sources.

The cost to develop capital infrastructure in regional parks is also facing upward pressure, over-and-above the Consumer Price Index rate of inflation.

Staff note that in 2017 the RDN had to postpone certain capital projects because of higher-than-anticipated contractor bids. Managers from other regional parks systems who were interviewed for the *Service Review* — RDCO, CRD and MVRD are examples — are experiencing the same issue. Costs are escalating as a result of rising material and contractor costs.

➤ **Equity**

In any shared service, ensuring a level of equity between and among members is an ongoing challenge — the RDN's Regional Parks & Trails Service is no exception. An assessment of equity under the current funding model is provided later in Chapter I.3.

## CHAPTER I.2

### FINANCIAL TOOLS

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This chapter reviews the range of tools available to regional districts in British Columbia to fund the various activities that are undertaken in regional parks and trails services. Most of the tools are in use already at the RDN. The information presented draws heavily on the comparative research that was conducted for the *Service Review*.

#### COMPARATIVE RESEARCH

Pursuant to the *Service Review's* terms of reference, the consultants undertook comparative research on regional parks and trails services across BC. Materials were reviewed and, in several cases, managers were interviewed, from a total of ten regional districts, including:

- Cowichan Valley Regional District (CVRD)
- Capital Regional District (CRD)
- Comox Valley Regional District (Comox Valley RD)
- Regional District Central Okanagan (RDCO)
- Metro Vancouver Regional District (MVRD)
- Regional District Okanagan Similkameen (RDOS)
- Powell River Regional District (PRRD)
- Fraser-Fort George Regional District (FFGRD)
- Regional District East Kootenay (RDEK)
- Regional District Central Kootenay (RDCK)

The consultants gathered information on each regional district's service, size of regional parks system, evolution of the system, and challenges being faced today. Special attention was paid to service funding — more specifically, the tools being used in each regional district to pay for regional parks and trails acquisition, development, and planning, operation and maintenance.

In general, the comparative research confirmed that the range of tools available to regional districts to fund regional parks and trails services is limited. The research also revealed that the primary financial tool used across regional districts to pay for the services is property value taxes. This finding was not unexpected given the nature of regional parks and trails as true public good services.

#### FINANCIAL TOOLS

Financial tools are identified under each of the main service components, namely land acquisition, parks and trails development, and planning, operations and maintenance.

## Land Acquisition

As noted earlier, regional districts acquire land for regional parks and trails in two different ways: through direct purchase, and through transfer to the regional district by others. Figure I.2.1 presents the different tools available to regional districts under each of these approaches.

**Figure I.2.1**  
**Land Acquisition Tools**

TOOL	DESCRIPTION
<b>Direct Purchase of Land</b>	
Property Value Tax	<p>A property value tax is a tax levied on the assessed value of properties within a service area to raise the revenue necessary to fund the cost of a service. The cost may be allocated among participating jurisdictions on the basis of converted assessment, population, or any other factor or combination of factors. If cost is allocated on the basis of converted assessment, the value tax rate will be uniform throughout the service area.<sup>7</sup> If cost is allocated on some other basis, such as population, the value tax rate that is applied to collect revenues will vary by jurisdiction. Within each jurisdiction, the rate — however it is determined — will be levied against the assessed value of each property.</p> <p>All regional districts surveyed, with the exception of the Comox Valley RD, use a property value tax to raise funds for land acquisition.<sup>8</sup> In every case, the value tax is levied against the full assessed value of properties — that is, the value of land and improvements.</p> <p>The amount of tax paid by each property varies based on assessed value. In some of the regional districts, the payment is communicated in information materials as a standard dollar amount per household. The CRD and CVRD, for example, both identify a per-household rate of \$20. This amount, however, reflects the payment that a household with an average residential assessment pays through the property value tax towards acquisition. The actual amount paid by any particular household varies depending on the assessed value of the household relative to the average value in the service area.</p> <p>Most regional districts have land acquisition reserve funds in place to hold the property tax revenues collected for acquisition. These funds promote transparency, ensure that the monies are used for their intended purpose, and help to raise awareness of the importance of ongoing acquisition in regional parks and trails systems. In some cases, regional districts create their acquisition funds within the existing regional parks and trail service — RDCO and MVRD are examples. In</p>

<sup>7</sup> Allocation on the basis of converted assessment is the default under the *Local Government Act*.

<sup>8</sup> The Comox Valley service is a sub-regional service in that it does not include the Regional District's member municipalities.

TOOL	DESCRIPTION
	<p>these regions, a specific portion of the total tax revenue collected is transferred to the reserve fund. In a few cases — the CRD and CVRD stand out — the regional districts have established separate land acquisition services, with separate value taxes in place, to collect and hold the monies.</p> <p>In the RDOS, RDEK and RDCK, separate services have been established with separate value taxes to collect funds specifically for conservation lands.</p>
Property Parcel Tax	<p>A property parcel tax is levied against each parcel of property in an amount that is not linked to the assessed value of the property. The tax may be a flat tax — i.e., a specific, common dollar amount that is levied against each property. Alternatively, the tax may vary based on the size of property, or the length of frontage.</p> <p>Other than the Comox Valley RD's flat parcel tax, levied for its sub-regional parks service, the RDN is the only regional district in the comparison group that uses a parcel tax to fund land acquisition. The rate per property in the Comox Valley is \$20; the rate in the RDN is \$14.</p>
Development Cost Charges	<p>Development in a regional district results in an increased demand for various regional services, including regional parks and trails. Regional districts have the authority under the <i>Local Government Act</i> to impose development cost charges (DCCs) on new development to recover the portion of the acquisition cost that has been incurred, or that will be incurred, to meet the demand for regional parks and trails generated by new development.</p> <p>Several regional districts in the comparison group charge DCCs to assist in providing regional infrastructure services (e.g., sewer trunk lines and treatment plants). No regional district, however, charges DCCs to assist in the acquisition of lands for regional parks and trails services.</p> <p>In 2011, the RDN came close to implementing the first regional park DCC in BC. A staff report at the time estimated, based on a 2007 consultant's study, that DCCs could help the RDN to collect significant funds over a 30 year period — \$19 million to \$24 million — to assist with the acquisition and development of lands for the regional parks and trails system. The proposed DCC bylaw that was presented did not, however, receive final Board approval.</p>
Transfer of Funds	<p>While not a significant source of revenue, regional districts may receive funds from other agencies towards the purchase of specific properties. In the RDN, the Nature Trust of BC and NALT together raised \$156,000 in 2011 towards the RDN's \$4.8 million purchase of lands for Moorecroft Regional Park. Contributions resulting from fundraising efforts and other initiatives are more typically directed to capital projects.</p>

TOOL	DESCRIPTION
<b>Transfer of Land</b>	
Transfers from Government	<p>Lands suitable for inclusion in regional parks and trails services may be transferred to a regional district, at no cost, by other governments. Transfers may involve the transfer of ownership (i.e., title) over lands, or the transfer of responsibility for lands through long-term leases, licenses of occupation, or other mechanisms. Where ownership is transferred, covenants may be attached to ensure that lands retain their parkland nature. Terms included in leases and licenses of occupation provide the same protection.</p> <p>Regional districts have traditionally relied on the transfer of provincial Crown lands to establish and expand regional parks and trails systems. Today, however, land transfers from the province are less common than before in most parts of the province. The change is attributable, in part, to the need to take into consideration and consult on First Nations' interests in the provincial lands. The change is also attributable in some regions to a decline in the amount of suitable provincial land.</p> <p>Transfers of federal Crown land are less common than those from the province, and face the same challenges related to consultation and lack of supply. Federal transfers do, however, remain a tool to consider, particularly in the form of long-term management leases. The MVRD, among others has leases in place in some of its regional parks.</p>
Transfers from Non-Profit Agencies	<p>All regional districts secure lands for regional parks and trails services through contributions from non-profit societies that exist to protect lands, ecosystems and natural habitats from development.</p> <p>As noted in Chapter I.1, the RDN has several partnerships in place with groups such as NALT, the Land Conservancy of BC, the Nature Trust of BC, the Nature Conservancy of Canada, Ducks Unlimited and others. Transfers from these groups usually occur through long-term management leases or licenses of occupation, so that actual ownership remains with the contributor.</p> <p>Contributions from non-profit groups are often combined with direct purchases of lands by regional districts. In this way, the regional district funds may be seen to leverage investments by others in order to create more extensive regional parks than would otherwise be possible.</p>
Transfers from Other Agencies	<p>Resource companies and others that own large tracts of lands will, at times, transfer ownership of properties, or grant licenses of occupations or rights-of-ways, to regional districts for use as regional parks or trails. In some cases, transfers of ownership may be made to a non-profit agency, which then makes the land available to the regional district for operation through a regional parks and trails service.</p>

TOOL	DESCRIPTION
	In future years in the RDN and in other regional districts, the need for rights-of-way through private lands is anticipated to grow, as demand for new regional trails grows.
Transfers from Individuals	<p>Gifts from individual landowners are another form of land transfer that benefits regional parks and trails services. Individuals are typically eligible to receive tax credits for donations of land that are made.</p> <p>In some cases, individuals may sell lands to regional districts at discounted, below-market rates. In all cases, it is common for covenants to be attached to lands in order to ensure their use as regional parks in perpetuity.</p>
Parkland Transfers at Development	<p>Regional districts can receive property through the development process in the form of land dedications and contributions. Dedications at subdivision, pursuant to section 510 of the <i>Local Government Act</i>, are typically used for community parks services, but may be used for regional parks as well. Contributions provided by developers during the rezoning process, and through phased development agreements, may also benefit regional services. The examples in the RDN of such contributions were identified earlier in Chapter I.1.</p> <p>Municipalities may also use the development process to acquire lands for transfer (ownership or lease) to a regional districts. In such cases, the lands received by the municipality would have regional park characteristics, including a large benefitting area.</p>

#### ➤ A Note on Borrowing

Short- and long-term borrowing are cited by some regional districts as financial tools for use in the acquisition of regional park lands. Both forms of borrowing are, indeed, used by regional districts for acquisition, most often in cases where the amount of funds in reserve are insufficient to take advantage of opportunities that have arisen to purchase desired properties. Short-term borrowing may be undertaken for up to five years without the assent of electors. Long-term loans may have much longer amortization periods, but may require elector assent.<sup>9</sup>

Despite their use, short-term borrowing and long-term borrowing are not considered acquisition tools in this report. In the context of land acquisition, borrowing is essentially a cash-flow management tool that can be used by regional districts to make expenditures before revenues from property taxes and/or DCCs are fully collected. Borrowing may allow regional districts to

<sup>9</sup> At the RDN, long-term borrowing (20 years) assisted in the acquisition of lands for Moorecroft Regional Park (elector assent was not required as the total outstanding amount of borrowing did not exceed \$5 per thousand dollars of net taxable value of land and improvements). Short-term borrowing is used regularly as required.

acquire lands sooner than they could under a pay-as-you-go system of service funding; but borrowing does not constitute a new source of funding separate from property taxes and DCCs.

### Parks and Trails Development

Figure I.2.2 presents the different tools available to regional districts to undertake capital projects in regional parks and trails services.

**Figure I.2.2**  
**Parks and Trails Development Tools**

Tools	Description
Grants from Senior Governments	<p>All regional districts rely on senior government grants to assist in the cost of infrastructure development in regional parks and trails. Grants under the Strategic Priorities Fund (Federal Gas Tax Sharing program), in particular, are pursued and obtained where possible.</p> <p>Other one-time grant programs are also pursued where available, such as the recent Canada 150 Community Infrastructure Program,<sup>10</sup> and the Federation of Canadian Municipalities Green Municipal Fund.</p>
Contributions from Non-Profit Agencies	<p>All regional districts also rely on contributions from regional non-profit societies to assist in the funding of specific works that tend to be selected by the societies based on their particular missions. Metro Vancouver, for example, depends on the Pacific Parklands Foundation to assist in environmental works and other capital projects that promote the Foundation's goals. MVRD, RDCO and most other regional districts rely, too, on regional park associations to raise money for improvements in the specific parks. The RDN has received contributions from, and has benefitted from the fundraising efforts of, non-profit groups across the region.</p>
Land Acquisition Reserve Funds	<p>Rising expectations and costs related to parks and trails development force some regional districts to make use of property tax revenues that are raised, either through parcel or value taxes, for land acquisition. Accessing acquisition funds for development purposes, however, is difficult in several cases, need notwithstanding. In the CRD, for example, gaining access to acquisition funds may require a bylaw change and elector assent. The MVRD is facing the same constraints, as is the CVRD with its separate acquisition service. RDCO and the RDN are reportedly less restricted in their use of acquisition reserve funds for major capital works.</p>
Property Taxes	<p>Property tax revenues that are collected to pay for service operations are used in most (if not all) regional districts to assist with capital development.</p>

<sup>10</sup> The Regional District of Okanagan-Similkameen received funding under this program for regional trails.



Tools	Description
	A unique approach to the use of property taxes for capital works exists in the Cowichan Valley. The CVRD has established a separate service — the Kinsol Trestle service — to raise property tax revenues specifically for use in reconstructing and maintaining the Kinsol Trestle. This approach was taken to ensure strong support for the project, to promote transparency, and to raise the dedicated (and significant) funds required.
Development Cost Charges	The authority of regional districts to impose DCCs for regional park land acquisition was noted in Figure I.2.1. The same authority allows regional districts to use DCCs for regional parks and trails development costs. As with land acquisition, no regional district currently uses, or has ever used, DCCs for regional parks and trails development.
Other	Some regional districts — RDCO and MVRD are current examples — have memorial and other programs that allow individuals to provide funds for benches, picnic tables and similar types of infrastructure. Regional districts may also work with individuals who wish to gift funds (as opposed to lands) for specific works. Monies raised through these initiatives tend to be limited.

### Planning, Operations and Maintenance

Figure I.2.3 presents the different tools available to regional districts to fund regional parks and trails planning, operations and maintenance.

**Figure I.2.3**  
**Planning, Operations and Maintenance Tools**

Tools	Description
Property Taxes	Property value taxes are the primary tool used by every regional district to pay for the operation and maintenance of regional parks.
User Fees	<p>User fee revenues, generated from film permits, special event permits, commercial licenses and other special-use permits, are a secondary source. In all cases, however, user fee revenues are modest at best. Indeed, only three of the regional districts studied for the <i>Service Review</i> — the CRD, RDEK and MVRD — appear able to generate in excess of 5% of total service revenues from user fees.</p> <p>This level of funding is not unexpected given the nature of regional parks and trails. They are designed to provide access to all residents, free of financial and other barriers. Fees for parking and other services have been considered by some regional districts; ultimately, however, such fees were rejected for fear that they would prevent some groups of residents from using parks and trails.</p>

## CHAPTER I.3

### ASSESSMENT OF FUNDING MODEL

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This chapter provides an assessment of the RDN's funding model that is in place today to pay for the Regional Parks & Trails Service. Recommendations for the Board to consider are put forward. The experiences of other regional districts, identified through the comparative research, inform both the assessment and the recommendations.

#### EVALUATION CRITERIA

As noted in the terms of reference for the *Service Review*, equity among service participants is particularly important as an evaluation criterion. Other criteria, however, are also important to consider. The full list of criteria used in this report includes:

- *Equity (Jurisdictions)* — All member jurisdictions of the RDN — municipalities and electoral areas — are participants in the regional service. Is the service's current funding model fair to all parties? Are there changes to the model, based on approaches taken elsewhere, that would make the system more equitable on the whole?
- *Equity (Individual Taxpayers)* — Is the current funding model, with its reliance on both property value taxes and a flat-rate property parcel tax, fair to the different types of taxpayers who benefit from and pay for the service? Could the model be improved?
- *Effectiveness* — Does the current funding model allow the RDN to raise sufficient revenue for the service, given expectations and key challenges?
- *Transparency* — Is the current funding model clear in communicating to taxpayers and jurisdictions the purposes of monies that are raised?

#### REGIONAL PARKS & TRAILS FUNDING MODEL

The RDN's Regional Parks & Trails Service was profiled in Chapter I.1. The service's funding model can be summarized by the following points:

- Lands for regional parks and trails are acquired through direct purchase by the Regional District, and through transfer to the Regional District by others. The two methods of acquisition are often used in combination.
- The RDN relies solely on a property parcel tax to raise resources to purchase lands. The parcel tax is a flat tax, in that it is the same amount (\$14) for each parcel, irrespective of the parcel's assessed value. The tax has been increased four times since its introduction in 2006 at \$10.

- Land transfers are pursued from and received by senior levels of government, non-profit societies (e.g., land trusts), private corporations and individuals.
- Capital projects undertaken to make regional parks and trails accessible to users are funded through contributions from the Regional Park Acquisition and Capital Development Fund, senior government capital grants, contributions secured through the development process, and operating revenues that are raised using a property value tax. Funding for regional trails, in particular, is provided in some cases by individual member jurisdictions for the portions of trails that traverse their areas.
- Funds for planning, operations and maintenance are raised using a property value tax. The service costs that the tax is used to fund are allocated among jurisdictions on the basis of population.

## ASSESSMENT OF REGIONAL SERVICE FUNDING MODEL

### Equity (Jurisdictions)

To assess the funding model's level of equity — or fairness — among jurisdictions, it is useful to consider the benefits received by the different jurisdictions, and the cost of participation in the service for the different jurisdictions.

#### ► Benefits

The *Regional Parks & Trails Service* provides broad, indirect benefits to the region as a whole, including:

- protection, in perpetuity, of important natural features, sensitive ecosystems, landscapes and habitats in the region
- ecosystem services in the form of improved air quality, nutrient recycling, flood regulation, and water supply and purification

Residents in all jurisdictions of the Regional District receive these important, indirect benefits from the service, irrespective of the residents' ability to access the regional parks and trails in the system. Put differently, all residents in the RDN, whether or not they are able to visit regional parks and trails, benefit from efforts to protect the region's natural environment and ecosystem services.

The *Regional Parks & Trails Plan* (2005-2015) recognizes the value of these indirect benefits provided by the service. The protection of natural areas, landscapes, ecosystems and habitats is featured prominently in the vision for the service. The *Plan* also, however, points to the importance of direct benefits to residents who are able to use the regional parks and trails. As set out in the *Plan*, the service exists in part to provide opportunities to residents and visitors to access, learn about, and be active in outdoor natural

environments. The service also is designed to draw visitors to the region, and in so doing to promote economic development. These direct benefits exist for jurisdictions in which residents and visitors are able to easily access and make use of the parks and trails.

Indirect benefits by their very nature are difficult to measure for the service area as a whole, but also for individual jurisdictions within the area. It may be helpful simply to acknowledge that, through its targeting of different landscapes and habitats, and in its efforts to protect key ecosystems, the service provides broad, indirect benefits to the entire region.

Direct benefits are also not easy to measure, but may be approximated in different ways:

- *Actual Usage* — The estimated number of visits to regional parks and trails by residents of different jurisdictions can be used to judge direct benefit. Unfortunately, the RDN does not yet track visitor numbers to its different properties, nor does it conduct periodic surveys to identify the home jurisdiction of different users.
- *Population* — For several local government services, population is considered a proxy measure for usage, and one way to gauge direct service benefit. Population, arguably, is particularly well-suited to parks and trails services which are designed, in part, to be accessed and used by people.
- *Proximity of Regional Parks & Trails* — The proximity of regional parks and trails to individual jurisdictions can be used to assess the level of system access available to residents in each jurisdiction. Figure I.3.1 presents data from the RDN to show the number of regional parks and trails within 60 minutes' driving time, 45 minutes' driving time, and 30 minutes' driving time from a central location in each jurisdiction. The information in the figure shows that, on the whole, access to the regional parks and trails system is uniformly strong for most jurisdictions at the 60 and 40 minute marks (the exception is Gabriola Island which has less access relative to other jurisdictions on account of the need for ferry travel). Access at the 30 minute mark, however, is considerably better for jurisdictions in the north of the RDN (District 69) than in the south, as measured by number of regional parks within easy reach.
- *Expenditures* — It may be argued that spending decisions of the RDN benefit, or have the potential to benefit, different jurisdictions depending on the location of the expenditures. Under this argument, spending of service funds to acquire, develop or operate

**Figure I.3.1  
Proximity to Regional Parks and Trails  
Driving Times**

Jurisdiction	Place	Number of Parks & Trails Within		
		60 Min.	45 Min.	30 min.
Nanaimo	Nanaimo City Hall	15	10	4
Lantzville	Lantzville District Hall	15	14	9
Parksville	Parksville City Hall	14	14	10
Qualicum Beach	Qualicum Beach City Hall	14	13	10
Area A	Cedar Plaza	14	9	4
Area B*	Gabriola Island Ferry Terminal	6	2	2
Area C	Extension	15	8	4
Area C	East Wellington	16	12	8
Area E	Nanoose Place	14	14	12
Area F	Coombs Country Market	14	14	11
Area G	Sunrise Dr. at Island Highway (19A)	14	13	9
Area H	Lighthouse Community Centre	14	11	8

\* Includes ferry travel time.

specific regional parks and trails will benefit the jurisdictions closest to the properties.

Detailed operating and capital budgets (2016 and 2017) were reviewed for the assignment, along with land acquisition guides and criteria, to gauge the fairness of spending in the service. No spending patterns were identified to suggest any disproportionate level of benefit to individual participants. Spending on acquisition is guided by Board-endorsed criteria, including one criterion that calls for "geographical equity". This criterion states that balance between and among electoral areas and sub-regions is an important outcome for the Board.<sup>11</sup>

Spending on development is modest, given the nature of the service, except in cases where bridges and parking areas must be constructed. Examples of these major capital works exist in both major sub-regions, demonstrating again the sensitivity shown to spatial equity. Spending on operating is also dispersed across the region as shown by annual work plans.

<sup>11</sup> Electoral Areas are identified specifically for two reasons: they are spread throughout the entire Regional District; and candidate properties for acquisition are most often located in the rural areas where land costs are (usually) lower relative to those in the municipalities, and where large natural areas of regional significance tend to be situated.

### ➤ Participant Costs

The allocation of acquisition and development costs among participating jurisdictions based on number of parcels is not common in regional district funding models for regional parks and trails. Number of parcels does not take into account differences across jurisdictions in total converted assessment. Converted assessment, as a measure, is widely considered to reflect a jurisdiction's ability to pay; allocation of costs on the basis of converted assessment is accepted as the fairest approach for cost sharing in services that provide broad, indirect benefits.

Allocation of costs for planning, operations and maintenance on the basis of population is another relatively unique approach for regional parks and trails services specifically. As a proxy measure for service usage, population is used to allocate costs in cases where level of service usage is considered important, but where data on actual usage do not exist. The reliance on population places considerable value on the direct benefits of the Regional Parks & Trails Service to residents. The important indirect benefits to the region as a whole that are related to the protection of natural areas and ecosystems receive less emphasis under this approach.

Across British Columbia, the full costs — acquisition, development, planning, operations and maintenance — in most if not all regional parks and trails services are allocated among participating jurisdictions on the basis of converted assessment alone. This basis, as noted, recognizes the indirect, broad benefits of the service, and is considered by many to reflect each jurisdiction's ability to pay for the service. The reliance on converted assessment entirely, however, may not sufficiently recognize the direct benefits of the service. These benefits are identified in the RDN's materials as being important. They were also recognized as important during the *Service Review* discussion with the Board.

An approach that allocates all service costs among participating jurisdictions on a combination (50-50) of converted assessment and population would recognize both the indirect benefits and the direct benefits that the Regional Parks & Trails Service is designed to provide. In the RDN, this approach would be bolstered by the general level of parity in access to the regional parks system, and in expenditures across the region.

### ➤ Conclusion

The discussions on benefits provided to jurisdictions and costs allocated to jurisdictions under the current Regional Parks & Trails Service funding model suggest that the current funding could be made fairer. Specifically, allocation across jurisdictions of acquisition and development costs, as well as costs related to planning, operations and maintenance, on a combination (50-50) of converted assessment and population would increase inter-jurisdictional equity. This approach would recognize and balance the

service's indirect benefits to the region as a whole, and the direct benefits to each jurisdiction.

Figure I.3.2 uses 2017 data to show how this change would impact each jurisdiction in actual dollar terms. As evident from the figure, most jurisdictions would face relatively modest change.

### Equity (Individual Taxpayers)

The RDN's use of a flat parcel tax to raise the allocated funds for land acquisition represents a unique approach to taxation in regional parks and trails services, and a unique use of the parcel tax tool. Parcel taxes, in general, are used to assist in funding major infrastructure costs associated with local government utilities — for example, the construction and replacement of a water or sewage treatment plant. These utilities provide direct benefit only to properties that are physically connected to the systems, or that have the ability (but choose not) to physically connect. Put differently, local government utilities "exclude" properties that cannot connect to the services. This characteristic of exclusion is considered a "private good" attribute. Parcel taxes are considered a useful and equitable tool to assist in the funding of local services with private good characteristics.

Regional parks and trails are pure public good services. They are designed to provide access to all (i.e., to exclude none), and to benefit everyone. Such services, it is generally acknowledged, are most equitably funded using property value taxes.

**Figure I.3.2**  
**Impact of Allocating All Costs by**  
**Converted Assessment and Population (50-50)**

Jurisdiction	Existing Model			Converted Assess & Population (50-50)			Change in Allocation
	Acquisit/Dev	Ops	Total	Acquisit/Dev	Ops	Total	
City of Nanaimo	481,166	797,168	1,278,334	536,770	765,873	1,302,643	24,309
City of Parksville	94,318	110,225	204,543	78,963	112,666	191,630	(12,913)
Town of Qualicum	67,774	78,771	146,545	60,171	85,854	146,025	(520)
District of Lantzville	20,748	31,753	52,501	22,941	32,732	55,673	3,172
Electoral Area A	40,628	62,168	102,796	39,278	56,042	95,320	(7,476)
Electoral Area B	52,794	35,523	88,317	28,822	41,124	69,945	(18,372)
Electoral Area C	19,950	24,733	44,683	23,299	33,243	56,542	11,859
Electoral Area E	47,922	53,950	101,872	47,103	67,208	114,311	12,439
Electoral Area F	41,916	68,034	109,950	42,767	61,020	103,787	(6,163)
Electoral Area G	52,206	65,752	117,958	47,741	68,118	115,859	(2,099)
Electoral Area H	35,350	34,210	69,560	26,918	38,406	65,324	(4,236)
<b>Total Requisition</b>	<b>954,772</b>	<b>1,362,287</b>	<b>2,317,059</b>	<b>954,772</b>	<b>1,362,287</b>	<b>2,317,059</b>	<b>-</b>

Figure I.3.2 shows that allocating all costs on a combination of converted assessment and population would shift slightly the overall cost burden among jurisdictions. The Existing Model allocates acquisition and development costs based on number of parcels, and operating costs based on population.

Value taxes differentiate among individual properties on the basis of assessed value, which is considered a measure of a property owner's ability to pay. Owners of properties with higher than average assessed values within a service area are expected to pay more towards the cost of the service than are owners of properties with lower than average assessments. In this way, property value taxes are considered progressive. Flat parcel taxes, conversely, would be considered by many to be regressive.

The difficulty with the flat parcel tax is exacerbated further by the fact that all parcels, regardless of property class, are charged the same rate. In a value tax system, Class 4 (Major Industry), Class 5 (Light Industry) and Class 6 (Business) properties would pay different (higher) rates than Class 1 (residential) properties.

Equity as it relates to individual taxpayers needs to also consider whether there are different groups of stakeholders who contribute to the demand for the service, and who stand to benefit from the service, but who do not share in the cost of the service under the current model. The one stakeholder group that stands out at present is development. As noted earlier in the report, new development adds to the demand for new regional parks and trails in the RDN. Under the current funding model, however, there is no mechanism in place to require new development to contribute funding for additional acquisition and development of lands. The introduction of a DCC to assist with acquisition and development costs would make the funding model fairer for all taxpayers.

#### ➤ **Conclusion**

The assessment demonstrates that the level of equity among individual taxpayers in the regional service would be improved through the use of a property value tax, in place of the current property parcel tax, to determine and collect service payments from properties. Equity among individual taxpayers would also be improved through the introduction of a DCC to assist in funding land acquisitions and development.

#### **Effectiveness**

Does the current funding model, with its reliance on property taxes as the sole source of revenue, allow the RDN to raise sufficient funds for the service, given the expectations of residents and elected officials, and in view of key challenges? It is difficult to answer this question definitively until the RDN has completed its anticipated update (beginning in 2018) to the *Regional Parks & Trails Plan*. The process through which the *Plan* is updated will:

- clarify or confirm the fundamental purpose and goals of the service, as determined by the Board
- review the existing inventory of parks and trails
- confirm and articulate the anticipated need for additional regional parks and trails, based on the expectations of the broader regional community for the



protection of natural areas, and for opportunities to connect with, be active in, and learn about the natural environment

- identify the most important types of properties to acquire on a go-forward basis
- refine existing acquisition criteria
- consider parks and trails development needs
- examine staffing and other operational and maintenance resource levels
- quantify the anticipated costs of acquisition, development and operations in the coming years

Through the update to the *Plan*, the Board will be able to determine whether the current funding model can be used to raise sufficient revenues, or whether additional revenue-generating tools should be considered.

The need for an updated *Plan* notwithstanding, it does appear to be the case, based on consultations and the review of materials, that the service requires more funds to meet existing needs and expectations related, in particular, to acquisition and development. In plain terms, people in the RDN want more regional parks and trails, and they want to be able to use them. More funds could be obtained by simply increasing the taxes charged against property owners. Increases of this sort may, indeed, be part of the solution;<sup>12</sup> however, funds could also be raised by introducing a regional parks and trails DCC (referred to earlier), and by undertaking efforts to increase, where possible, fees for special events, film permits and other services.

It is not being suggested that the RDN introduce a wide range of fees for those who use the regional parks and trails system. Too many user fees may inadvertently undermine the ability of all residents in the RDN to access the system. What is being suggested is to increase user fees for specific permits in an effort to increase the total amount of user fee revenue available in the service. At present, the RDN generates essentially no such revenues. By contrast, user fees at other regionals districts, including the CRD and MVRD, account for 5% to 8% of total service revenues.

#### ➤ **Conclusion**

The current funding model does not appear to provide sufficient funding to meet the expressed expectations and interests for the service. The RDN should consider introducing a regional parks and trails DCC to increase and diversify funding. User fees for special events, filming and other permits should also be reviewed and increased where warranted. The Regional District may also need to increase the amount it collects in service tax revenues from the service area in order to meet increasing level of service demands.

<sup>12</sup> The tax amount collected per property in the RDN is much lower than the amount collected on an average property in the CRD and RDCO.

## Transparency

Support for regional services increases when funding models are transparent in their use of tax dollars — that is, when funds raised are used in accordance with their stated purpose. At the RDN, transparency in the Regional Parks & Trails Service funding model is enhanced by the separation of acquisition and development funds from operational funds. This separation should continue, irrespective of the approaches taken to cost allocation and taxation.

Questions related to transparency often arise in regional park services in discussions on spending for land acquisition and park development. Many of the regional districts reviewed for the assignment — CRD, RDCO, MVRD and CVRD stand out — are facing pressures to develop lands that have already been acquired. All of these regional districts are looking to their acquisition reserve funds as much-needed sources of revenue. In certain cases — RDCO, for example — the purpose of the reserve fund clearly includes parks and trails development costs. In other regional districts the flexibility is less clear. Officials in these other places who wish to use reserve funds for both acquisition and capital are finding it necessary to seek explicit approval from electors, who may consider the funds to be earmarked for acquisition only.<sup>13</sup>

In the RDN, transparency in the use of capital funds is not a major concern. The reserve fund that is used to assist in both the cost of acquisition and the cost of development is clearly identified in key RDN materials as the Regional Parks Acquisition and Capital Development Fund. In certain materials (e.g., service budget sheets), the fund is identified in short-hand as an acquisition fund. These instances should be corrected to include reference to major capital. In all instances, the Fund should be referred to as the "Regional Parks Acquisition and Capital Development (Reserve) Fund".

### ➤ Conclusion

The RDN should continue to separate acquisition and development funding from operating funding, irrespective of the approaches taken to cost allocation and taxation. The RDN should also ensure that monies held in its Regional Park Acquisition and Capital Development (Reserve) Fund are identified consistently as funds for both acquisition and development.

## RECOMMENDATIONS ON REGIONAL SERVICE FUNDING MODEL

Based on the assessment of the RDN's current funding model for the Regional Parks & Trails Service, the following recommendations are provided for the Board's consideration:

- THAT the Board work with participating jurisdictions to amend *Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)* to allocate land acquisition and development costs among

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<sup>13</sup> It is understood that the CRD will be appealing to electors on this point in 2018.

service participants on the combination (50-50) of converted assessment and population, rather than number of parcels.

- THAT the Board work with participating jurisdictions to amend *Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)* to replace the property parcel tax for acquisition and development costs with a property value tax.
- THAT the Board work with participating jurisdictions to amend *Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)* to allocate service operating costs among service participants on the combination (50-50) of converted assessment and population, rather than population alone.
- THAT the Board direct staff to undertake a survey of regional parks and trails users, at key times of year, every three-to-five years, to identify and track the home jurisdictions of users.
- THAT the Board, pursuant to section 559(2) of the *Local Government Act*, introduce a Development Cost Charge to assist in raising funds required for parkland acquisition, and parkland improvements.
- THAT the Board direct staff to review the existing permit fees charged for special events, filming, and commercial activities, and to propose a new revenue-generating fee schedule.
- THAT the Board continue its approach of collecting land acquisition and capital development funds separately from funds that are collected to support planning, operations and maintenance.
- THAT the Board clarify in all materials that monies held in the Regional Parks Acquisition and Capital Development (Reserve) Fund are intended both for land acquisition and capital project purposes.

## CHAPTER I.4

### ADDITIONAL ISSUES

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Over the course of the *Service Review*, certain additional issues arose that should be considered, but that do not fit neatly into the discussions on funding models. Two issues emerged as being particularly important to examine:

- the potential for the RDN to assume responsibility, in whole or part, for municipal parks that have regional park characteristics
- the potential for an integrated approach to parks and trails planning that would take into account municipal and electoral area park systems, along with the regional parks and trails system

Each of these issues is reviewed briefly in this chapter of the report.

#### MUNICIPAL PARKS

Municipalities are responsible for providing a range of local parks to their respective populations. Some of the parks are acquired and designed to provide benefit to small areas within cities, typically one or two neighbourhoods. These parks are often referred to as "tot lots" or neighbourhood parks. Municipalities also provide larger parks that are designed to benefit section of cities, and that may host sports equipment, playgrounds and other improvements. These parks are in some cases referred to as district parks. Several municipalities provide more significant parklands and trails with large catchment areas that may transcend municipal boundaries. These properties, often called city parks or destination city parks, may feature high quality sport fields, field houses and other facilities.

In addition to these various municipal park types, a number of municipalities provide large parks and trails that appear to many observers to be regional in nature. These parks may protect significant natural areas, ecosystems and habitats, and may showcase important regional landscapes. They often feature trail systems through the lands, but are otherwise essentially undeveloped. Some are large enough to protect and promote the provision of ecosystem services.

There are many examples of municipalities in the province that provide these region-like parks. The Cities of Surrey, Burnaby, Delta and Richmond, and the District of North Vancouver in the MVRD all have significant, natural parks that complement the regional park system. Kelowna, Kamloops, Vernon and Salmon Arm are a few of the many examples from the Interior. On the Island, Victoria and Saanich are good examples, as is the City of Nanaimo in the RDN with parks such as Westwood Lake and Linley Valley, and conservation areas such as Buttertubs Marsh.

Several regional districts have been faced with the prospect of assuming responsibility for municipal parks that possess regional park qualities. In general, regional districts have been reluctant to embrace such parks for a number of reasons:

- A decision to accept responsibility for one municipal park inevitably leads to requests from other municipalities, as well as raised expectations. Many municipalities, as noted earlier, control and operate parks that have regional qualities, including large benefitting areas. A regional district that agrees to take responsibility in one case could quickly find itself overwhelmed by demands to take responsibility over others' parks.
- The original decisions to acquire the land, establish and operate a park, and make ongoing investment in the park, were made by the municipal council, not the regional district board. Had the regional board been involved in past decisions, a different type of park may have emerged, established to address a different purpose and achieve different goals.
- There is not always agreement with respect to what constitutes "regional qualities". Improvements (e.g., paved trails) or activities in some large municipal parks may be not support the purpose of the regional parks and trail system.
- Municipalities that do transfer responsibility over key parks to the regional district may have a difficult time "letting go". Decisions made by the regional board may not be supported by the municipality or its residents that use the park. In such cases, the potential for conflict between jurisdictions would be high.
- Municipalities that transfer control through leases or licenses of occupation may decide that they want control back at the end of the contract. In these cases, the regional district and park users could face uncertainty and disruption over the future purpose of the park and the goals the park was intended to achieve. In Metro Vancouver, the City of Burnaby leased Burnaby Lake to the MVRD to operate within the regional park system. Burnaby has decided to not renew the lease in 2021. This decision has caused anxiety among park user groups and others who value the park's ecosystem services and other features, and who view the regional park system as an important source of protection.

The MVRD is proceeding cautiously with respect to Burnaby Lake Park, and on the broader issue of assuming responsibility for other municipal properties. No other regional district surveyed for the study is contemplating or encouraging any transfer of existing municipal parks.

In the consultation with decision-makers at the RDN, the transfer of responsibility issue did not generate discussion or interest. The creation of a park in the Lantzville Foothills was identified as a topic for further discussion between the municipality and the RDN. No such park, however, exists today.

### **INTEGRATED PLANNING**

There is considerable interest on the part of RDN and its member municipalities to integrate regional and local parks and trails planning on a go-forward basis. Integration could help to link parks and trails systems, reduce overall planning costs, and achieve sub-regional and region-wide environmental and active-living goals. Integrated planning also would help jurisdictions to identify important parks and trails gaps, and set acquisition and development priorities accordingly.

The process for updating the *Regional Parks & Trails Plan* in 2018 provides an opportunity to bring together planning efforts.

### **RECOMMENDATIONS**

Based on the discussion on the additional issues raised in this chapter, the following recommendation are presented to the Board for consideration:

- THAT the Board refrain from assuming responsibility, in whole or part, for municipal parks that may possess regional park characteristics.
- THAT the Board direct staff to work with their counterparts in the Regional District's member municipalities on developing and implementing an integrated planning framework for regional and local parks and trails.

## CHAPTER I.5

### ADDITIONAL ISSUES

Part I of this report has presented an assessment of the funding model in place for the RDN's Regional Parks and Trails Service. The recommendations presented for the Board's consideration are summarized in Figure I.5.1.

**Figure I.5.1**  
**Summary of Recommendations**

Topic	Recommendations
Regional Service Funding Model	<p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to allocate land acquisition and development costs among service participants on the combination (50-50) of converted assessment and population, rather than number of parcels.</p> <p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to replace the property parcel tax for acquisition and development costs with a property value tax.</p> <p>THAT the Board work with participating jurisdictions to amend <i>Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231 (2001)</i> to allocate service operating costs among service participants on the combination (50-50) of converted assessment and population, rather than population alone.</p> <p>THAT the Board direct staff to undertake a survey of regional parks and trails users, at key times of year, every three-to-five years, to identify and track the home jurisdictions of users.</p> <p>THAT the Board, pursuant to section 559(2) of the <i>Local Government Act</i>, introduce a Development Cost Charge to assist in raising funds required for parkland acquisition, and parkland improvements.</p> <p>THAT the Board direct staff to review the existing permit fees charged for special events, filming, and commercial activities, and to propose a new revenue-generating fee schedule.</p> <p>THAT the Board continue its approach of collecting land acquisition and capital development funds separately from funds that are collected to support planning, operations and maintenance.</p>

Topic	Recommendations
	<p>THAT the Board clarify in all materials that monies held in the Regional Parks Acquisition and Capital Development (Reserve) Fund are intended both for land acquisition and capital project purposes.</p>
Additional Issues	<p>THAT the Board refrain from assuming responsibility, in whole or part, for municipal parks that may possess regional park characteristics.</p> <p>THAT the Board direct staff to work with their counterparts in the Regional District's member municipalities on developing and implementing an integrated planning framework for regional and local parks and trails.</p>



## **PART II**

### **REGIONAL DISTRICT OF NANAIMO COMMUNITY PARKS AND TRAILS SERVICES**

**RDN  
PARKS FUNDING  
SERVICES REVIEW  
REPORT**

**NEILSON-WELCH**  
CONSULTANTS TO GOVERNMENT

## CHAPTER II.1 CURRENT SERVICE

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There are eight separate Community Parks & Trails Services, one in each of Electoral Areas A, B, E, F, G and H, and two in Electoral Area C. The services exist to:

- provide opportunities and amenities for outdoor leisure and recreation
- protect local natural features
- provide trail connections to parks, public places, beaches and other community destinations
- protect important local heritage and cultural features

Together, the services offer 202 parks that cover over 600 ha of land. With the exception of the 286 ha 707 Community Park on Gabriola Island (Electoral Area B), the individual community parks are relatively small in size, and are acquired, designed and developed to benefit local communities within the electoral area. There are very few trails at present in any of the services.

With advice and guidance from local advisory committees, the RDN undertakes a full range of functions under each Community Parks & Trails Service, including park planning, land acquisition, parks and trails development, and ongoing operation and maintenance of parks and trails. Parkland acquisition efforts are guided by park- and trail-related policies in each electoral area's *Official Community Plan*, and by other considerations. In the District 69 electoral areas, acquisition criteria and scorecards are outlined in the 2014 *Community Parks & Trails Strategic Plan (Electoral Areas E, F, G & H)*.

A few community parks in the different services have management plans — 707 Community Park is an example. By and large, however, management plans are not in place and are not required for most parks and trails.

### FUNDING MODEL

The transfer of land for community park purposes through the development process is the primary method used by the RDN to acquire parks and trails for the eight Community Parks & Trails Services. Section 510 of the *Local Government Act* requires every owner of land that is being subdivided to provide, without compensation, 5% of the land for parks.<sup>14</sup> The same section allows the RDN to require owners to provide monies in lieu of dedication. The monies are placed in reserve funds where they are used in accordance with policies in the specific electoral area's *Official Community Plan* related to community parks and trails. Where possible, dedicated lands or funds-in-lieu are used by the RDN to leverage additional resources through partnerships with other agencies. The Regional District

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<sup>14</sup> Section 510(3) provides some exemptions related to number of lots created, size of lots being created, and subdivision that results in the consolidation of lots.

is currently pursuing several partnership opportunities, for example, with School Districts 68 and 69.

Community parks and trails are developed, for the most part, using a combination of senior government grants and property tax revenue. Grant revenues consist primarily of Community Works Fund (CWF) monies, provided to the RDN for its electoral areas through the Federal Gas Tax Sharing program. CWF funds may be used within electoral areas for a wide variety of infrastructure works, including parks and trails improvements.

Figure II.1 shows the CWF funds spent under the Community Parks & Trails Services in the past two years. Certain electoral areas, it should be noted, spent additional CWF funds to assist with portions of regional trails that traverse the specific electoral areas. Electoral Area G, for example, contributed \$110,000 in CWF monies to the E&N Rail Regional Trail to assist with the portion of the trail within Area G. Area F's contribution to the same trail (referenced earlier) totaled \$350,000. Electoral Area A contributed \$18,000 to the Morden Colliery Regional Trail (and \$42,000 in earlier years). None of these costs is reflected in Figure II.1.1.

**Figure II.1.1**  
**Community Works Fund Support for**  
**Community Parks & Trails (2016 & 2017)**

Area & Local Project	2016	2017
Area A SFN Sport Court Upgrade		300,000
Area B Gabriola Village Trail Huxley Park Upgrades Skatepark Whalebone Park Beach Access	17,745	7,678 234,000 12,000 25,000
Area C	n/a	n/a
Area E Claudet Community Park Blueback Community Park Es-hw Sme~nts Park Jack Bagley Field	19,100 50,000 22,140	7,860 10,000
Area F Cranswick Road Trail Carruthers Road Trail	13,110	18,010
Area G Area H	n/a n/a	n/a n/a

Operations and maintenance for the each Community Parks & Trails Service are funded by property value tax revenues that are generated within the specific service area (which, in every electoral area except for Area C, consists of the entire electoral area). Value taxes are levied against all properties (land and improvements). Figure II.1.2 shows the 2017 value tax rate and total requisition for each service area.

### Challenges Related to Funding Model

One of the key funding model challenges facing the Community Parks & Trails Services concerns the cost of parks and trails development. Most of the community parks in the electoral areas are undeveloped in their natural state. As populations and the levels of residential development increase, expectations for outdoor recreation amenities and other improvements are likely to increase, as well. There will be pressure on the RDN to make funds available for increased park development. Added to the challenge is the concern noted earlier in the discussion on regional parks and trails related the rising cost of materials and labour.

A second challenge relates to the allocation of RDN staffing resources among the services in the different electoral areas. Areas may seek assurance that they are getting their "fair share" of resources, and/or not paying for services used by others.

Increasing land values may be less of an issue for the Community Parks & Trails Services than for Regional Parks & Trails, because of the reliance of parkland dedication in the acquisition of local parkland. Land owners in the electoral areas who wish to subdivide for development must dedicate 5% of the land, or provide (at the option of the RDN) a payment-in-lieu of dedication equal to the value of the land. The 5% requirement applies irrespective of the value of the land. The value of payments-in-lieu of dedication increases in tandem with the value of land.

**Figure II.1.2**  
**Community Parks & Trails Services**  
**Value Tax Rate and Requisition (2017)**

Jurisdiction	Value Tax Rate	Converted Assessment	Total
Electoral Area A	0.150	132,107,639	198,490
Electoral Area B	0.224	123,656,725	277,000
Electoral Area C (Extension)	0.095	72,499,538	68,807
Electoral Area C (East Wellington)	0.236	37,989,937	89,679
Electoral Area E	0.067	212,954,769	142,080
Electoral Area F	0.109	142,929,996	156,240
Electoral Area G	0.068	186,536,303	126,623
Electoral Area H	0.165	112,747,856	186,520
<b>Total All Electoral Areas</b>			<b>1,245,439</b>

## CHAPTER II.2

### FINANCIAL TOOLS

This chapter reviews the range of tools available to regional districts in British Columbia to fund the various activities that are undertaken in community parks and trails services. Most of the tools are in use already at the RDN. The information presented draws on the comparative research that was conducted for the *Service Review*.

#### FINANCIAL TOOLS

Financial tools are identified under each of the main service components, namely land acquisition, parks and trails development, and planning, operations and maintenance.

#### Land Acquisition

Tools available specifically for local parks and trails acquisition are outlined in Figure II.2.1.

**Figure II.2.1**  
**Land Acquisition**

Tools	Description
Dedication through Subdivision	All regional districts with community parks and trails services acquire lands for local parks and trails through the subdivision process, pursuant to section 510 of the <i>Local Government Act</i> . Included under this tool is the option, available in electoral areas with OCP policies on park location and type, to take monies-in-lieu of lands from owners seeking subdivision approval.
Dedication through Rezoning	The rezoning process offers another opportunity to regional districts for the acquisition of lands for community parks and trails. 707 Community Park on Gabriola Island was created using lands that were dedicated through rezoning in exchange for density transfers.
Land Transfer from Governments	Regional districts acquire some community parks and trails through transfers from senior governments. The RDCO recently acquired important lands from the province through long-term lease in the Westside Electoral Area. Other regional districts have acquired beach access points, in part, through the transfer of road ends from the Ministry of Transportation and Infrastructure (MOTI). MOTI provides rights-of-way to regional districts through permits or licenses of occupation. The CRD has a memorandum of understanding in place with MOTI that focuses on licenses of occupation, and that outlines the rights and responsibilities of both parties. The CSRD also obtains access from MOTI in the form of licenses of occupation.  Rights-of-way are provided by senior governments in some cases to

Tools	Description
	provide community trails, including trails that make use of local roads in electoral areas (such roads are owned and controlled by MOTI).
Contributions from Others	Non-profit community associations, private companies and individuals provide lands in certain instances for local parks and trails. In some cases, ownership of the lands is transferred through title; in other cases, transfers of responsibility for operations occur using leases and licenses of occupation.
Development Cost Charges	Regional districts have the authority to impose DCCs to assist in the cost of acquiring (and developing) community parks and trails. Of the regional districts surveyed for this report, only the Comox Valley RD has a local parks DCC program in place. RDCO had a program for the former Westside Electoral Area prior to 2006. This program, however, transferred to the West Kelowna municipality upon incorporation.
Property Value Taxes	Property value taxes are used primarily for planning, operations and management, but are also relied on in some cases to assist with land acquisition. Property tax revenues were identified by the CVRD as an important acquisition resource.

### Parks and Trails Development

Figure II.2.2 identifies the tools available to assist in developing community parks and trails.

**Figure II.2.2**  
**Parks and Trails Development**

Tools	Description
Senior Government Grants	Senior government grants are relied on as a significant source of funding for community parks and trails development in many regional districts. The most important fund is the Community Works Fund (CWF), paid to municipalities through the Federal Gas Tax Sharing program. Other infrastructure funds also provide development funds. Several local parks in the electoral areas of many regional districts received funding under the aforementioned Canada 150 fund.
Contributions through Partnerships	Regional districts may receive assistance with development costs from school districts and other agencies under agreements to co-develop and provide local parks.
Amenities through Rezoning	Regional districts can negotiate amenity contributions from land owners during the rezoning process to assist with capital projects in local parks.
Contributions from Others	Regional districts may receive funds for capital works (e.g., playgrounds, tennis courts, etc.) from local non-profit associations. Several

Tools	Description
	associations conduct fundraising campaigns to assist with specific development projects. Private companies will, at times, be another source of such funds. Donations from individuals are a third type of contribution for parks and trails development. Donations may be made as part of fundraising campaigns, as stand-alone gifts, or through commemorative and other programs aimed at providing furniture (e.g., benches) and equipment (e.g., playgrounds).
Development Cost Charges	DCCs may be imposed to assist in funding local parks and trails development, in addition to acquiring land. As noted previously, however, only one of the regional districts examined for this report (Comox Valley RD) has community parks and trails DCCs in place.
Property Value Taxes	Property value taxes are used in most regional districts to assist with local parks and trails development.

### Planning, Operations and Maintenance

Regional districts rely primarily on property value tax revenues to pay for the planning, operation and maintenance of community parks and trails. Cost-sharing agreements with school districts, contributions from community associations, and park user fees represent other tools. Where available, however, these other sources typically offset the need for taxes only to a modest degree.

## CHAPTER II.3

### ASSESSMENT OF FUNDING MODEL

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This chapter provides an assessment of the RDN's funding model that is in place today to pay for the eight Community Parks & Trails Services. The assessment is conducted using the same evaluation criteria that were used in the assessment of the regional service. Recommendations for the Board to consider are put forward. The experiences of other regional districts, identified through the comparative research, inform both the assessment and the recommendations.

#### COMMUNITY PARKS & TRAILS FUNDING MODEL

The RDN's Community Parks & Trails Services was profiled earlier in the report in Chapter II.1. The services' funding model can be summarized by the following points:

- Lands for community parks and trails are acquired, primarily, using the authority in section 510 of the *Local Government Act* dealing with parkland dedication, or payments-in-lieu, at subdivision.
- Community parks and trails are developed using a combination of CWF monies, other senior government grant programs, and property tax revenues. Contributions from other agencies also assist.
- Funds for planning, operations and maintenance are raised using property value taxes, unique to each service area.

#### ASSESSMENT OF COMMUNITY SERVICES FUNDING MODEL

The assessment of the local services funding model makes use of the same evaluation criteria presented earlier for the regional service model.

#### Equity (Jurisdictions)

Each of the eight Community Parks & Trails Services in the RDN has its own service area and budget. Most of the costs incurred to provide each service are determined by taxpayers in the specific, local service area, through the service's local advisory commission and the Electoral Area Director. Costs determined in this way are unique to the specific service, and are not allocated across other areas.

The cost of Parks and Recreation staff assigned to support the Community Parks & Trails Services is the exception. This cost is allocated across the electoral areas in equal portions (\$80,234 in 2017).<sup>15</sup> This method of allocation may, at first glance, seem unfair given differences between and among the local services. The approach, however, can be supported by a number of points:

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<sup>15</sup> The two services in Electoral Area C are each billed one-half of one portion. The result is that base staff costs are allocated equally among the seven electoral areas.



- All of the local services require a certain base amount of parks staff time to administer and operate properly. Every service requires and receives this base support and is expected to pay for it.
- Staff are required periodically to spend considerable amounts of time and energy on specific tasks in each of the electoral areas. Examples of such tasks include the processing of subdivision dedications, the assessment and development of partnership opportunities, and the management of CWF-supported capital projects. The workload associated with any particular service shifts over time in response to needs that arise. All of the services, however, make significant demands on staffing resources from time to time.
- Much of the cost incurred by the RDN to operate and maintain community parks and trails, and to undertake capital projects, relates to work that is performed by contractors under park-specific contracts. These costs are kept separate from the RDN staffing costs, and are not shared among local service areas.
- A consistent, equal allocation of costs, rather than a changing and erratic approach that attempts to reflect varying workload projections in each service every year, promotes funding and taxation stability.

Figure II.1.1 in Chapter II.1 of the report provides information on the spending of CWF monies in the different electoral areas in 2016 and 2017. The significant differences in the chart may suggest to some that there is a level of inequity across the local services. No such inequity, however, exists. The CWF is a long-term, annual program that allocates federal gas tax revenues to all electoral areas on a *per capita* basis. CWF monies are not unconditional grants since they must be used for capital projects that fit into one of the eligibility categories. The range of categories is sufficiently broad, however, to provide electoral areas with considerable autonomy over spending.

The significant differences in CWF spending between and among electoral areas in Figure II.1.1 indicate only that some electoral areas have chosen to spend their CWF grants on projects in services other than community parks and trails. The differences do not point to any major inequity.

#### ➤ Conclusion

Based on the assessment of the local services against the inter-jurisdictional equity criterion, the RDN should refrain from making changes to its current approach to allocating the cost of staff assigned to support the community services.

### **Equity (Individual Taxpayers)**

The property tax that is imposed to help pay the cost of each Community Parks & Trails Service is a value tax, levied to all property owners within the service area on the basis of assessment (land and improvements). This arrangement provides for equity among individual taxpayers.

Development that occurs in the electoral areas contributes to the provision of parkland and trails through the subdivision dedication provision of the *Local Government Act*. The Regional District has the authority to require new development to pay a DCC, in addition to dedicating land during subdivision, to assist further in meeting land acquisition costs, and in helping to fund parks and trails development. For a DCC to be viable in helping to fund acquisition costs, however, the RDN would need also be providing funds for acquisition (DCCs are intended to pay only a portion of the total cost). At present, the RDN relies almost entirely on the subdivision dedication process and transfers from other agencies to acquire parks and trails at the local level.

A DCC is an option to consider for help in funding local parks and trails improvements. In several electoral areas in the RDN, development is strong and would almost certainly be able to pay a modest DCC for park and improvements. The introduction of a charge in all or some of the electoral areas would bring much-needed revenue to meet increasing demands for parks and trails infrastructure. The charge would also promote equity among taxpayers.

#### **➤ Conclusion**

Based on the assessment of equity between and among individual taxpayers, the RDN should leave unchanged its reliance on property value taxes for the local services. The RDN should consider introducing a DCC specifically for community parks and trails improvements.

### **Effectiveness**

It is difficult to determine whether the current funding model allows the Regional District to raise sufficient funds to meet all service needs. It can be noted, however, that rising expectations and increased growth will result in greater needs, including the potential need for greater amounts of service funding. Tax rates can be raised, as always; however, additional funding sources in the form of DCCs (as noted) and user fees may also be available. The RDN has a strong track record of collaboration with other agencies to help contain costs. These efforts will continue to benefit the services.

#### **➤ Conclusion**

A new DCC should be considered. Initially, the DCC should be focused on improvements. Over time, the tool could be expanded to include land acquisition in the event that the Regional District begins to fund community park acquisition efforts directly with tax dollars.

### Transparency

The funding model for the *Community Parks & Trails Services* is relatively simple and straightforward. Funds raised in each service area are spent only on community parks and trail expenses incurred in that area. Transparency does not appear to be an issue.

### RECOMMENDATIONS ON COMMUNITY SERVICES FUNDING MODEL

Based on the assessment of the RDN's current funding model for the Community Parks & Trails Services, the following recommendations are provided for the Board's consideration:

- THAT the Board retain its current practice of allocating staffing costs equally across the Electoral Areas.
- THAT the Board continue to raise service funds using property value taxes.
- THAT the Board, pursuant to section 559(2) of the *Local Government Act*, introduce local Development Cost Charges to assist in raising funds required for parkland improvements.

## CHAPTER II.4

### SUMMARY OF RECOMMENDATIONS

Part II of this report has presented an assessment of the funding model in place for the RDN's eight Community Parks and Trails Services. The recommendations presented for the Board's consideration are summarized in Figure II.4.1.

**Figure II.4.1**  
**Summary of Recommendations**

Topic	Recommendations
Community Services Funding Model	<p>THAT the Board retain its current practice of allocating staffing costs equally across the Electoral Areas.</p> <p>THAT the Board continue to raise service funds using property value taxes.</p> <p>THAT the Board, pursuant to section 559(2) of the <i>Local Government Act</i>, introduce local Development Cost Charges to assist in raising funds required for parkland improvements.</p>

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**TO:** Transit Select Committee                      **MEETING:** January 24, 2019

**FROM:** Erica Beauchamp                      **FILE:** 8830 20 SNLATP  
Superintendent Transit Planning &  
Scheduling

**SUBJECT:** South Nanaimo Local Area Transit Plan Spring 2019 Update

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### **RECOMMENDATION**

That staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities.

### **SUMMARY**

In the fall of 2017, the Regional District of Nanaimo (RDN) and BC Transit started the South Nanaimo Local Area Transit Plan (SNLATP) to assess routing and frequency of the routes 5, 6, 7, 30 & 40. The plan builds from priorities identified within the Transit Future Plan (2014), and is intended to gather feedback and outline steps for transit within South Nanaimo and the Southern Areas of the RDN for the next one to seven years. This project is currently 75% complete and this report is intended as an update.

### **BACKGROUND**

Development of the South Nanaimo Local Area Transit Plan (SNLATP) began in fall 2017 with reviews of transit priorities and their alignment with Official Community Plans, Transportation Master Plan, as well as neighbourhood plans. Following this, a detailed review and analysis of existing transit services including route structures, ridership statistics and demographics was conducted. In spring 2018, public engagement process began, including engagement sessions, a survey and a stakeholder workshops. Information gathered from this first round of engagement helped develop service and route options for the areas of South Nanaimo and South RDN. Route options included five route re-alignments, as well as two new routes, and proposed service frequencies (Attachment 1: *Draft Public Engagement Report: South Nanaimo Local Area Transit Plan Phase II*, BC Transit).

In November and December of 2018, a second public engagement process, including seven open houses and an online survey (Attachment 1), was undertaken to gather feedback regarding proposed route re-alignments and service frequencies. Approximately 550 people participated in the engagement process, with feedback from this process summarized, for each route, below. As well, an extensive media campaign was conducted including website customer alerts, Facebook, Twitter, Rack Cards, Interior Bus Cards, and radio announcements.

## PUBLIC ENGAGEMENT FEEDBACK

Route re-Alignments & proposed service frequencies can be viewed in Attachment 1:

### A. General Comments

These comments are open-ended feedback from both the survey and public engagement sessions and represent those service improvement responses that were the most frequent and are in no particular order:

- Increased weekend service;
- Increased frequency;
- Longer span of service on weekdays across all routes (5am to 1pm);
- Service to Duke Point.;
- Service to Nanaimo Airport;
- Make it clear in which direction the bus is going;
- Need for Inter-Regional service;
- Riders Guide should have colour route maps.

### B. Route 5 Re-alignment

There were 292 respondents for Route 5, with 50% of those affected, in favour of proposed changes, 41% opposed and 10% approve with modifications. Most notable recommendations are continuation of service to VIU & NDSS; increased service on Sundays; earlier and later service throughout the week; service to Nanaimo Aquatic and Ice centres; and service to College Heights.

### C. Route 40 Re-alignment

Of the 313 respondents for Route 40, 79% of those affected are in favour of proposed route changes, with 9% opposed and 12% in favour with modifications. Suggested modifications consist of earlier & later service on all days; increased service on Sundays; and early morning service going North.

### D. Route 30 Re-alignment

Route 30 had two hundred and ninety six people responded to questions regarding Route 30. With respect to the proposed route re-alignment, 69% of those affected were in favour, 17% were opposed and 14% suggested modifications such as keeping service along Rosstown Rd and Meredith Rd; increased service earlier and later on all days; and more frequency overall service periods.

### E. Route 6 Re-alignment

Route 6 had 283 respondents, 73% of those affected were in favour of proposed changes, 15% opposed and 12% are interested in the following modifications to service frequencies: more service for Harewood routes; increased frequency on all days; earlier and later service span; increased weekend service. In terms of route re-alignment, respondents indicated they would prefer the route to stay on Park Ave, service Seventh St around Howard; and a dislike that it does not go along 5<sup>th</sup> St.

#### F. Route 7 Re-alignment

The Route 7 had 278 respondents, of which 76% of those affected approved of the changes, 9% opposed and 15% would appreciate modifications such as: increased frequency throughout the day on all days; more service on weekends; service more of Extension Road; earlier and later service span; ensure connection to proposed Route #8 at South Parkway Plaza; and service to Duke Point.

#### G. Route 8 NEW

The new proposed Route 8, take the current Route 7 and splits the Cedar portion off, travelling to South Parkway Plaza for transfers from the Route 7, up Tenth Street to Bruce and on to VIU. There were 275 respondents regarding this route, 73% of those affected approve, 13% oppose and 14% approve with the modifications of: higher frequency; service to Duke Point; investment in infrastructure at South Parkway Plaza/Southgate Plaza; use of smaller buses in Cedar; extend the route to Cassidy and the airport; and earlier morning service.

#### H. Route 78 NEW

Route 78 is a new, proposed route designed to service the Cassidy area. There were 270 responses to this route proposal, 67% of those affected are in approval, 7% opposed and 26% approve with modifications such as: full weekday service; Service to South Wellington; connect to Duke Point; route through South Parkway Plaza; and it should go into the airport.

#### I. Area C HandyDART

Residents of Electoral Area C were asked to indicate their level of support for future handyDART expansion within their Area. Of the affected respondents, 85% were in favour, and 8% were opposed, the remaining were either not sure or not affected.

Further data regarding responses to the online survey and public engagement sessions can be found within Appendix A.

The next step for the South Nanaimo Local Area Transit Plan include incorporating the most recent public feedback into reoute realignments and then creating an implementation plan the Board.

### **ALTERNATIVES**

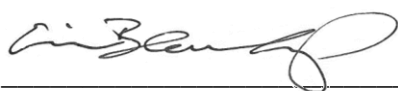
1. That staff be directed to incorporate public feedback from the South Nanaimo Local Area Transit Plan into route restructuring and update the Regional District of Nanaimo Service Expansion Priorities.
2. That alternate direction be provided.

## FINANCIAL IMPLICATIONS

Priorities outlined within the South Nanaimo Local Area Transit Plan final report are on a 1 to 7 year timeframe, and will be added to the Transit Planning Matrix, to be implemented following the Transit expansion process.

## STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We Will Advocate For Transit Improvements And Active Transportation.



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Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)  
January 13, 2019

Reviewed by:

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

Attachments

1. Draft Public Engagement Report: South Nanaimo Local Area Transit Plan Phase II, BC Transit



# Draft Public Engagement Report

## South Nanaimo Local Area Transit Plan Phase II





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# 1. Introduction

The Regional District of Nanaimo and BC Transit are developing the South Nanaimo Local Area Transit Plan. The plan builds from priorities identified in the Transit Future Plan (2014). The plan's primary goals include:

- A. Define interim improvements for transit service and infrastructure over the next seven years.
- B. Simplify Route 5,6,7, 30 and 40 to provide more convenient service between neighborhoods and key destinations.
- C. Continue to support the Regional District of Nanaimo's Transit Future Plan goal to increase the transit mode share to 5 per cent.

## Background

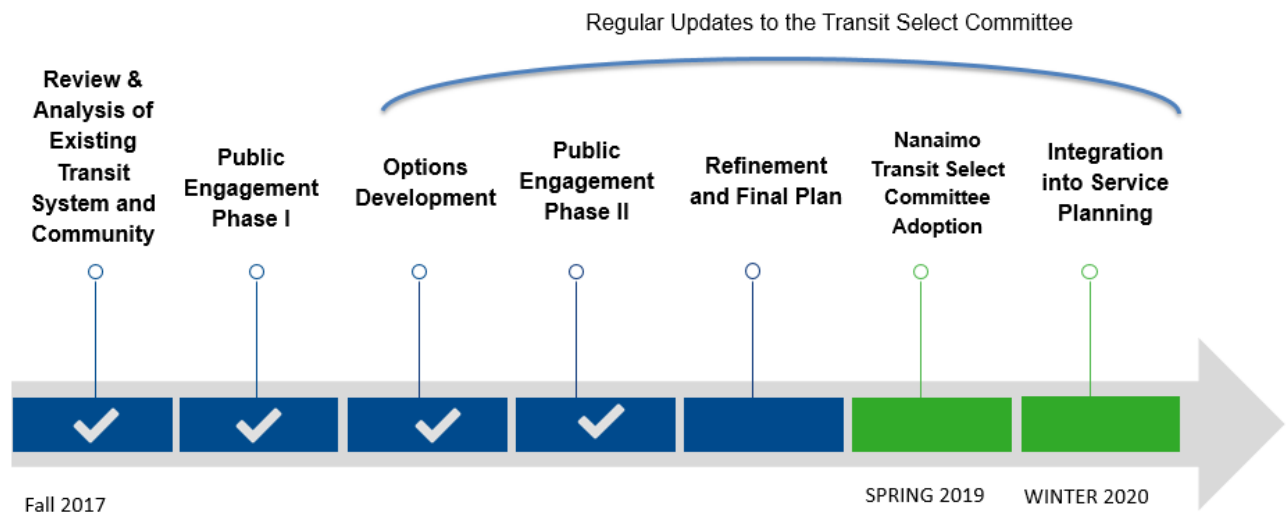
The development of the Local Area Transit Plan began in fall 2017. The first step included discussions to ensure transit priorities still aligned with the Official Community Plan, Transportation Master Plan, and neighborhood plans. Next, a detailed review and analysis of the existing transit service was conducted. Using this information, in February and March 2018, BC Transit and the Regional District of Nanaimo facilitated public engagement sessions to help inform the development of short and medium service options. The South Nanaimo Local Area Transit Plan - Phase I Public Engagement Report<sup>1</sup> details these results. In June 2018, a stakeholder workshop was held to ensure residents were heard correctly in Phase I of public engagement. The results of this workshop are detailed in the South Nanaimo Local Area Transit Plan - Workshop I Summary<sup>2</sup>. Using the information gathered in the first phase of engagement, five route alignments and 2 additional routes were developed, with the primary objective to improve travel time for customers. In November and December 2018, the Regional District of Nanaimo and BC Transit staff undertook an engagement process including open houses and an online survey to solicit feedback on the service improvements. The remainder of this document presents the results of public engagement sessions and the next steps.

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<sup>1</sup> [Phase I South Nanaimo Local Area Transit Plan Public Engagement Report](#)

<sup>2</sup> [South Nanaimo Local Area Transit Plan Workshop I Summary](#)

Project Timeline



2. Engagement Methods

In November and December of 2018, an online survey was administered and seven open houses were hosted to gather feedback on proposed route alignments and general feedback for transit in South Nanaimo. In total, approximately 550 people participated in the engagement process. This information is further summarized on the following page. An extensive media awareness initiative was conducted to promote the open houses. Media included: Website Customer Alerts, Fare Page Alerts, Facebook, Twitter, Rack Cards, Interior Bus Cards, and radio advertisements.

The engagement boards and survey instrument are included in Appendix A and B.



Figure 2- Port Place Mall engagement

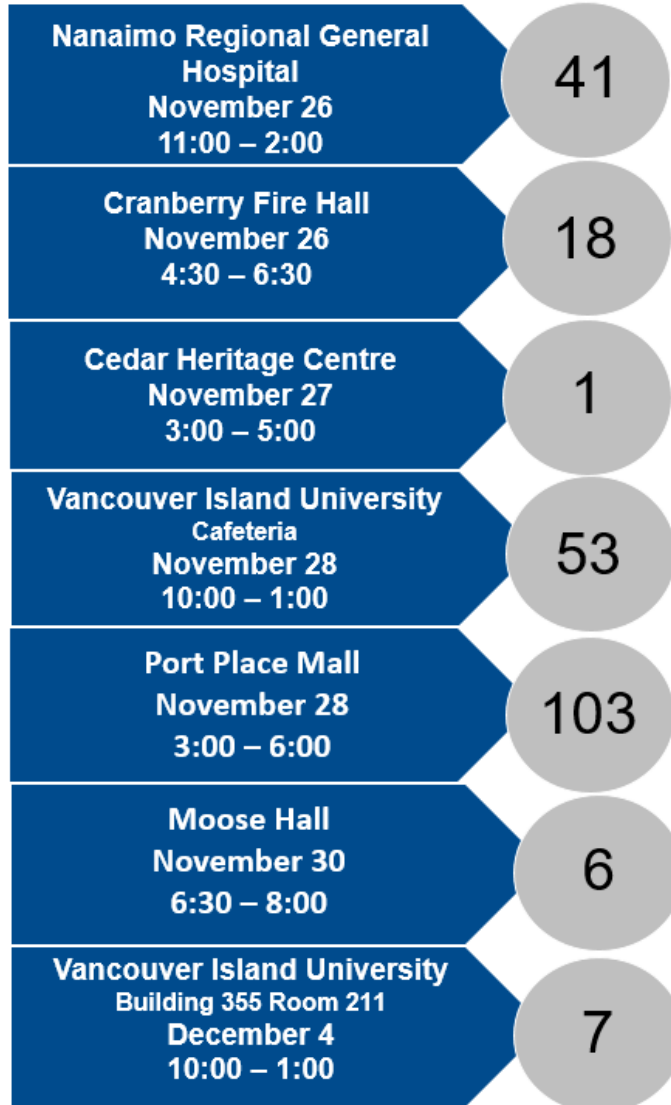


Figure 1 - Port Place Mall Engagement

## Public Engagement Overview

### Public Engagement Overview

#### Seven Open Houses



#### Online Survey

November 13th–  
December 13th



**369 respondents**

**229 Open House Attendees**



**Over 500  
Total Comments**





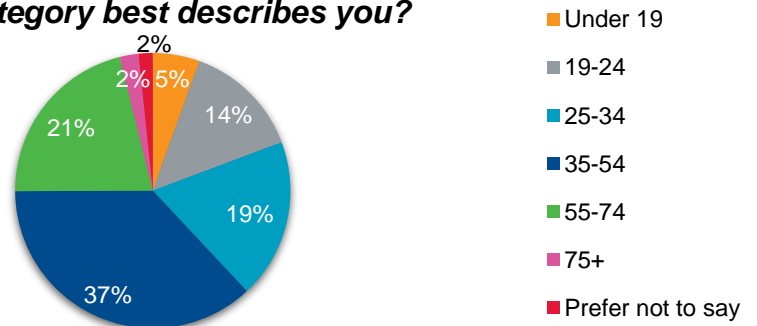
### 3. Findings

The online survey introduced participants to the proposed route alignments and service levels for routes 5 Fairview, 6 Harewood, 7 Cinnabar/Cedar, 30 NRGH, 40 VIU Express, and the addition of two new routes. Participants were asked to provide feedback on alignments and service levels, and were also provided a space for open-ended feedback. (See Appendix B).

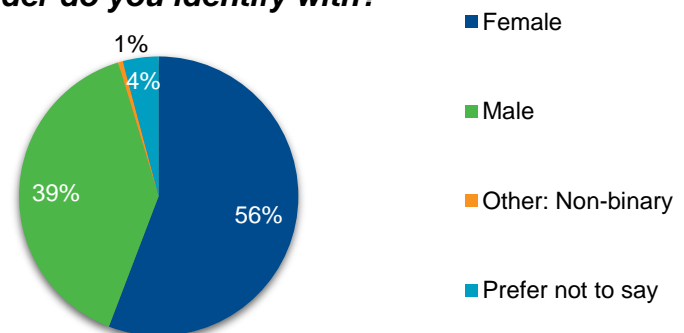
#### 3.1 Demographics

The online survey asked detailed demographic and travel patterns to help inform service design by building a picture of how and which residents use transit.

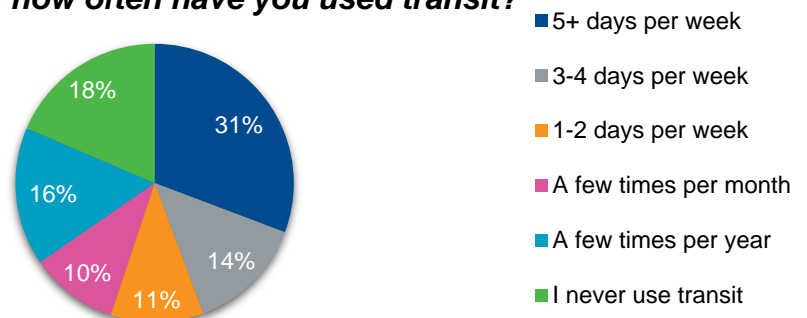
***Which age category best describes you?***



***Which gender do you identify with?***



***In the past 6 months, how often have you used transit?***

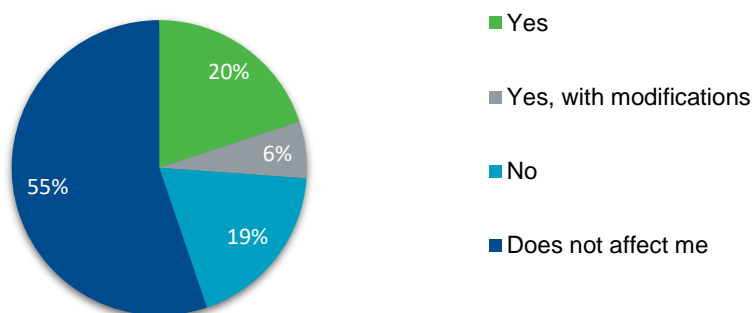


## 3.2 Route Alignments

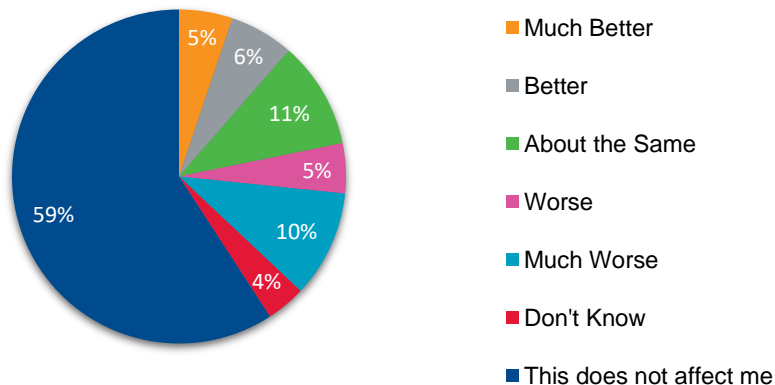
Participants were asked to provide feedback on each route alignment and service levels. They indicated their level of support and how the new alignment would work compared to current routing. The survey and open house boards also asked respondents to provide any additional feedback on each alignment.

### Route 5

*Do you support these proposed changes?*



*Compared to today, how does this proposed routing work for you?*



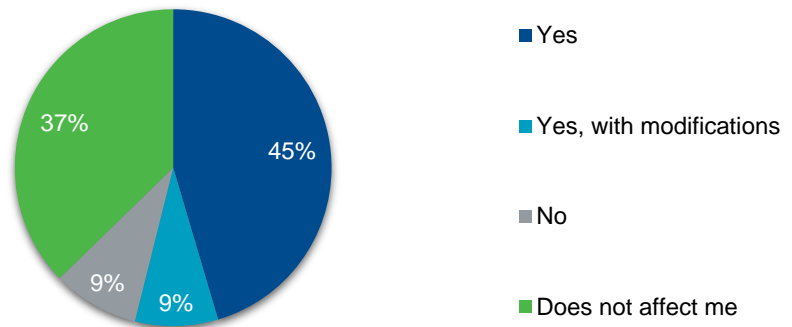
Key themes that arose from additional comments about the proposed route alignment included:

- Increased frequency, specifically during peak times (7-9am, 3-6pm)
- Continue servicing Vancouver Island University and Nanaimo District Secondary School
- Service College Heights

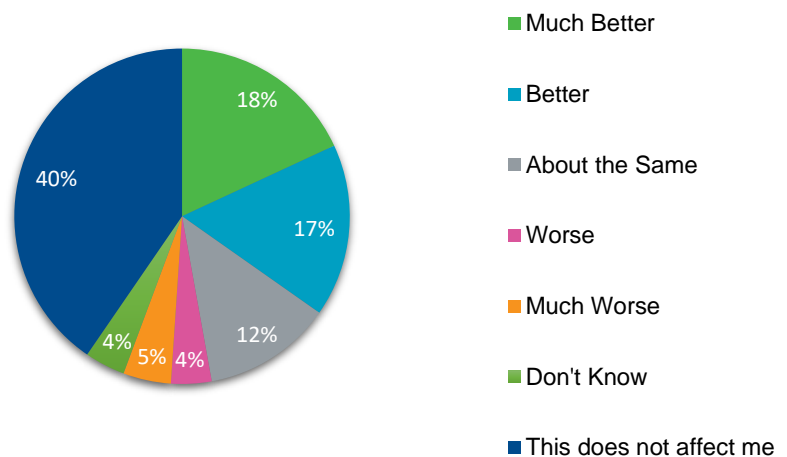


## Route 6

### *Do you support these proposed changes?*



### *Compared to today, how does this proposed route work for you?*

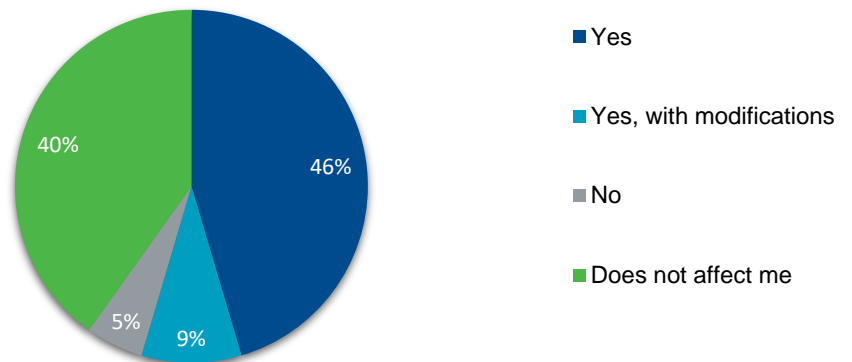


Key themes that arose from additional comments about the proposed route alignment included:

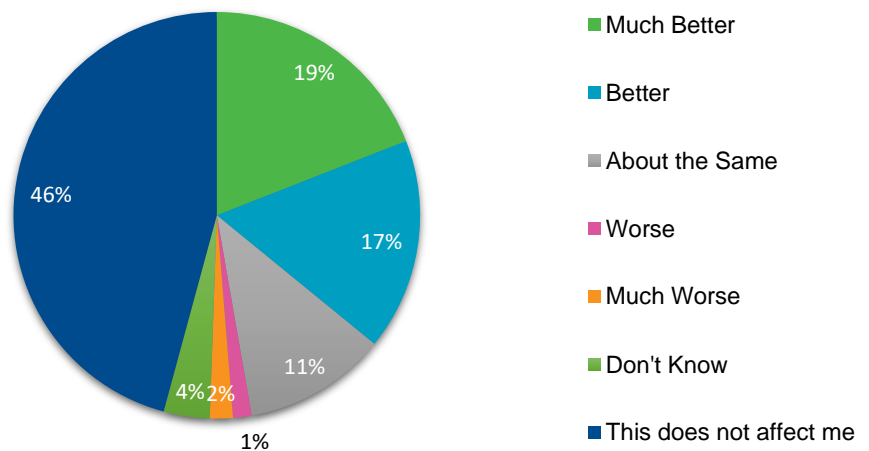
- Increase frequency, specifically during midday and PM Peak (9pm-3pm, 3pm-6pm)

## Route 7

### *Do you support these proposed changes?*



### *Compared to today, how would this proposed route work for you?*

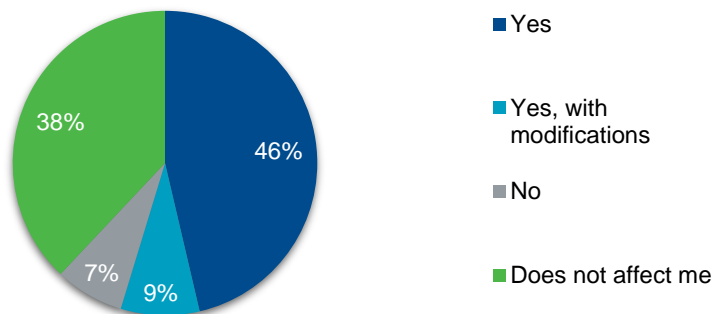


Key themes that arose from additional comments about the proposed route alignment included:

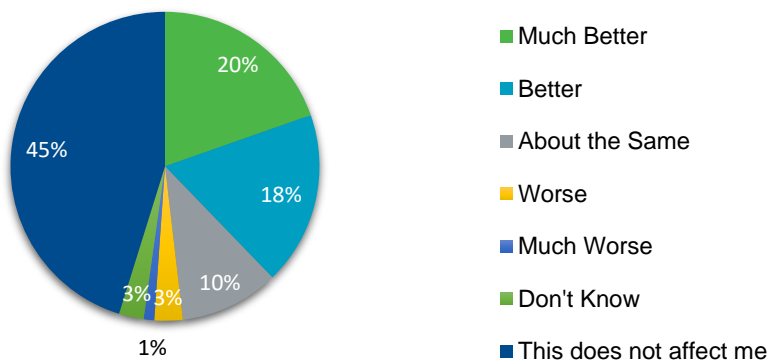
- Increase frequency, specifically between 7-9am
- Connections to Vancouver Island University

## Route 8

### *Do you support these proposed changes?*



### *Compared to today, how does this proposed routing work for you?*

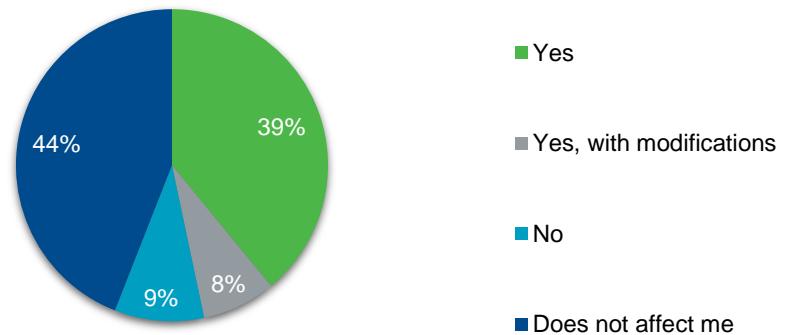


Key themes that arose from additional comments about the proposed route alignment included:

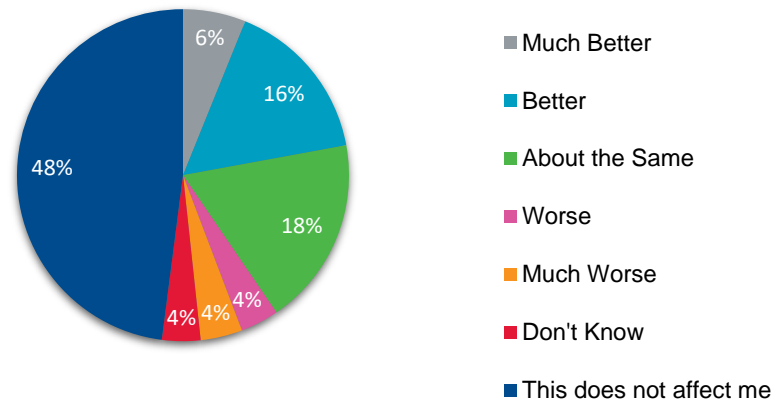
- Increase frequency, specifically between 7-9am
- Earlier service span

## Route 30

### *Do you support these changes?*



### *Compared to today, how would this proposed route work for you?*

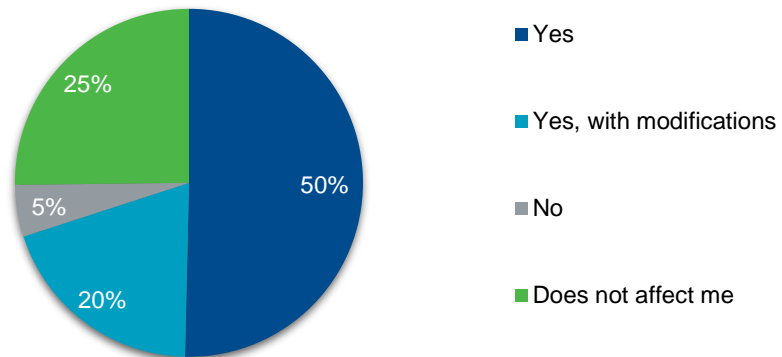


Key themes that arose from additional comments about the proposed route alignment included:

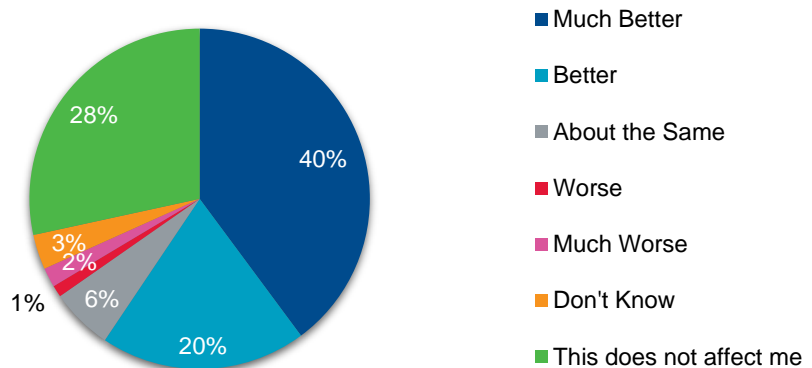
- Increase frequency, specifically on weekends
- Earlier and later service span for hospital employees
- Continue servicing Meredith and Rosstown Road

## Route 78

### *Do you support these proposed changes?*



### *Compared to today, how does this proposed routing generally work for you?*



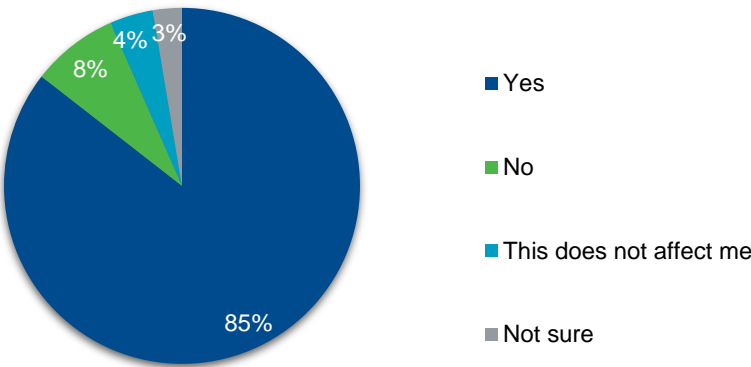
Key themes that arose from additional comments about the proposed route alignment included:

- More service days and increased frequency
- Service South Wellington
- Service Duke Point

### 3.2 Area C HandyDART

HandyDART provides door-to-door service for those unable to use the conventional transit system without assistance. This service is typically more expensive to operate and is less productive in terms of ridership. As the ageing population will increase the demand for handyDART, residents of Electoral Area C were asked to indicate their level of support for future handyDART increases.

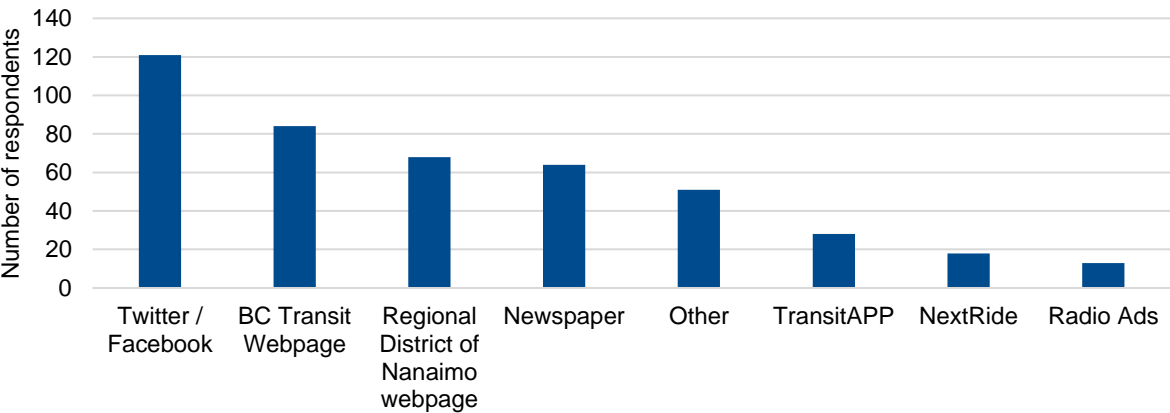
*Do you support handyDART increases in Electoral Area C?*



### 3.5 Transit Media Awareness

As part of the engagement, visitors were also asked about their source of information for transit updates. This will help both BC Transit and the Regional District of Nanaimo staff more effectively communicate and disseminate information.

*How do you hear about transit updates or access transit information?*



### 3.6 Open-ended Feedback: Comments & Suggestions

Both the online survey and open houses provided opportunities for respondents to provide open-ended comments and general feedback. Overall, participants were supportive of service improvements to the south Nanaimo area. Key themes that emerged through these comments included:

- **Duke Point Service:** Respondents requested service expansion to the Duke Point area, an area currently unserved by transit.
- **South Wellington Service:** Respondents indicated a route servicing South Wellington is a priority.
- **Ladysmith Service:** Inter-regional service to Ladysmith was identified as a desired connection.
- **Direct Airport Service:** Respondents indicated a route directly servicing the airport is a priority.
- **Increased frequency:** Respondents identified increased frequency as a priority for routes servicing the South Nanaimo area.
- **Earlier and later service span:** Respondents indicated a desire for service to begin earlier and end later for South Nanaimo routes, especially routes 7,8 and 30.

## 4. Next Steps

The engagement process for the South Nanaimo Local Area Transit Plan has been a collaborative process between the Regional District of Nanaimo and BC Transit.

The responses for the engagement process have been tabulated and analyzed to support the development of the final South Nanaimo Local Area Transit Plan. The next step in the process is to use this information to finalize route alignments and identify a timeline and implementation plan for transit service improvements.

For more information on this project, please contact [NanaimoPlanning@BCtransit.com](mailto:NanaimoPlanning@BCtransit.com)

## Appendix A Open House Boards



**The Regional District of Nanaimo Transit Future Plan**  
envision the transit network long-term and describes the services, infrastructure and investments that are needed to get there.

### South Nanaimo Area Transit Plan

Your input will shape the Local Area Transit Plan for South Nanaimo. This plan will:

- Determine transit service and infrastructure priorities over the next 1–7 years.
- Support the Regional District of Nanaimo's Transit Future Plan goal to increase the transit mode share to 5%.



Current Transit Network



Proposed Changes







### Route 5 Fairview



Route 5 provides service between Prideaux Exchange and Westwood Lake.

### Benefits:

- More direct service to downtown

Considerations:

- Does not provide service to VIU or Howard Avenue

Route 5 Fairview Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
<b>Weekday</b>	30 min	40 min	70 min	70 min	30 min	60 min	6am-12am
<b>Saturday</b>	-	40 min	70 min	70 min	60 min	70 min	7am-12am
<b>Sunday</b>	-	60 min	70 min	70 min	60 min	-	7am-8pm

Do you support these changes?		
Yes	Yes, with modifications	No





### Route 6 Harewood



Route 6 provides service between Prideaux Exchange, South Parkway Plaza and Vancouver Island University.

#### Benefits:

- Provides service to South Parkway Plaza
- Services 10th Street and Bruce Street

#### Considerations:

- Does not provide service via Park Avenue (Route 8 will provide service)

Route 6 Harewood Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	30 min	70 min	70 min	60 min	60 min	6am-12am
Saturday	-	70 min	70 min	70 min	70 min	70 min	7am-12am
Sunday	-	70 min	70 min	70 min	70 min	-	7am-8pm

Do you support these changes?		
Yes	Yes, with modifications	No

Use dots to vote

Use sticky notes for comments





### Route 7 Cinnabar



Route 7 provides service between Cinnabar and Prideaux Exchange (Downtown).

#### Benefits:

- Cinnabar residents do not need to travel through Cedar
- Provides connection to Downtown Nanaimo
- Potential opportunities to continue as route 30 at Prideaux Exchange
- Transfer to route 8 for service to VIU, NDSS and John Barsby

Route 7 Cinnabar Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	60 min	70 min	30 min	60 min	60 min	6am-12am
Saturday	90 min	70 min	70 min	70 min	70 min	70 min	6am-12am
Sunday	-	70 min	70 min	70 min	70 min	-	7am-9pm

Do you support these changes?		
Yes	Yes, with modifications	No

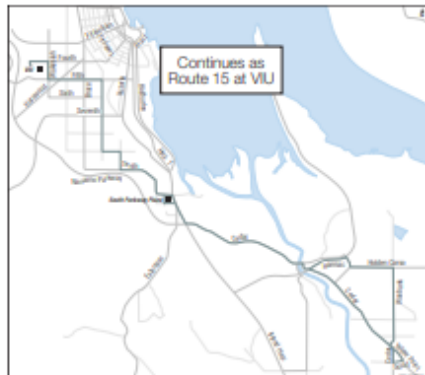
City  
Ready to  
write

Get policy  
ready for  
implementation





### Route 8 Cedar



Route 8 provides service between Cedar and Vancouver Island University.

### Benefits:

- Provides more frequent service to and from Cedar to Vancouver Island University
- Potential opportunities to continue as route 15 at Vancouver Island University
- Transfer to route 7 at South Parkway Plaza for service to downtown

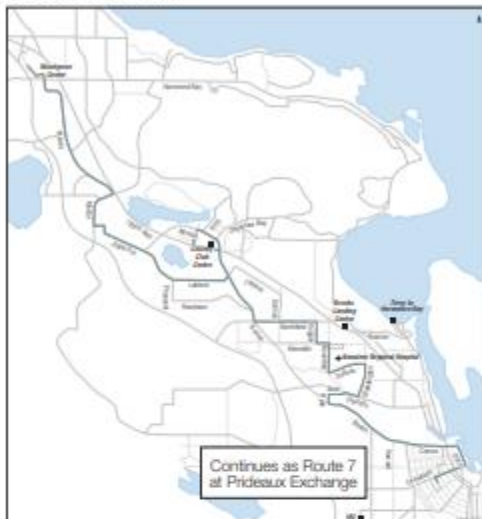
Route 8 Cedar Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
<b>Weekday</b>	30 min	60 min	70 min	30 min	60 min	60 min	6am-12am
<b>Saturday</b>	90 min	70 min	70 min	70 min	70 min	70 min	6am-12am
<b>Sunday</b>	-	70 min	70 min	70 min	70 min	-	7am-9pm

Do you support these changes?		
Yes	Yes, with modifications	No





### Route 30 NRGH



Route 30 provides service between Woodgrove Exchange and Prideaux Exchange via Nanaimo Regional General Hospital.

#### Benefits:

- More direct service
- Potential opportunities to continue as route 7 at Prideaux Exchange

#### Considerations:

- Does not provide service via Rosstown Road or Meredith Road

Route 30 NRGH Frequency

Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	15 min	30 min	30 min	60 min	60 min	6am-12am
Saturday	60 min	30 min	30 min	30 min	60 min	60 min	7am-11pm
Sunday	-	70 min	70 min	70 min	70 min	-	7am-8pm

#### Do you support these changes?

Yes	Yes, with modifications	No

Use this to enter

Use reply button for comments





### Route 40 VIU Express



Route 40 provides service between Woodgrove Exchange, Vancouver Island University and Prideaux Exchange.

#### Benefits:

- Avoids route duplication around downtown
- More direct service between Port Place and Vancouver Island University

#### Considerations:

- Continues to utilize Prideaux Exchange, which is operating at capacity

Route 40 VIU/Downtown Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	15 min	15 min	15 min	30 min	30 min	6am-12am
Saturday	-	30 min	30 min	30 min	60 min	60 min	7am-12am
Sunday	-	70 min	70 min	70 min	70 min	-	7am-9pm

Do you support these changes?		
Yes	Yes, with modifications	No







### Route 78 Cassidy



Route 78 provides limited on-request paratransit within the request zone.

#### Benefits:

- Provides service to Cassidy, which is currently unserved by transit
- On Request Zone in Cassidy, where bus will deviate up to 1.5 kilometres off the route to provide curb-to-curb service

#### Frequency:

Monday, Wednesday, Friday  
Every 3 hours from 9:00 am–6:00 pm.

Do you support these changes?		
Yes	Yes, with modifications	No

Use this to note

Use this to note

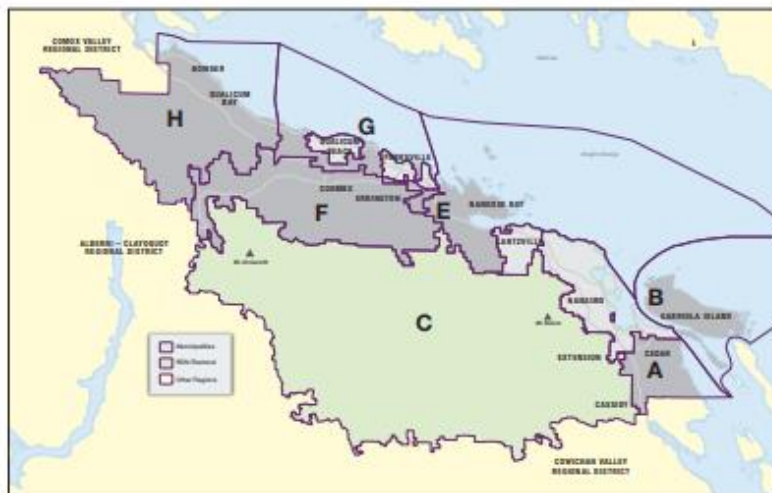




If you are a resident of Electoral Area C, do you support service increases for handyDART?

Yes	No

Use this area to write.







Do you have any other comments to improve service in the Regional District of Nanaimo?

A large, empty grey rectangular area intended for public comments.

**Thank you!**



# Appendix B Online Survey

## South Nanaimo Local Area Plan Survey

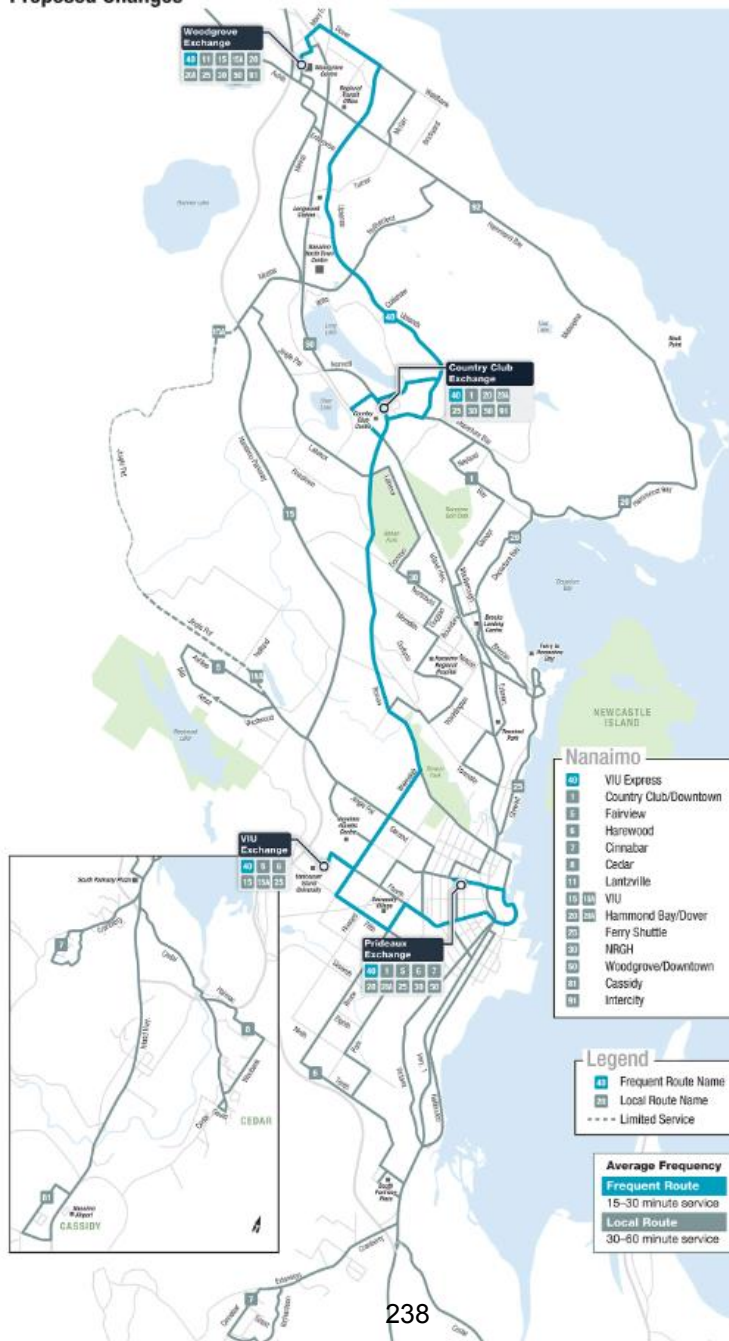
### We Want To Hear From You!

#### South Nanaimo Local Area Transit Plan

The South Nanaimo Local Area Transit Plan is currently being developed and we'd like to hear from you on how to improve existing transit services and identify future service needs. The study area encompasses South Nanaimo, which includes **Routes 5, 6, 7, 30, 40** and the addition of 2 new routes.

The South Nanaimo Local Area Transit Plan establishes a blueprint for how resources could be used over the next 1-7 years. Eight route alignments are proposed to meet customer needs and ridership demand. The plan will identify a timeline and implementation plan for transit service improvements, including the proposed routes.

#### Proposed Changes



## South Nanaimo Local Area Plan Survey

### 1. Which age category best describes you?

- ☐ Under 19
- ☐ 19-24
- ☐ 25-34
- ☐ 35-54
- ☐ 55-74
- ☐ 75+
- ☐ Prefer not to say

### 2. Which gender do you identify with?

- ☐ Female
- ☐ Male
- ☐ Other
- ☐ Prefer not to say

### 3. In the past 6 months, how often have you used transit?

- ☐ 5+ days per week
- ☐ 3-4 days per week
- ☐ 1-2 days per week
- ☐ A few times per month
- ☐ A few times per year
- ☐ I never use transit

## Proposed Routes

### Route 40 VIU Express

Route 40 provides service between Woodgrove Exchange, Vancouver Island University and Prideaux Exchange.

### Route 40 VIU Express



Route 40 VIU/Downtown Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	15 min	15 min	15 min	30 min	30 min	6am-12am
Saturday	-	30 min	30 min	30 min	60 min	60 min	7am-12am
Sunday	-	70 min	70 min	70 min	70 min	-	7am-9pm

**Benefits:**

- Avoids route duplication around downtown
- Simpler to travel between Port Place and Vancouver Island University

**Considerations:**

- Continues to utilize Prideaux Exchange, which is operating at capacity

**4. Do you support these changes?**

- ☐ Yes
- ☐ Yes, with modifications (please explain)
- ☐ No (please explain)
- ☐ Does not affect me

**5. Compared to today, how would this proposed route generally work for you?**

- ☐ Much Better
- ☐ Better
- ☐ About the Same
- ☐ Worse
- ☐ Much Worse
- ☐ Don't Know
- ☐ This does not affect me

## Route 30 NRGH

Route 30 provides service between Woodgrove Exchange and Prideaux Exchange via Nanaimo Regional General Hospital

## Route 30 NRGH



Route 30 NRGH Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	15 min	30 min	30 min	60 min	60 min	6am-12am
Saturday	60 min	30 min	30 min	30 min	60 min	60 min	7am-11pm
Sunday	-	70 min	70 min	70 min	70 min	-	7am-8pm

**Benefits:**

- More direct service
- Potential to continue as route 7 at Prideaux Exchange

**Considerations:**

- Does not provide service via Rosstown Road or Meredith Road

**6. Do you support these changes?**

- ☐ Yes
- ☐ Yes, with modifications (please explain)
- ☐ No (please explain)
- ☐ Does not affect me

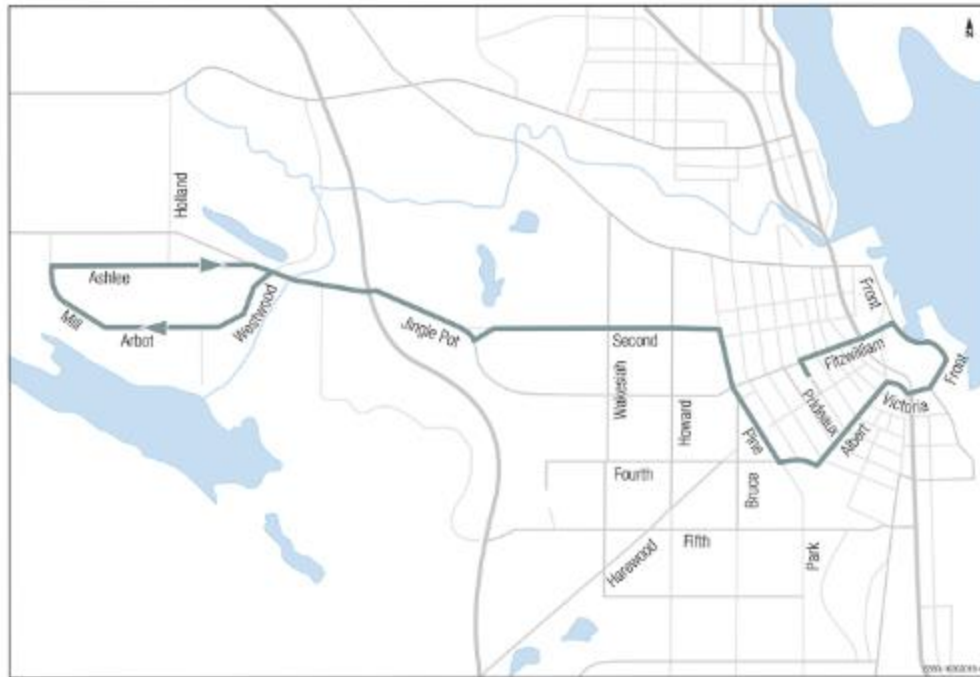
**7. Compared to today, how would this proposed route generally work for you?**

- ☐ Much Better
- ☐ Better
- ☐ About the Same
- ☐ Worse
- ☐ Much Worse
- ☐ Don't Know
- ☐ This does not affect me

### Route 5 Fairview

Route 5 provides service between Prideaux Exchange and Westwood Lake.

### Route 5 Fairview



Route 5 Fairview Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	40 min	70 min	70 min	30 min	60 min	6am-12am
Saturday	-	40 min	70 min	70 min	60 min	70 min	7am-12am
Sunday	-	60 min	70 min	70 min	60 min	-	7am-8pm



**Benefits:**

- More direct service to downtown

**Considerations:**

- Does not provide service to VIU

**8. Do you support these proposed changes?**

- ☐ Yes
- ☐ Yes, with modifications (please explain)
- ☐ No (please explain)
- ☐ Does not affect me

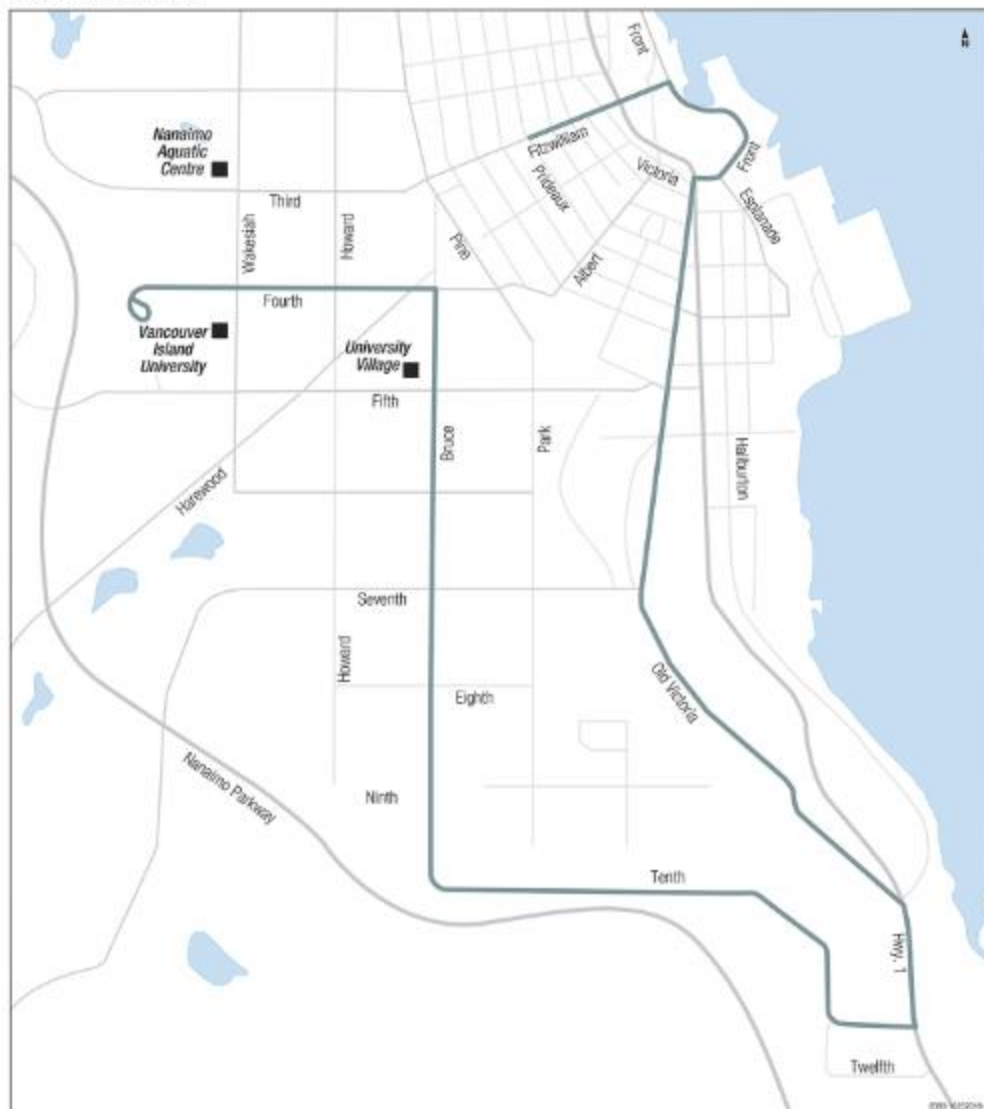
**9. Compared to today, how would this proposed route generally work for you?**

- ☐ Much Better
- ☐ Better
- ☐ About the Same
- ☐ Worse
- ☐ Much Worse
- ☐ Don't Know
- ☐ This does not affect me

### Route 6 Harewood

Route 6 provides service between Prideaux Exchange, South Parkway Plaza and Vancouver Island University.

### Route 6 Harewood



Route 6 Harewood Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	30 min	70 min	70 min	60 min	60 min	6am-12am
Saturday	-	70 min	70 min	70 min	70 min	70 min	7am-12am
Sunday	-	70 min	70 min	70 min	70 min	-	7am-8pm

**Benefits:**

- Provides service to South Parkway Plaza
- Provides service to 10<sup>th</sup> Street

**Considerations:**

- Does not service Park Avenue (route 8 will provide service)

**10. Do you support these proposed changes?**

- ☐ Yes
- ☐ Yes, with modifications (please explain)
- ☐ No (please explain)
- ☐ Does not affect me

**11. Compared to today, how would this proposed route generally work for you?**

- ☐ Much Better
- ☐ Better
- ☐ About the Same
- ☐ Worse
- ☐ Much Worse
- ☐ Don't Know
- ☐ This does not affect me

Route 7 Cinnabar

Route 7 provides service between Cinnabar and Prideaux Exchange (downtown).

Route 7 Cinnabar



Route 7 Cedar Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	60 min	70 min	30 min	60 min	60 min	6am-12am
Saturday	90 min	70 min	70 min	70 min	70 min	70 min	6am-12am
Sunday	-	70 min	70 min	70 min	70 min	-	7am-9pm

**Benefits:**

- Cinnabar residents do not need to travel through Cedar
- Provides connection to downtown Nanaimo
- Potential to continue as route 30 at Prideaux Exchange

**12. Do you support these proposed changes?**

- ☐ Yes
- ☐ Yes, with modifications (please explain)
- ☐ No (please explain)
- ☐ Does not affect me

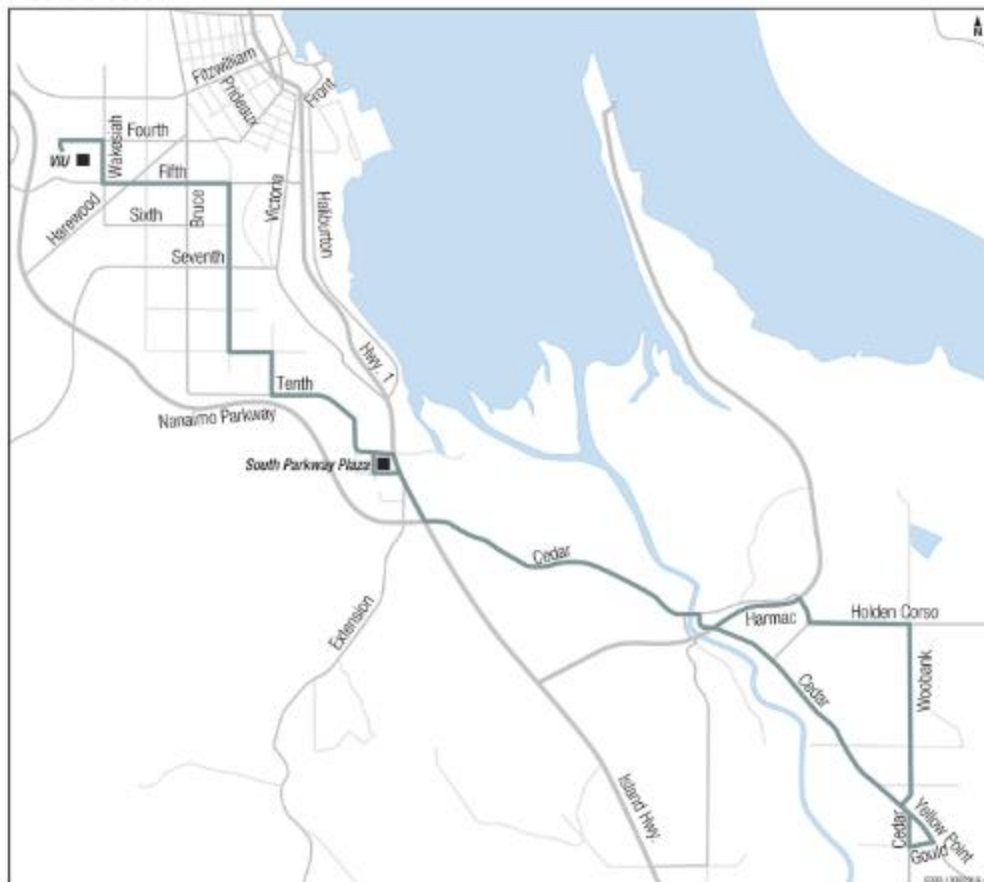
**13. Compared to today, how would this proposed route generally work for you?**

- ☐ Much Better
- ☐ Better
- ☐ About the Same
- ☐ Worse
- ☐ Much Worse
- ☐ Don't Know
- ☐ This does not affect me

### Route 8 Cedar

Route 8 provides service between Cedar and Vancouver Island University.

### Route 8 Cedar



Route 8 Cinnabar Frequency							
Service Day	Early Morning	AM Peak	Midday	PM Peak	Evening	Late Evening	Span
	Before 7am	7AM-9AM	9AM-3PM	3PM-6PM	6PM-10PM	After 10 PM	
Weekday	30 min	60 min	70 min	30 min	60 min	60 min	6am-12am
Saturday	90 min	70 min	70 min	70 min	70 min	70 min	6am-12am
Sunday	-	70 min	70 min	70 min	70 min	-	7am-9pm

**Benefits:**

- More frequent service to and from Cedar to Vancouver Island University
- Potential to continue as route 15 at Vancouver Island University
- Transfer to route 7 at South Parkway Plaza for service to downtown

**14. Do you support these proposed changes?**

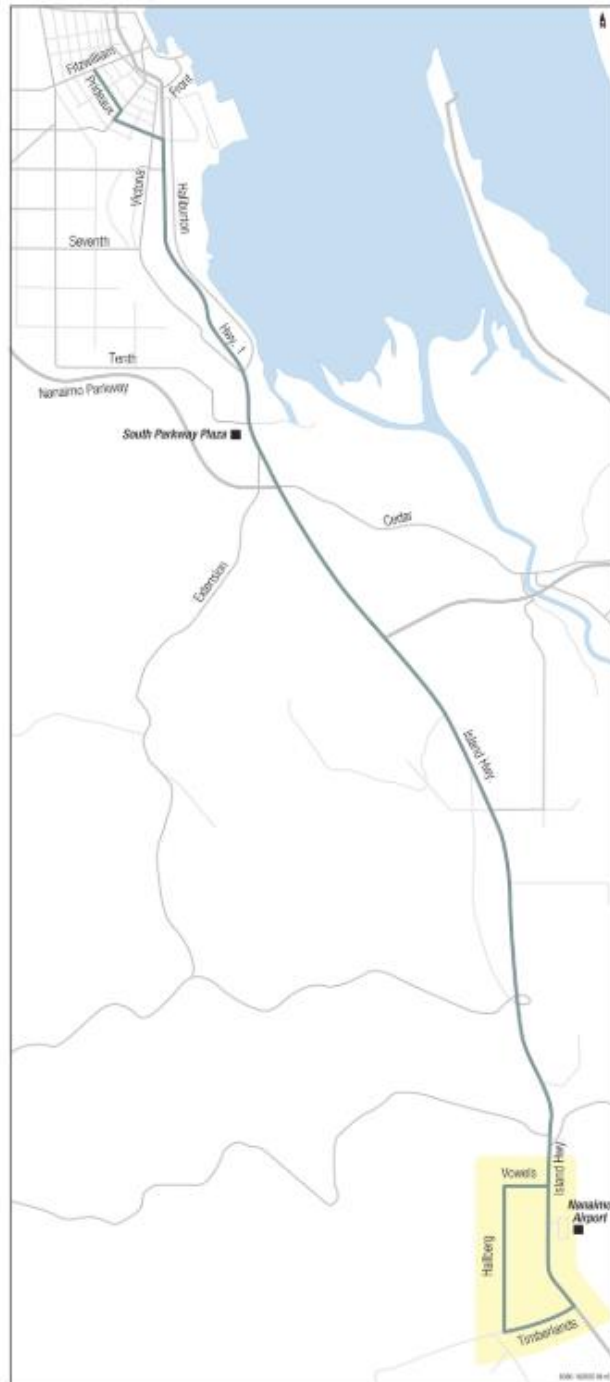
- ☐ Yes
- ☐ Yes, with modifications (please explain)
- ☐ No (please explain)
- ☐ Does not affect me

**15. Compared to today, how would this proposed route generally work for you?**

- ☐ Much Better
- ☐ Better
- ☐ About the Same
- ☐ Worse
- ☐ Much Worse
- ☐ Don't Know
- ☐ This does not affect me

**Route 78 Cassidy**

Route 78 provides limited flex-routed paratransit service between Cassidy and Prideaux Exchange.

**Route 81 Cassidy**



**Frequency:**

Monday, Wednesday, Friday

Every 3 hours between 9:00 am - 6:00 pm

**Benefits:**

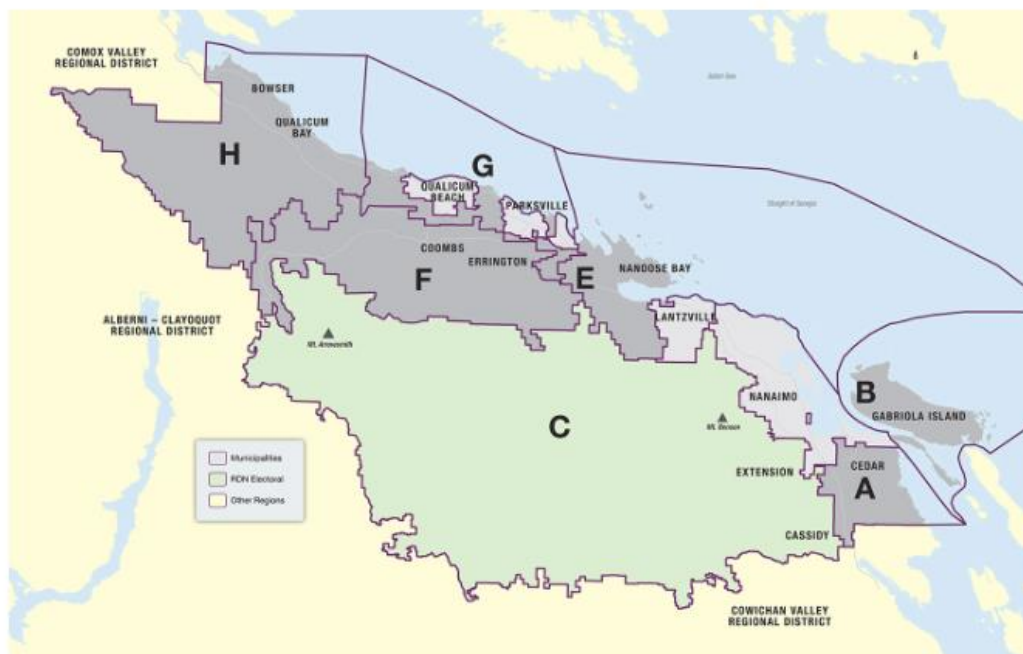
- Provides service to Cassidy, which is currently unserved by transit.
- On Request-Zone in Cassidy, where bus will deviate up to 1.5 kilometers off the route to provide curb-to-curb service

**16. Do you support these proposed changes?**

- ☐ Yes
- ☐ Yes, with modifications (please explain)
- ☐ No (please explain)
- ☐ Does not affect me

**17. Compared to today, how would this proposed route generally work for you?**

- ☐ Much Better
- ☐ Better
- ☐ About the Same
- ☐ Worse
- ☐ Much Worse
- ☐ Don't Know
- ☐ This does not affect me

**18. Do you live in Electoral Area C? (Extension, Arrowsmith-Benson, East Wellington, Pleasant Valley)**

- ☐ Yes
- ☐ No

**Do you support HandyDART increases in Electoral Area C?****19. How do you hear about transit updates or access transit information? (Select as many that apply)**

- ☐ Newspaper
- ☐ Twitter / Facebook
- ☐ Radio Ads
- ☐ BC Transit Webpage
- ☐ Regional District of Nanaimo webpage
- ☐ TransitAPP
- ☐ NextRide
- ☐ Other (please specify)

**20. Do you have any other comments to improve service in the Regional District of Nanaimo?**

## Appendix C Engagement Photos







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**TO:** Regional District of Nanaimo Board      **DATE:** February 26, 2019

**FROM:** Angela Buick  
Planner      **FILE:** PL2018-092

**SUBJECT:** **Zoning Amendment Application No. PL2018-092**  
**2995 Ridgeway Road - Electoral Area C**  
**Amendment Bylaw 500.423, 2019 –Third Reading**  
**Lot 1 of Section 11, Ranges 3 and 4 and of Section 12, Range 4, Mountain**  
**District, Plan 31326**

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## **RECOMMENDATIONS**

That the Board give third reading to “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019”.

## **SUMMARY**

The applicant proposes to amend the zoning for the property from Rural 1 (RU1), Subdivision District ‘D’ to RU1 Zone, Subdivision District ‘F’, to allow the subdivision of the subject property into two lots. The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the Bylaw for adoption (see Attachment 2).

The Board at its January 22, 2019 regular meeting gave first and second reading to the amendment bylaw and waived the requirement to hold a public hearing in accordance with Section 464(2) of the Local Government Act. As the notification requirements of the Local Government Act have been satisfied, it is recommended that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019” be considered for third reading.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Douglas Holme of JE Anderson & Associates Ltd. on behalf of David and Elaine Seymour to rezone the subject property in order to permit a two-lot subdivision. The subject property is approximately 2.25 hectares in area and contains one dwelling unit and one accessory building. The property is located north west of Ridgeway Road and south of Jameson Road and is surrounded by large Rural 1 (RU1) zoned lots (see Attachment 1 – Subject Property Map).

### ***Procedural Considerations***

If a local government waives the holding of a public hearing under the *Local Government Act*, it must give notice of the waiver in accordance with Section 467 of the *Act*. In order to meet the statutory notification requirements notification of the Board's waiver of the public hearing and intent to consider third reading of the bylaw was published in the Nanaimo News Bulletin. Notices were also mailed to owners and tenants in accordance with "Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1432, 2005". As the notification requirements of the *Local Government Act* have been satisfied, it is recommended that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019" (Bylaw 500.423) be considered for third reading (see Attachment 3 – Amendment Bylaw 500.423, 2019).

As the public hearing was waived, in accordance with the *Local Government Act*, any delegations wishing to speak to Bylaw 500.423 should be required to limit comments to matters related to the consistency of Bylaw 500.423 with the Official Community Plan and the waiver of the public hearing. Delegations wishing to speak to other aspects of Bylaw 500.423 should not be permitted.

### **ALTERNATIVES**

1. To give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019".
2. To not give third reading to "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019".



---

Angela Buick  
[abuick@rdn.bc.ca](mailto:abuick@rdn.bc.ca)  
February 20, 2019

#### Reviewed by:

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

#### Attachments:

1. Subject Property Map
2. Conditions of Approval
3. Proposed Amendment Bylaw No. 500.423, 2019



## **Attachment 2**

### **Conditions of Approval**

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019” being considered for adoption:

#### Conditions of Approval

1. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title requiring any new parcel created through subdivision to be 1.0 hectare or greater in area.
2. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title to prohibit the subdivision of the new parcels.
3. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title requiring the development of the land to occur in a manner consistent with the Preliminary Hydrological Assessment report prepared by GW Solutions Inc., dated June 5, 2018.
4. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property title stating that the wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the Regional District of Nanaimo prior to final approval of subdivision in accordance with “Board Policy B1.21 – *Groundwater – Application Requirements for Rezoning of Un-serviced Lands*”. No subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been pump tested and certified including well head protection, and that the water meets Canadian Drinking Water Standards.



**Attachment 3  
Proposed Amendment Bylaw No. 500.423, 2019**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.423**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

- 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as

Lot 1 of Section 11, Range 3 and 4 and of Section 12, Range 4, Mountain District,  
Plan 31326 from Rural 1 Zone Subdivision District ‘D’ to Rural 1 Zone Subdivision  
District ‘F’

Introduced and read two times this 22nd day of January, 2019.

Public Hearing waived in accordance with Section 464(2) of *The Local Government Act*.

Read a third time this \_\_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20XX.

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Chair

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Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use  
and Subdivision Amendment Bylaw No. 500.423, 2019".

Chair

Corporate Officer

### Schedule '1'

