

REGIONAL DISTRICT OF NANAIMO
REGULAR BOARD MEETING
AGENDA

Tuesday, June 25, 2019

7:00 P.M.

Board Chambers

This meeting will be recorded

Pages

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 Regular Board Meeting - May 28, 2019

9

(All Directors - One Vote)

That the minutes of the Regular Board meeting held May 28, 2019, be adopted.

4. DELEGATIONS - AGENDA ITEMS

5. CONSENT AGENDA

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

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

(Voting rule varies as noted - Unanimous vote required)

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

5.1 CORRESPONDENCE

5.2 COMMITTEE MINUTES

(All Directors - One Vote)

That the following minutes be received for information:

5.2.1 Electoral Area Services Committee - June 11, 2019

26

5.2.2	Committee of the Whole - June 11, 2019	31
5.2.3	Solid Waste Management Select Committee - June 18, 2019	36
5.2.4	Transit Select Committee - May 23, 2019	38
5.3	ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS	
5.3.1	5-year Project Plan – Electoral Area F	41
	(All Directors - One Vote)	
	That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area F be approved.	
5.3.2	5-year Project Plan – Electoral Area G	44
	(All Directors - One Vote)	
	1. That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area G be approved as presented.	
	2. That Electoral Area G Community Works Funds (CWF) be used for Maple Lane Park following community feedback at the June 17, 2019 Maple Lane Park Open House and staff providing costing on selected park design elements for the Board's future consideration and approval of the CWF amount for the project.	
5.3.3	Zoning Amendment Application No. PL2018-121 - Fowler Road, Electoral Area H - Amendment Bylaw 500.424, 2019 – Introduction	47
	(Electoral Area Directors, except EA B - One Vote)	
	1. That the Board receive the Summary of the Public Information Meeting held on February 21, 2019.	
	2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.424, 2019 being considered for adoption.	
	3. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019", be introduced and read two times.	
	4. That the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019", be delegated to Director McLean or his alternate.	

5.3.4 Zoning Amendment Application No. PL2015-084 - Angel Road, Electoral Area F - Amendment Bylaw 1285.32, 2019 – Introduction

71

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

1. That the Board receive the Summary of the Public Information Meeting held on July 12, 2018.
2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.32, 2019 being considered for adoption.
3. That “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019” be introduced and read two times.
4. That the Public Hearing on “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019”, be waived in accordance with Section 464(2) of the *Local Government Act*.
5. 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 Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019” at a regular Board meeting to be held on July 23, 2019.
6. That the Board direct staff to prepare a report on options to implement a consistent, coordinated, and equitable approach to respond to requests received from Fire Departments, in response to development referrals, for an applicant to install water storage tank(s) for firefighting purposes.

5.4 SOLID WASTE MANAGEMENT SELECT COMMITTEE RECOMMENDATIONS

5.4.1 Beverage Containers in British Columbia

84

(All Directors - One Vote)

1. That the Board send a letter to the Minister of Environment supporting the BC Product Stewardship Council’s recommendations to increase the beverage container recovery rate.
2. That staff provide an update to the Board on the details, as they become available, on the new federal government initiative to reduce plastic pollution.

5.5 COMMITTEE OF THE WHOLE RECOMMENDATIONS

5.5.1	<p>2018 Annual Financial Report and Statement of Financial Information</p> <p>(All Directors - Weighted Vote)</p> <p>That the 2018 Annual Financial Report and the Statement of Financial Information be approved as presented.</p>	124
5.5.2	<p>Microsoft Enterprise Licence Agreement 2019 - 2022</p> <p>(All Directors - Weighted Vote)</p> <p>That the Board approve a three-year Enterprise Licence Agreement with Microsoft for 2019 to 2022 for the use of Microsoft software products by the Regional District of Nanaimo (RDN) for \$146,375 per year at total cost of \$439,125.</p>	172
5.5.3	<p>Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 – 3125 Van Horne Road, Electoral Area F</p> <p>(All Directors - One Vote)</p> <p>1. That the Board receive the Summary of the Public Meeting held on April 16, 2019, Public Submissions and Comments and Petition of Support regarding Non-Medical Cannabis Retail Store Licence Application No. PL2019-043.</p> <p>2. That the Board adopt the resolution supporting Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 attached to this report as Attachment 2.</p>	174

6. ITEMS REMOVED FROM THE CONSENT AGENDA

7. COMMITTEE RECOMMENDATIONS

7.1 Electoral Area Services Committee

- 7.1.1 Zoning Amendment Application No. PL2019-037 – 760, 770, 772 and 780 Horne Lake Road, Electoral Area H – Amendment Bylaw 500.427, 2019 – Introduction** 202

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

1. That the Board receive the Summary of the Public Information Meeting held on April 30, 2019.
2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.427 being considered for adoption.
3. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019”, be introduced and read two times.
4. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019”, be delegated to Director McLean.

7.2 Transit Select Committee

- 7.2.1 Statutory Transit Holiday Service** 215

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

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

- 7.2.2 BC Transit Revised Custom Transit Registration Process Update** 218

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

That the BC Transit Revised Custom Transit Registration process for the Regional District of Nanaimo Custom Transit System be approved for implementation in 2020.

7.3 Committee of the Whole

- 7.3.1 Parcel Tax for Regional Parks and Trails Capital Funds**
Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

That the Board review the amount of parcel tax for Regional Parks and Trails capital funds effective for the 2020 budget.

7.3.2 Regulation of Cannabis Production

225

Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

1. That the Board refer the issue of regulation of cannabis production in the Regional District of Nanaimo to the Agricultural Advisory Committee for its deliberation, comment and recommendations on regulating cannabis in the Regional District of Nanaimo; and that staff provide a background report to the Agricultural Advisory Committee outlining the options and implications for the regulation of cannabis in the Agricultural Land Reserve.

2. That the Chair on behalf of the Board write a letter to Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations & Rural Development, echoing the words of Union of BC Municipalities President, Arjun Singh, in his letter of May 22, 2019, and asking that the Minister consider a moratorium on all non-soil bound cannabis production until such time as local governments can create or amend local bylaws and regulations to deal with this issue.

8. REPORTS

8.1 Proceed to Petition – San Pareil Water Service Area Expansion

228

(All Directors - One Vote)

That the San Pareil Water Service Area Expansion project proceed to a petition of the affected property owners.

8.2 Chase River Forcemain No.1 Replacement – Construction Contract Award

230

(All Directors - Weighted Vote)

1. That the Board award the contract for the Chase River Forcemain No. 1 Replacement and Haliburton Street Utility Upgrades to Milestone Contracting Inc. for a total contract value of \$2,987,730 (excl. GST).

2. That the Board approve the Construction Management contract with Jacobs Engineering with a value of \$245,000 for the Chase River Forcemain No.1 Replacement and Haliburton Street Utility Upgrades Project.

3. That the Board approve the addition of \$1,285,257 to the Chase River Forcemain No. 1 Replacement and Haliburton Street Utility Upgrades Project budget which will be reimbursed by the City of Nanaimo through a cost-sharing agreement.

12. IN CAMERA

(All Directors - One Vote)

That pursuant to Sections 90 (1) (a), (c) and (k) and Section 90 (2)(d) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to personal information about an identifiable individual who holds another position appointed by the municipality; other employee relations; negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages; and a matter, that under another enactment, is such that the public must be excluded from the meeting.

13. ADJOURNMENT

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

**Tuesday, May 28, 2019
7:00 P.M.
Board Chambers**

In Attendance:	Director I. Thorpe	Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Alternate	
	Director V. Swan	Electoral Area E
	Director L. Salter	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Alternate	
	Director Z. Maartman	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
	Director M. Swain	District of Lantzville
	Alternate	
	Director T. Westbrook	Town of Qualicum Beach
Regrets:	Director B. Rogers	Vice Chair
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	G. Garbutt	A/Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	T. Osborne	Gen. Mgr. Recreation & Parks
	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.

The Chair welcomed Alternate Directors Westbrook, Swan and Maartman to the meeting.

APPROVAL OF THE AGENDA

19-164

It was moved and seconded that the agenda be approved, as amended, as follows:

1. To include the following items under Delegations:

James Lacroix, re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Zoye Geekie, re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Amy McIntyre, Dave McIntyre and Pete Bremner re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Julian Fell, re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

2. To include the following items under Correspondence:

Eileen Scott and James Scott re Development Permit with Variance Application No. PL2019-034 - 843 Mariner Way, Electoral Area G

Deborah Pearson, re Development Variance Permit Application No. PL2019-048 - 751 Woodland Drive, Electoral Area G

Amy McIntyre, re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

19-165

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

Regular Board Meeting - April 23, 2019

Special Board Meeting - April 23, 2019

Special Board Meeting - May 14, 2019

CARRIED UNANIMOUSLY

DELEGATIONS - AGENDA ITEMS

Brian Gregg, Mike August and Bob Murphy re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Brian Gregg, Mike August and Bob Murphy presented an overview of the service benefits, public consultation process, safety and technology regarding the proposed Telecommunications Antenna System for Electoral Area F.

Ron Bergen, re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Rob Bergen spoke in opposition to the cell tower site proposed for 2540 Alberni Highway and raised concerns regarding impacts to his property.

Dr. Faulkner, re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Dr. Faulkner shared his view regarding the adverse medical effects of cell phone towers and asked that the Board not support the application.

James Lacroix, re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

James Lacroix spoke against the proposed cell tower stating lack of community support and the negative impacts of light pollution in the rural area.

Zoye Geekie, re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Zoye Geekie spoke in opposition to the proposed cell tower sharing her concerns regarding the potential long-term health risks due to electromagnetic radiation exposure.

Amy McIntyre, Dave McIntyre and Pete Bremner re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Amy McIntyre, Dave McIntyre and Pete Bremner spoke in opposition to the proposed cell tower site stating health concerns, community opposition and impacts on local wildlife.

Julian Fell re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

Julian Fell raised his concerns regarding the adverse health effects of electromagnetic radiation and requested other lands be used for the cell tower site that would not negatively impact the view of Mt. Arrowsmith.

CONSENT AGENDA

19-166

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

- 5.1.1 E.P. Estlin, re Development Permit with Variance Application No. PL2019-034 - 843 Mariner Way, Electoral Area G
- 5.1.2 Eileen Scott and James Scott re Development Permit with Variance Application No. PL2019-034 - 843 Mariner Way, Electoral Area G

- 5.1.3 Deborah Pearson, re Development Variance Permit Application No. PL2019-048 - 751 Woodland Drive, Electoral Area G
- 5.1.4 Amy McIntyre re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F
- 5.2.1 Electoral Area Services Committee - May 14, 2019
- 5.2.2 Committee of the Whole - May 14, 2019
- 5.2.3 Oceanside Services Committee - May 16, 2019
- 5.2.4 Solid Waste Management Select Committee - May 9, 2019
- 5.2.5 Regional Parks and Trails Select Committee - May 7, 2019
- 5.3.1 Recreation Activities in Cedar
- 5.3.2 Development Permit Application No. PL2019-013 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2018-189 - 850, 860 and 870 Spider Lake Road, Electoral Area H
- 5.3.3 Electoral Area Community Parks Development Cost Charge Study
- 5.4.1 Regional District of Nanaimo Board Live Web Streaming Review
- 5.4.2 Chase River Forcemain Replacement – Engineering Scope Change
- 5.4.3 Mount Arrowsmith Biosphere Roundtable Representation
- 5.4.4 Electoral Area H Community Works Funds
- 5.5.1 Community Justice Funding
- 5.6.1 Award of Contract for Crawler Excavator
- 5.6.2 Landfill Leachate Sampling Request from Environment and Climate Change Canada
- 5.6.3 Regional District of Nanaimo Application for Continued Participation in Vietnam Solid Waste Management Project

CARRIED UNANIMOUSLY

The items and recommendations referred to above are as follows:

CORRESPONDENCE

19-167

That the following correspondence be received for information:

E.P. Estlin, re Development Permit with Variance Application No. PL2019-034 - 843 Mariner Way, Electoral Area G

Eileen Scott and James Scott re Development Permit with Variance Application No. PL2019-034 - 843 Mariner Way, Electoral Area G

Deborah Pearson, re Development Variance Permit Application No. PL2019-048 - 751 Woodland Drive, Electoral Area G

Amy McIntyre re Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

ADOPTED ON CONSENT

COMMITTEE MINUTES

19-168

That the following minutes be received for information:

Electoral Area Services Committee - May 14, 2019

Committee of the Whole - May 14, 2019

Oceanside Services Committee - May 16, 2019

Solid Waste Management Select Committee - May 9, 2019

Regional Parks and Trails Select Committee - May 7, 2019

ADOPTED ON CONSENT

ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS

19-169

Recreation Activities in Cedar

That staff provide a draft Terms of Reference document to guide a Recreation Needs Assessment within Electoral Area A to the Electoral Area A Parks, Recreation and Culture Commission for review at the June 2019 meeting.

ADOPTED ON CONSENT

Development Permit Application No. PL2019-013 and Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2018-189 - 850, 860 and 870 Spider Lake Road, Electoral Area H

19-170

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 3 in relation to a three-lot Subdivision Application No. PL2018-189.

ADOPTED ON CONSENT

19-171

That the Board approve Development Permit PL2019-013 to permit a three-lot subdivision subject to the terms and conditions outlined in Attachments 2 and 3.

ADOPTED ON CONSENT

Electoral Area Community Parks Development Cost Charge Study

19-172

That the Board proceed with the initiation of a Development Cost Charge Study for community parkland acquisitions and improvements for Electoral Areas A, B, E, G and H as permitted under the *Local Government Act*.

ADOPTED ON CONSENT

COMMITTEE OF THE WHOLE RECOMMENDATIONS

Regional District of Nanaimo Board Live Web Streaming Review

19-173

That the Board web cast Committee of the Whole and Board meetings for a capital cost of \$5,000 plus an annual ongoing cost of \$19,900 per year for streaming and closed captioning services; and further, that staff be directed to track viewership and feedback and report back to the Board in December 2019 to ensure that there is a cost-benefit review of the provision of additional service to the public.

ADOPTED ON CONSENT

Chase River Forcemain Replacement – Engineering Scope Change

19-174

That the Board authorize staff to negotiate a revised fee with CH2M Hill Canada (now Jacobs Engineering) for engineering services for the Chase River Forcemain No.1 and City of Nanaimo Haliburton Street upgrades, not to exceed a total contract value of \$435,000 (excluding GST).

ADOPTED ON CONSENT

Mount Arrowsmith Biosphere Roundtable Representation

19-175

That Board and/or staff representation to the Mount Arrowsmith Biosphere Roundtable be referred to staff to prepare a background report and recommendations.

ADOPTED ON CONSENT

Electoral Area H Community Works Funds

19-176

That pending project approval by the Union of BC Municipalities, up to \$150,000 of unallocated 2019 Electoral Area H Community Works Funds be allocated to the Deep Bay Improvement District in order to support the replacement of critical drinking water infrastructure.

ADOPTED ON CONSENT

OCEANSIDE SERVICES COMMITTEE RECOMMENDATIONS

Community Justice Funding

19-177

That the Board approve entering into a five-year agreement to formalize the yearly grant of \$30,000.00 to the Arrowsmith Community Justice Society.

ADOPTED ON CONSENT

19-178

That the Board approve entering into a five-year agreement to formalize the yearly grant of \$34,220.00 to the Oceanside Community Safety Volunteers.

ADOPTED ON CONSENT

SOLID WASTE MANAGEMENT SELECT COMMITTEE RECOMMENDATIONS

Award of Contract for Crawler Excavator

19-179

That the Regional District of Nanaimo Board:

- a. approve the award of a contract in an amount up to \$317,000 (exclusive of taxes) for the purchase of a Volvo EC250EL Crawler Excavator from Great West Equipment; and
- b. approve the purchase of a 6 year Maintenance Package for the Crawler Excavator for \$36,810 (exclusive of taxes).

Total value of the contract award request is \$353,810 (exclusive of taxes).

ADOPTED ON CONSENT

Landfill Leachate Sampling Request from Environment and Climate Change Canada

19-180

That the Board approve Regional District of Nanaimo involvement in the *Monitoring of Specific Contaminants of Concern to Three Species of Whales in Canada in Landfill Leachate Project* with Environment and Climate Change Canada - Waste Reduction and Management Division.

ADOPTED ON CONSENT

Regional District of Nanaimo Application for Continued Participation in Vietnam Solid Waste Management Project

19-181

That the Board endorse continued participation in the Federation of Canadian Municipalities' Vietnam Municipal Solid Waste Management Project from June 2019 to March 2021.

ADOPTED ON CONSENT

19-182

That the Board approve of Larry Gardner, Solid Waste Manager, to participate as part of the Canadian Technical Advisor team.

ADOPTED ON CONSENT

ITEMS REMOVED FROM THE CONSENT AGENDA

None

ITEMS NOT INCLUDED IN CONSENT AGENDA

COMMITTEE RECOMMENDATIONS

Electoral Area Services Committee

Development Permit with Variance Application No. PL2019-034 - 843 Mariner Way, Electoral Area G

19-183

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-034 to permit the construction of a dwelling unit subject to the terms and conditions outlined in Attachment 3.

CARRIED UNANIMOUSLY

Development Permit with Variance Application No. PL2018-221 - 1348 Leask Road, Electoral Area A

19-184

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-221 to permit the reconstruction of beach access stairs, associated landings and kayak shed subject to the terms and conditions outlined in Attachments 1 and 2.

CARRIED UNANIMOUSLY

Development Permit with Variance Application No. PL2019-026 - 886, 890, 894 Wembley Road, Electoral Area G

19-185

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-026 to increase the number of signs permitted on a parcel from two to seven and to increase the maximum width of two fascia signs from 4.0 metres to 4.9 metres subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

Development Variance Permit Application No. PL2019-048 - 751 Woodland Drive, Electoral Area G

19-186

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-048 to increase the maximum permitted floor area for an accessory building containing a secondary suite subject to the terms and conditions outlined in Schedule 1 to 3 of Attachment 2.

CARRIED UNANIMOUSLY

Zoning Amendment to Implement Bylaw Notice Bylaw

19-187

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426, 2019", be introduced and read two times.

Opposed (2): Director Young, and Director Salter

CARRIED

19-188

It was moved and seconded that "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.34, 2019, be introduced and read two times.

Opposed (3): Director Young, Director Salter, and Director McLean

DEFEATED

19-189

It was moved and seconded that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426, 2019", be delegated to Director Rogers.

Opposed (1): Director Young

CARRIED

Non-Medical Cannabis Retail Store Licence Application No. PL2018-157 - 2254 Alberni Highway, Electoral Area F

19-190

It was moved and seconded that the Board receive the Summary of the Public Meeting held on March 27, 2019 and consider submissions and comments from the public regarding Non-Medical Cannabis Retail Store Licence Application No. PL2018-157.

CARRIED UNANIMOUSLY

19-191

It was moved and seconded that the Board adopt the resolution supporting Non-Medical Cannabis Retail Store Licence Application No. PL2018-157 attached to this report as Attachment 2.

CARRIED UNANIMOUSLY

Temporary Use Permit Application No. PL2019-021 - 1451 Island Highway East, Electoral Area E

19-192

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on March 13, 2019.

CARRIED UNANIMOUSLY

19-193

It was moved and seconded that the Board approve Temporary Use Permit No. PL2019-021 to allow a licensed pharmaceutical grade cannabis recycling, extraction and testing facility on the subject property subject to the terms and conditions outlined in Schedules 1 to 4 of Attachment 3.

CARRIED UNANIMOUSLY

Telecommunication Antenna System Application No. PL2019-030 - 2540 Alberni Highway, Electoral Area F

19-194

It was moved and seconded that the Board instruct Regional District of Nanaimo staff to advise Rogers Communications Inc. and Innovation, Science and Economic Development Canada of the following:

- Rogers Communications Inc. has satisfactorily completed its consultation with the Regional District of Nanaimo;
- The Regional District of Nanaimo is satisfied with Rogers Communications Inc.'s public consultation process and does not require any further consultation with the public; and
- The Regional District of Nanaimo concurs with Rogers Communications Inc.'s proposal to construct a wireless telecommunications facility on the parcel legally described as Block B, District Lot 143, Nanoose District, Plan 4679.

Opposed (4): Director Wilson, Director Young, Director Salter, and Director McLean

DEFEATED

Committee of the Whole

Bylaw 1788 – A Cross Connection Control Regulation Bylaw, Water Services

19-195

It was moved and seconded that "Regional District of Nanaimo Cross Connection Control Regulation Bylaw No. 1788, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-196

It was moved and seconded that “Regional District of Nanaimo Cross Connection Control Regulation Bylaw No. 1788, 2019” be adopted.

CARRIED UNANIMOUSLY

19-197

It was moved and seconded that “Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.01, 2019” be introduced and read three times.

CARRIED UNANIMOUSLY

19-198

It was moved and seconded that “Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.01, 2019” be adopted.

CARRIED UNANIMOUSLY

Oceanside Services Committee

NCED Northern Community Economic Development – Spring 2019 Proposals

It was moved and seconded:

1. That the ECHO Players Society - Curtain Motorization Project - be awarded \$3,850.00.
2. That the Parksville & District Chamber of Commerce - Parksville Visitor Centre EV Charging Station request for funding in the amount of \$10,000.00 be declined.
3. That the Oceanside Community Arts Council - McMillan Arts Centre Digital Media Art Gallery - be awarded \$7,500.00.
4. That the Community Futures Central Island - LEAP: Local Entrepreneurship Accelerator Program - be awarded \$5,000.00.
5. That the Town of Qualicum Beach - Airport Parking and Signage - be awarded \$10,000.00.
6. That the Coombs Farmers' Institute - CFI 2019 Here We Grow and Apple Pressing Event - be awarded \$4,560.00.
7. That the Qualicum Beach Multi-Use Cinema Society - Feasibility Study for a Qualicum Beach Community Cinema - be awarded \$7,500.00.

It was moved and seconded that the motion be amended to remove “5. That the Town of Qualicum Beach - Airport Parking and Signage - be awarded \$10,000.”

Opposed (4): Director Swan, Director Gourlay, Director McLean, and Director Westbrook

DEFEATED

The vote was taken on the main motion:

19-199

1. That the ECHO Players Society - Curtain Motorization Project - be awarded \$3,850.00.
2. That the Parksville & District Chamber of Commerce - Parksville Visitor Centre EV Charging Station request for funding in the amount of \$10,000.00 be declined.
3. That the Oceanside Community Arts Council - McMillan Arts Centre Digital Media Art Gallery - be awarded \$7,500.00.
4. That the Community Futures Central Island - LEAP: Local Entrepreneurship Accelerator Program - be awarded \$5,000.00.
5. That the Town of Qualicum Beach - Airport Parking and Signage - be awarded \$10,000.00.
6. That the Coombs Farmers' Institute - CFI 2019 Here We Grow and Apple Pressing Event - be awarded \$4,560.00.
7. That the Qualicum Beach Multi-Use Cinema Society - Feasibility Study for a Qualicum Beach Community Cinema - be awarded \$7,500.00.

CARRIED UNANIMOUSLY

Oceanside Sport and Recreation Infrastructure Development Plan

19-200

It was moved and seconded that a concept design and project planning including community review, cost estimation and funding sources to expand Ravensong Aquatic Centre be completed and given priority in 2019.

Opposed (2): Director Mayne, and Director Fras

CARRIED

Regional Parks and Trails Select Committee

Parks and Trails Strategic Plan - Draft Terms of Reference

19-201

It was moved and seconded that the Terms of Reference to develop a Parks and Trails Strategic Plan (Attachment 1) be approved and a Request for Proposals be issued for project consultant services.

CARRIED UNANIMOUSLY

19-202

It was moved and seconded that four members of the Regional Parks and Trails Select Committee be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

19-203

It was moved and seconded that Director Gourlay be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

19-204

It was moved and seconded that Director Hemmens be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

19-205

It was moved and seconded that Director Geselbracht be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

19-206

It was moved and seconded that Director Wilson be appointed to the Parks and Trails Strategic Plan Advisory Sub Committee.

CARRIED UNANIMOUSLY

Regional Parks Development Cost Charges Study

19-207

It was moved and seconded that the Board proceed with the initiation of a Development Cost Charge Study for regional parkland acquisitions and improvements as permitted under the *Local Government Act*.

Opposed (1): Director Young

CARRIED

Solid Waste Management Select Committee

Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw 1784.01, 2019

19-208

It was moved and seconded that the "Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.01, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-209

It was moved and seconded that the "Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Amendment Bylaw No. 1784.01, 2019" be adopted.

CARRIED UNANIMOUSLY

REPORTS / MEMORANDUM

Zoning Amendment Application No. PL2019-069 Pitt Road – Electoral Area H Amendment Bylaw No. 500.425, 2019 – Third Reading and Adoption

19-210

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.425, 2019" be read a third time.

CARRIED UNANIMOUSLY

19-211

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.425, 2019" be adopted.

CARRIED UNANIMOUSLY

Circular Waste BC Contract Amendment

19-212

It was moved and seconded that the Organic Waste Processing Services Agreement with Circular Waste British Columbia Inc. be supplemented with the Remedies Agreement to allow assignment of the Agreement to Circular Waste British Columbia's lender in the event of a default.

CARRIED UNANIMOUSLY

19-213

It was moved and seconded that the Organic Waste Processing Services Agreement with Circular Waste British Columbia Inc. be amended to align the contract year with the fiscal period to reduce administrative challenges.

CARRIED UNANIMOUSLY

19-214

It was moved and seconded that the Chair and the Corporate Officer be authorized to execute the Remedies Agreement and the Amending Agreement.

CARRIED UNANIMOUSLY

RDN Strategic Plan Update

Dan Huang, Urban Systems, presented the Board with an overview of proposed revisions to the draft Regional District of Nanaimo 2019-2022 Board Strategic Plan.

19-215

It was moved and seconded:

1. That the summary memo regarding 2019-2022 Board Strategic Plan public consultation be received for information.
2. That Action 1.1 under the Climate Change Key Strategic Area be revised to read "Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate action towards adaptation and mitigation."
3. That the Goal Statement for the Environmental Stewardship Key Strategic Area be revised to read "Protect and enhance the natural environment, including land, water and air, for future generations."
4. That Action 4.3 under the Growth Management Key Strategic Area be revised to read "Conduct a full review of the Regional Growth Strategy to protect and enhance rural and urban communities."
5. That a new Action Item 7.5 be created under the People and Partnership Key Strategic Area to read "7.5 Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and initiatives" with a Timeline of "Ongoing".
6. That the Goal Statement for the Social Well Being Key Strategic Area be revised to read "Make the region a safe and vibrant place for all, with a focus on children and families in planning and programs."
7. That the Regional District of Nanaimo Board of Directors adopt the 2019-2022 Board Strategic Plan as amended.

CARRIED UNANIMOUSLY

BYLAWS - WITH NO ACCOMPANYING REPORT

Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.02, 2019

19-216

It was moved and seconded that "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.02, 2019", be introduced and read three times.

CARRIED UNANIMOUSLY

19-217

It was moved and seconded that "Regional District of Nanaimo Board Procedure Amendment Bylaw No. 1754.02, 2019", be adopted.

CARRIED UNANIMOUSLY

MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Regional District of Nanaimo and City of Nanaimo Partner In Hosting the 2020 Association of Vancouver Island and Coastal Communities Convention

19-218

It was moved and seconded that the Regional District of Nanaimo write to the City of Nanaimo offering to partner in hosting the 2020 Association of Vancouver Island and Coastal Communities Convention.

CARRIED UNANIMOUSLY

Ocean Legacy Foundation Report

19-219

It was moved and seconded that staff be directed to review the report prepared by the Ocean Legacy Foundation regarding British Columbia's Beverage Container Legacy: The Missing Millions and report back to the Board.

Opposed (3): Director Armstrong, Director Fras, and Director Mayne.

CARRIED

UBCM Resolution - Voting Rights for Alternate Electoral Area Directors at the UBCM

19-220

It was moved and seconded that the following resolution be forwarded to the Union of BC Municipalities for consideration at their 2019 Annual Convention:

Voting Rights for Alternate Electoral Area Directors at the Union of British Columbia Municipalities (UBCM)

WHEREAS the *Local Government Act* provides that an Electoral Area Director must appoint an Alternate Electoral Area Director who may take the place of, vote and generally act in all matters for the absent Electoral Area Director;

AND WHEREAS the bylaws of the Union of British Columbia Municipalities disqualify Alternate Electoral Area Directors from participating in debate and voting at the Annual and Special Conventions;

AND WHEREAS this provision of the UBCM bylaws:

- prevents an Electoral Area from having a voice at UBCM Conventions when the Electoral Area Director is absent; and
- could be improved by permitting an Alternate Electoral Area Director to participate in debate and vote at the Annual and Special Conventions of the UBCM;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities change its bylaws to enable an Alternate Electoral Area Director, in the absence of the Electoral Area Director, to participate in debate and vote at Annual and Special Conventions of the UBCM.

CARRIED UNANIMOUSLY

NEW BUSINESS

Notice of Motions - Regulation of Cannabis Production

Director Wilson provided notice of the following motions:

1. That the Board refer the issue of regulation of cannabis production in the Regional District of Nanaimo to the Agricultural Advisory Committee for its deliberation, comment and recommendations on regulating cannabis in the Regional District of Nanaimo.
2. That the Chair on behalf of the Board write a letter to Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations & Rural Development, echoing the words of Union of BC Municipalities President, Arjun Singh, in his letter of May 22, 2019, and asking that the Minister consider a moratorium on all non-soil bound cannabis production until such time as local governments can create or amend local bylaws and regulations to deal with this issue.

IN CAMERA

19-221

It was moved and seconded that pursuant to Section 90 (1) (e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to the acquisition of land or improvements.

CARRIED UNANIMOUSLY

TIME: 9:49 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:54 PM

CHAIR

CORPORATE OFFICER

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

**Tuesday, June 11, 2019
1:30 P.M.
Board Chambers**

In Attendance:	Director B. Rogers	Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Director L. Salter	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
	Also in Attendance:	P. Carlyle
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
P. Thompson		Mgr. Current Planning
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

Electoral Area Services Committee Meeting - May 14, 2019

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held May 14, 2019 be adopted.

CARRIED UNANIMOUSLY

COMMITTEE MINUTES

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

Electoral Area F Parks and Open Space Advisory Committee - May 22, 2019

Electoral Area G Parks and Open Space Advisory Committee - May 28, 2019

CARRIED UNANIMOUSLY

COMMITTEE RECOMMENDATIONS

Electoral Area F Parks & Open Space Advisory Committee

5-year Project Plan – Electoral Area F

It was moved and seconded that the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area F be approved.

CARRIED UNANIMOUSLY

Electoral Area G Parks & Open Space Advisory Committee

5-year Project Plan – Electoral Area G

It was moved and seconded that the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area G be approved as presented.

CARRIED UNANIMOUSLY

It was moved and seconded that Electoral Area G Community Works Funds (CWF) be used for Maple Lane Park following community feedback at the June 17, 2019 Maple Lane Park Open House and staff providing costing on selected park design elements for the Board's future consideration and approval of the CWF amount for the project.

CARRIED UNANIMOUSLY

PLANNING

Zoning Amendment

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

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on April 30, 2019.

Opposed (1): Director Craig

CARRIED

It was moved and seconded that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.427 being considered for adoption.

Opposed (1): Director Craig

CARRIED

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019", be introduced and read two times.

Opposed (1): Director Craig

CARRIED

It was moved and seconded that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019", be delegated to Director McLean.

Opposed (1): Director Craig

CARRIED

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

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on February 21, 2019.

CARRIED UNANIMOUSLY

It was moved and seconded that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.424, 2019 being considered for adoption.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019", be introduced and read two times.

CARRIED UNANIMOUSLY

It was moved and seconded that the Public Hearing on "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019", be delegated to Director McLean or his alternate.

CARRIED UNANIMOUSLY

Zoning Amendment Application No. PL2015-084 - Angel Road, Electoral Area F - Amendment Bylaw 1285.32, 2019 – Introduction

It was moved and seconded that the Board receive the Summary of the Public Information Meeting held on July 12, 2018.

CARRIED UNANIMOUSLY

It was moved and seconded that the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.32, 2019 being considered for adoption.

CARRIED UNANIMOUSLY

It was moved and seconded that “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019” be introduced and read two times.

CARRIED UNANIMOUSLY

It was moved and seconded that the Public Hearing on “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019”, be waived in accordance with Section 464(2) of the *Local Government Act*.

CARRIED UNANIMOUSLY

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 Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019” at a regular Board meeting to be held on July 23, 2019.

CARRIED UNANIMOUSLY

EMERGENCY PREPAREDNESS

Emergency Support Services Update

It was moved and seconded that the Emergency Support Services Update be received for information.

CARRIED UNANIMOUSLY

NEW BUSINESS

Water Storage for Fire Fighting Purposes in Response to Development Referrals

It was moved and seconded that the Board direct staff to prepare a report on options to implement a consistent, coordinated, and equitable approach to respond to requests received from Fire Departments, in response to development referrals, for an applicant to install water storage tank(s) for firefighting purposes.

CARRIED UNANIMOUSLY

Directors' Roundtable

Directors provided updates to the Committee.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

TIME: 2:22 PM

CHAIR

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

Tuesday, June 11, 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
	Director L. Salter	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
	Director M. Swain	District of Lantzville
Director B. Wiese	Town of Qualicum Beach	
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	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

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

Marlee Brown, re Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 – 3125 Van Horne Road, Electoral Area F

Brian Millward, re Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 – 3125 Van Horne Road, Electoral Area F

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Regular Committee of the Whole Meeting - May 14, 2019

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held May 14, 2019, be adopted.

CARRIED UNANIMOUSLY

DELEGATIONS

Marlee Brown, re Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 – 3125 Van Horne Road, Electoral Area F

Marlee Brown asked the Board to support her application for a retail store which would provide legal, safe, government-regulated access to non-medical cannabis to the community.

Brian Millward, re Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 – 3125 Van Horne Road, Electoral Area F

Delegate did not attend

COMMITTEE MINUTES

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

Solid Waste Management Plan Monitoring Committee - May 15, 2019

CARRIED UNANIMOUSLY

CORPORATE SERVICES

Quarterly Financial Report – First Quarter – 2019

It was moved and seconded that the Financial Report for the period January 1, 2019 to March 31, 2019 be received for information.

CARRIED UNANIMOUSLY

2018 Annual Financial Report and Statement of Financial Information

It was moved and seconded that the 2018 Annual Financial Report and the Statement of Financial Information be approved as presented.

CARRIED UNANIMOUSLY

Microsoft Enterprise Licence Agreement 2019 - 2022

It was moved and seconded that the Board approve a three-year Enterprise Licence Agreement with Microsoft for 2019 to 2022 for the use of Microsoft software products by the Regional District of Nanaimo (RDN) for \$146,375 per year at total cost of \$439,125.

CARRIED UNANIMOUSLY

STRATEGIC AND COMMUNITY DEVELOPMENT

Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 – 3125 Van Horne Road, Electoral Area F

It was moved and seconded that the Board receive the Summary of the Public Meeting held on April 16, 2019, Public Submissions and Comments and Petition of Support regarding Non-Medical Cannabis Retail Store Licence Application No. PL2019-043.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board adopt the resolution supporting Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 attached to this report as Attachment 2.

CARRIED UNANIMOUSLY

MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Parcel Tax for Regional Parks and Trails Capital Funds

It was moved and seconded that the Board review the amount of parcel tax for Regional Parks and Trails capital funds effective for the 2020 budget.

It was moved and seconded that the main motion be amended as follows:

That the Board agree to a \$20.00 parcel tax for Regional Parks and Trails capital funds effective for the 2020 budget.

The amendment was withdrawn by the mover with the consent of the seconder.

The vote was taken on the main motion:

That the Board review the amount of parcel tax for Regional Parks and Trails capital funds effective for the 2020 budget.

Opposed (3): Director Turley, Director Mayne, and Director Wiese

CARRIED

Regulation of Cannabis Production

It was moved and seconded that the Board refer the issue of regulation of cannabis production in the Regional District of Nanaimo to the Agricultural Advisory Committee for its deliberation, comment and recommendations on regulating cannabis in the Regional District of Nanaimo; and that staff provide a background report to the Agricultural Advisory Committee outlining the options and implications for the regulation of cannabis in the Agricultural Land Reserve.

CARRIED UNANIMOUSLY

It was moved and seconded that the Chair on behalf of the Board write a letter to Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations & Rural Development, echoing the words of Union of BC Municipalities President, Arjun Singh, in his letter of May 22, 2019, and asking that the Minister consider a moratorium on all non-soil bound cannabis production until such time as local governments can create or amend local bylaws and regulations to deal with this issue.

Opposed (2): Director Bonner, and Director Mayne

CARRIED

NEW BUSINESS

Notice of Motion - Letter of Support to Vancouver Island University Deep Bay Marine Field Station

Director McLean provided notice of the following motion:

That the Regional District of Nanaimo Board of Directors write a letter to the Vancouver Island University's Deep Bay Marine Field Station indicating support for the development of a provincially funded business plan for the creation of a seafood innovation centre at the field station.

Notice of Motion - Upgrades to Lighthouse Community Hall

Director McLean provided notice of the following motion:

That pending project approval by the Union of BC Municipalities, up to \$40,000 of unallocated 2019 Electoral Area H Community Works Funds be allocated to the Lighthouse Community Centre Society to upgrade the recreational and cultural infrastructure of the Lighthouse Community Hall.

IN CAMERA

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

Section 90(2)

- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 3:52 PM

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:54 PM

CHAIR

REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE SOLID WASTE MANAGEMENT SELECT COMMITTEE MEETING

Tuesday, June 18, 2019
1:30 P.M.
Committee Room

In Attendance:	Director B. Geselbracht	Chair
	Director K. Wilson	Electoral Area A
	Director L. Krog	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director I. Thorpe	City of Nanaimo
	Director M. Swain	District of Lantzville
Regrets:	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director L. Salter	Electoral Area F
	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	L. Gardner	Mgr. Solid Waste Services
	V. Schau	Zero Waste Coordinator
	R. Graves	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

Solid Waste Management Select Committee Meeting - May 9, 2019

It was moved and seconded that the minutes of the Solid Waste Management Select Committee meeting held May 9, 2019, be adopted.

CARRIED UNANIMOUSLY

COMMITTEE MINUTES AND RECOMMENDATIONS

Solid Waste Plan Monitoring Advisory Committee Minutes - May 15, 2019

It was moved and seconded that the minutes of the Solid Waste Monitoring Committee meeting held May 15, 2019 be adopted.

CARRIED UNANIMOUSLY

REPORTS

Beverage Containers in British Columbia

It was moved and seconded that the Board send a letter to the Minister of Environment supporting the BC Product Stewardship Council's recommendations to increase the beverage container recovery rate.

CARRIED UNANIMOUSLY

It was moved and seconded that staff provide an update to the Board on the details, as they become available, on the new federal government initiative to reduce plastic pollution.

CARRIED UNANIMOUSLY

IN CAMERA

It was moved and seconded that pursuant to Section 90 (1)(k) of the Community Charter the Committee proceed to an In Camera meeting for discussion related to negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages.

CARRIED UNANIMOUSLY

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 3:22 PM

CHAIR

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

**Thursday, May 23, 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
	Alternate	
	Director V. Swan	Electoral Area E
	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 E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director M. Swain	District of Lantzville
	Director E. Mayne	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director D. Bonner	City of Nanaimo
Also in Attendance:	Director I. Thorpe	City of Nanaimo
	G. Garbutt	A/ Chief Administrative Officer
	D. Pearce	Dir, Transportation & Emergency Services
	D. Marshall	Mgr, Transit Operations
	E. Beauchamp	Sup't, Transit Planning & Scheduling
	B. White	Sup't, Transit Operations
	M. Moore	Senior Regional Transit Manager, BC Transit
	D. Harriott	Regional Transit Manager - Operations
	N. Hewitt	Recording Secretary

CALL TO ORDER

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

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Transit Select Committee Meeting - March 23, 2019

It was moved and seconded that the minutes of the Transit Select Committee meeting held March 23, 2019, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

Laurine Hellam, re Route 97

It was moved and seconded that the correspondence from Laurine Hellam, be received for information.

CARRIED UNANIMOUSLY

Leonard Krog, Mayor, City of Nanaimo, re Climate Emergency

It was moved and seconded that the correspondence from Leonard Krog, Mayor, City of Nanaimo be received for information.

CARRIED UNANIMOUSLY

REPORTS

Statutory Transit Holiday Service

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

Opposed (1): Director Turley

CARRIED

BC Transit Revised Custom Transit Registration Process Update

It was moved and seconded that the BC Transit Revised Custom Transit Registration process for the Regional District of Nanaimo Custom Transit System be approved for implementation in 2020.

Opposed (4): Director Armstrong, Director Young, Director Turley and Director Mayne

CARRIED

RDN Transit Verbal Update

D. Pearce provided a verbal update on the Pride Parade and the Downtown Exchange.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

Time 11:27 AM

CHAIR

TO: Electoral Area 'F' Parks and Open Space Advisory Committee **MEETING:** May 22, 2019

FROM: Renée Lussier
Parks Planner

Subject: 5-year Project Plan – Electoral Area F

RECOMMENDATION

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area F be approved.

SUMMARY

The 5-year Project Plan: 2020-2024 outlines the Community Parks projects identified for the Electoral Area and will guide the development of workplans and the capital plan.

BACKGROUND

The 5-year Project Plan: 2020-2024 outlines the Community Parks projects identified for the Electoral Area. Projects are ranked by priority, high to low. Suggestions come from the Parks and Open Space Advisory Committee (POSAC), the Electoral Area Director, and applicable Plans. The project list is reviewed every year to ensure that new priorities are captured.

ALTERNATIVES

1. That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area F be approved.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

Electoral Area F Community Park projects planned for next year will be considered as part of the 2020 budget process. Project budget guidelines are provided on the attached 5-year Project Plan: 2020-2024 EA F along with the funding sources, if known and/or currently available.

The available funding sources for Community Parks are the Area F Community Parks Budget and the Area F Reserve Fund. The Cash-in-Lieu Reserve Fund can only be used to purchase park land. Community Works Funds can also be used when available. Current budget availability for Electoral Area F is:

EA F Reserve Fund	\$65,402
EA F Cash-in-Lieu Reserve Fund	\$87,911

The Community Parks Budget is reviewed annually by the Regional Board and funding priorities are set with consideration of input and recommendations from the Electoral Area F POSAC.

STRATEGIC PLAN IMPLICATIONS

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



Renée Lussier
Rlussier@rdn.bc.ca
May 9, 2019

Reviewed by:

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

Attachments

1. 5-year Project Plan 2020-2024 EA F_spring report

RDN Electoral Area F Community Parks 5-Year Project Planning: 2020-2024

PLANNING WORKSHEET DRAFT

for review at the May 22, 2019 POSAC meeting

This worksheet is provided for planning purposes only and is subject to change to accommodate other Board directives, funding constraints and staff resources.

Reserve Fund: \$65,402

Cash-in-Lieu Reserve Fund: \$87,911

As of April 29, 2019

	Estimated Cost	Budget Notes	Origin
Current Year Projects (2019)			
2019 Meadowood Community Park - Community Centre Site Planning/Building Tender	staff time		
2019 Errington Community Park - Playground Detailed Design and Costing	\$20,000		
2019 Errington Community Park - Infrastructure Assessment	TBA		

High Priority Projects (2020-2021)			
2020 ACT East Palmer Road - Planning and Construction	TBD		POSAC
2020 ACT Bellevue Ph 1 Grafton/Bellevue	TBD		POSAC
2020 Meadowood Community Park - Community Centre Construction	staff time		
2020 Errington Community Park - Playground Tender	TBD		pending resolution
2020 Errington Community Park - Bike Park Design Build	TBD		pending resolution
2020 Errington Community Park - Operator Agreement	TBD		
2021 ACT Bellevue Ph 2 Kopernick Link - Planning and Construction	TBD		POSAC
2021 Malcolm Road Community Park - Signage Strategy Pilot	\$2,000		resolution

Medium Priority Projects (2022-2023)			
2022 Errington Community Park - Construction	TBD		pending resolution
2022 ACT Bellevue Phase 3 Middlegate Link - Planning and Construction	TBD		POSAC
2022 French Creek School - porta-potty and surround - Planning and Construction	TBD		
2022 French Creek School Park - Planning	staff time		
2023 ACT - Planning and Construction	TBD		POSAC

Low Priority Projects (2024-)			
2024 Errington Community Park - Construction	TBD		pending resolution
2024 ACT - Planning and Construction	TBD		POSAC

Additional Project Suggestions			
	Community Parks and Trails Strategic Plan		
	Romain Road Community Park - Planning		
	Investigate feasibility of URL trail from Longmoor Road to Chatsworth Road		
	Investigate feasibility of a bridge connection from Errington to ERRP area		
	Consider disposition of three surplus parks		
	Horse Trails - Georeferenced Map		

Completed Projects		Cost
2018	Errington Community Park Concept Master Plan	\$15,000
2018	ACT David Lundine Extension	\$7,000
2018	ACT East Palmer Road - Survey	\$6,500

TO: Electoral Area 'G' Parks and Open Space Advisory Committee **MEETING:** May 28, 2019

FROM: Renée Lussier
Parks Planner

SUBJECT: 5-year Project Plan – Electoral Area G

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

- 1. That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area G be approved as presented.*
- 2. That Electoral Area G Community Works Funds (CWF) be used for Maple Lane Park following community feedback at the June 17, 2019 Maple Lane Park Open House and staff providing costing on selected park design elements for the Board's future consideration and approval of the CWF amount for the project.*

RECOMMENDATION

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area G be approved.

SUMMARY

The 5-year Project Plan: 2020-2024 outlines the Community Parks projects identified for the Electoral Area and will guide the development of workplans and the capital plan.

BACKGROUND

The 5-year Project Plan: 2020-2024 outlines the Community Parks projects identified for the Electoral Area. Projects are ranked by priority, high to low. Suggestions come from the Parks and Open Space Advisory Committee (POSAC), the Electoral Area Director, and applicable Plans. The project list is reviewed every year to ensure that new priorities are captured.

ALTERNATIVES

1. That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area G be approved.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

Electoral Area G Community Park projects planned for next year will be considered as part of the 2020 budget process. Project budget guidelines are provided on the attached 5-year Project Plan: 2020-2024 EA G along with the funding sources, if known and/or currently available.

The available funding sources for Community Parks are the Area G Community Parks Budget and the Area G Reserve Fund. The Cash-in-Lieu Reserve Fund can only be used to purchase park land. Community Works Funds can also be used when available. Current budget availability for Electoral Area G is:

EA G Reserve Fund	\$128,281
EA G Cash-in-Lieu Reserve Fund	\$866,886

The Community Parks Budget is reviewed annually by the Regional Board and funding priorities are set with consideration of input and recommendations from the Electoral Area G POSAC.

STRATEGIC PLAN IMPLICATIONS

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



Renée Lussier
rlussier@rdn.bc.ca
May 9, 2019

Reviewed by:

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

Attachments

1. 5-year Project Plan 2020-2024 EA G_May 2019

RDN Electoral Area G Community Parks

5-Year Project Planning: 2020-2024

PLANNING WORKSHEET DRAFT

for review at the May 28, 2019 POSAC meeting

Reserve Fund: \$128,281

Cash-in-Lieu Reserve Fund: \$866,886

As of April 29, 2019

This worksheet is provided for planning purposes only and is subject to change to accommodate other Board directives, funding constraints and staff resources.

	Estimated Cost	Budget Notes	Origin
Current Year Projects (2019)			
2019 Blue Water Place Community Park - Ph 2 Clearing and Restoration	\$5,000	Reserves	
2019 River's Edge Community Park - Playground project master plan	\$5,000	Ops budget	POSAC
2019 Maple Lane Community Park - Public Consultation/Design	TBD		POSAC
2019 Maple Lane Community Park - Install	TBD	Community Works Funds	POSAC
2019 Little Qualicum Hall	\$170,000	CW	18-295
2019 Administrative support for EA 'G' POSAC	staff time		

High Priority Projects (2020-2021)			
2020 Maple Lane Community Park - Install	TBD		POSAC
2020 Blue Water Place Community Park - Ph 3 Clearing and Restoration	TBD		
2020 River's Edge Community Park - Playground project	TBD		POSAC
2021 River's Edge Community Park - Playground project	TBD		POSAC
2021 Little Qualicum Hall	\$25,000	CW	18-295

Medium Priority Projects (2022-2023)			
2022 Maple Lane Community Park - Playground project design ph 2	TBD		POSAC
2022 Columbia Beach Community Park - Assessment (BMX trails)	TBD		
2022 Boulton Community Park - Improvement Plan	TBD		
2022 Little Qualicum Hall	TBD	CW	17-405, 17-600
2023 Active Transportation Plan	TBD		
2023 Neden Way Community Park - Improvements	TBD		

Low Priority Projects (2024-)			
2024 Active Transportation Plan	TBD		
2024 Neden Way Community Park - Improvements	TBD		

Additional Project Suggestions			
	Community Parks and Trails Strategic Plan		
	Water Access site inventory		
	Trail improvements between Miller Rd north & south community parks		
	Community trail development from Columbia Dr to FC Marina (in OCP)		
	Improvement and management of the Kincade Water Access site		
	Signage at Water Access sites and Millers Rd		
	Feasibility of pedestrian/bike trail from Ganske Rd to Waters Rd		
	Lee Rd: trail development		
	Sumnar Lane: benches, plantings		

TO: Electoral Area Services Committee **DATE:** June 11, 2019
FROM: Greg Keller
Senior Planner **FILE:** PL2018-121
SUBJECT: **Zoning Amendment Application No. PL2018-121**
Fowler Road – Electoral Area H
Amendment Bylaw 500.424, 2019 – Introduction
Lot 23, District Lot 81, Newcastle District, Plan 1967

RECOMMENDATIONS

1. That the Board receive the Summary of the Public Information Meeting held on February 21, 2019.
2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.424, 2019 being considered for adoption.
3. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019”, be introduced and read two times.
4. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019”, be delegated to Director McLean or his alternate.

SUMMARY

This is an application to rezone the subject property to permit a proposed seven-lot bare land strata subdivision in accordance with the Alternative Forms of Rural Development policies contained in the Electoral Area H Official Community Plan (OCP). A Public Information Meeting was held on February 21, 2019. 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). It is recommended that Amendment Bylaw No. 500.424, 2019 be granted first and second reading.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Essex Properties Ltd. to rezone the subject property in order to permit a proposed seven lot bare land strata subdivision in accordance with the Alternative Forms of Rural Development (AFRD) policies contained in the Electoral Area H Official Community Plan (OCP). This represents the first zoning amendment application considered under the AFRD policies which encourage more sustainable forms of development and help meet community objectives by protecting an area of significance for agriculture, ecological protection, aquifer protection, or another public good purpose.

The subject property is approximately 11.14 ha in area, is currently vacant, and is densely vegetated with mature native vegetation. The property has road frontage on its north, east, and south sides. The property is bordered by Island Highway West to the north, an unnamed dedicated road allowance to the east, and Fowler Road to the south. The subject property is also located adjacent to the Arrowsmith Golf and Country Club. The subject property is currently zoned Agriculture 1 Subdivision District D (AG1D) and is adjacent to other AG1 zoned parcels to the west, Rural 1 zoned parcels to the north and east, and a Recreation 1 zoned parcel to the south (see Attachment 1 – Subject Property Map and Attachment 3 – Current Zoning Map). The southern half of the subject property is located within the Agricultural Land Reserve (ALR).

Proposed Development

This is an application to rezone the subject property to permit the creation of a seven-lot bare land strata subdivision. The proposed lot layout attached is in a conceptual format and the final layout would be addressed through a future subdivision application. The proposal is to develop seven lots on the north half of the property and to protect the remaining southern ALR portion for future agricultural purposes in accordance with the AFRD policies contained in the OCP. A rezoning is required to allow seven lots on the north half of the subject property, to reduce the dwelling unit potential of the ALR portion of the subject property, and to ensure that the overall number of potential dwelling units on the subject property is not increased (see Attachment 3 – Proposed Site Plan).

The proposal is to amend the north portion of the subject property from AG1D to Alternative Forms of Rural Development 1 (AF1). The south portion of the subject property, located in the ALR, is proposed to maintain its AG1 zoning with a revision to the subdivision district to change it from D (2.0 hectare minimum parcel size) to Z (no further subdivision) (see Attachment 4 – Proposed Zoning Maps). As future subdivision potential is addressed in the proposed AF1 zone, no subdivision district is required on the north portion of the subject property.

The property is subject to the Freshwater and Fish Habitat Protection, Aquifers, and Farmland Protection Development Permit Areas (DPA). Therefore, a development permit (DP) will be required prior to development activities occurring within the DPA.

With respect to servicing, the development is proposed to be serviced by individual wells and a shared means of sewage disposal.

Official Community Plan Implications

The north half of subject property is designated Rural and the south half of the subject property is designated Resource pursuant to the OCP. This zoning amendment application is being considered pursuant to the AFRD policies. The AFRD policies support rezoning to permit subdivision within a smaller minimum lot size than otherwise supported by the OCP within the Rural Residential and Rural land use designations, provided the proposal does not result in more dwelling units than what is permitted by the OCP or the zoning bylaw at the time the application is made, subject to meeting a number of defined criteria. The intent of the AFRD policies is to encourage more sustainable forms of rural development while protecting areas of significance in perpetuity for agricultural, ecological, aquifer protection, or other public good purposes.

Based on current zoning, the subject property has the potential to permit eight dwelling units. As per the AFRD policies, where more than one dwelling unit is permitted on a lot, each dwelling unit can be counted as one lot for the purpose of calculating the number of lots permissible under AFRD policies. The overall number of lots proposed is eight with seven on the north non-ALR portion and one on the remaining portion within the ALR.

The area of significance to be protected is agricultural land located in the ALR. In order to satisfy AFRD criteria, the applicant has submitted an Agricultural Land Capability Assessment prepared by Madrone Environmental Services Ltd. dated November 27, 2018. The assessment found that 92% of the ALR portion is Class 3 lands that could support a wide range of crops with moderately intensive management practices.

In accordance with AFRD policy 4, future use and development of the donor portion of the parcel must be ensured through zoning that allows a reduced level of development, and the registration of a Section 219 Covenant (see Attachment 2 – Conditions of Approval).

Given the above, the proposal has satisfied the requirements of the AFRD policies and is consistent with the OCP.

Land Use Implications

Based on AFRD policy, the subject property has potential to be subdivided into four parcels, each permitted to have two dwelling units. The proposed amendments would permit seven dwelling units on the north half of the property and one dwelling unit on the remaining portion within the ALR (see Attachment 3 – Proposed Site Plan). The ALR portion of the subject property would be protected from future development through zoning and a Section 219 Covenant.

To satisfy Board Policy B1.21 – Groundwater Application Requirements for Rezoning of Unserved Lands (Policy B1.21) that was in place at the time of application, the applicant has submitted a preliminary Hydrogeologic Report prepared by H₂O Environmental Ltd. dated July 12, 2018. The report indicates that based on reported yields of wells located on surrounding properties and characteristics of the aquifer, it is anticipated that the proposed wells will be capable of supplying 3.5 m³ of water year-round and that the additional wells would not have an adverse impact on the aquifer, surrounding wells or the receiving waters. In accordance with Policy B1.21, the applicant is required to register a Section 219 Covenant on title of the subject property prior to adoption of the proposed amendment bylaw which requires that all wells be constructed and tested, and a report submitted to the RDN prior to final approval of the future subdivision (see Attachment 2 – Conditions of Approval).

To address onsite sewage disposal, the applicant submitted a Wastewater System Feasibility report prepared by H₂O Environmental Ltd. dated December 7, 2018. The report concludes that the subject property is capable of supporting onsite sewage disposal for the proposed development and if properly installed and maintained, will pose a low risk to human health and environmental safety.

In recognition of the increased development potential that would be achieved through rezoning the subject property, the applicant has proposed a community amenity contribution in the form of 1.6 hectares of land for use as a community park. The proposed park land represents approximately 14 percent of the subject property.

RDN Parks Department staff conducted a thorough evaluation of the parkland proposal based on the community parkland acquisition criteria contained in Section 3.5 of the Community Parks and Trails Strategic Plan. The evaluation concluded that the parkland proposal has low to moderate-low value for acquisition. In addition, the candidate parkland does not meet the preferred parkland criteria identified in Section 4.1.11 of the OCP. Therefore, it is recommended that the RDN not accept the proposed parkland as a community amenity contribution for this rezoning application. Please note, at the time of subdivision, the applicant will be required to satisfy the minimum 5% parkland requirement pursuant to Section 510 of the *Local Government Act*.

In recognition of the increased development potential that would be achieved through rezoning the subject property, the applicant is also offering a community amenity contribution in the form of voluntary cash contribution of \$4,500 for trail improvements in Electoral Area H (see Attachment 2 - Conditions of Approval).

Given that the application is consistent with AFRD policies, has demonstrated that the proposed development would not have an adverse impact on the aquifer or surrounding wells, and has confirmed that the proposed development can be adequately serviced with onsite water and sewage disposal, it is anticipated that the proposed development will have a positive impact on the community.

Environmental Implications

The applicant has submitted a Bio-inventory prepared by Toth and Associates Environmental Services dated June 23, 2018. The Bio-inventory identifies an ephemeral red alder/slough sedge wetland and a vegetated low-gradient unnamed watercourse. The Bio-inventory indicates that the *Riparian Areas Regulation* does not apply to these water features. Although no occurrences of rare species were observed on the property, the Bio-inventory indicates that the majority of natural features on the property that could be considered sensitive to development are associated with the riparian areas of the unnamed creek and wetland.

The Bio-Inventory provides the following three recommendations to protect the natural features contained on the subject property:

1. That an additional Bio-inventory be conducted prior to site development to assess the currently undeveloped section of Fowler Road, drainage, and the proposed subdivision.
2. That a 15.0 metre vegetated buffer strip around the perimeter of the proposed subdivision be maintained.
3. That a Drainage Management Plan be developed prior to physical development of the subject property.

It is noted that recommendation No. 1 above will be satisfied through the issuance of a Freshwater and Fish Habitat DP at the time of subdivision. In order to secure the above recommendations, it is recommended that the applicant be required to register a Section 219 Covenant on the property title identifying a 15.0 metre no disturbance riparian buffer adjacent to all watercourses and wetlands identified in the Bio-inventory, to establish a 15.0 metre buffer strip around the perimeter of the non-ALR portion of the subject property, and to require the applicant to submit and implement a Drainage Management Plan to the satisfaction of the RDN

prior to the RDN issuing a subdivision compliance letter (see Attachment 2 – Conditions of Approval). It is noted that approval from the Agricultural Land Commission (ALC) for the Section 219 Covenant is required as it would apply to land located in the ALR.

As the environmental implications of this application have been assessed by a Qualified Environmental Professional, and the proposed development will be undertaken in accordance with the recommendations contained in the above Bio-inventory, the proposed development is not anticipated to have a negative environmental impact.

Intergovernmental Implications

The application was referred to the Dashwood Volunteer Fire Department (DVFD), Vancouver Island Health Authority (Island Health) and the Ministry of Transportation and Infrastructure (MOTI) for review and comment. These agencies have advised that they do not have any concerns with the proposed amendment.

The DVFD indicated that additional water storage for firefighting purposes is needed in the area. In response, the applicant is proposing to grant the RDN a statutory right-of-way (SRW) to accommodate a water storage tank and to provide access for firefighting apparatus. The applicant is also proposing to permit the DVFD to utilize an existing well to fill a water storage tank. The DVFD has a water storage tank that would be suitable for installation on the subject property that it may choose to install at a later date. It is recommended that the above SRW and an agreement allowing use of the existing well be prepared to the satisfaction of the RDN and registered prior to adoption (see Attachment 2 – Conditions of Approval). As the land is located in the ALR, approval of the SRW from the ALC is required. Preliminary discussions with ALC staff suggest that approval would be delegated to the Chief Executive Officer of the ALC. If approval cannot be obtained, the applicant will explore the possibility of an alternate location on lands owned by the applicant or within the road right-of-way subject to MOTI approval.

Public Consultation Implications

A Public Information Meeting (PIM) was held on February 21, 2019. Approximately 13 members of the public attended and no written submissions were received prior to the PIM (see Attachment 5 – Summary of Minutes of the Public Information Meeting).

In accordance with Section 464 of the *Local Government Act*, should the Board grant First and Second reading to the amendment bylaw, a Public Hearing is required to be held or waived prior to the Board's consideration of 3rd reading. The purpose of the Public Hearing is to provide an opportunity for those who believe that their interest in property is affected by the proposed bylaw to be heard by the Regional Board. In addition, the Regional Board may delegate the Public Hearing by resolution in accordance with Section 469 of the *Local Government Act*. Therefore, it is recommended, that should the Board grant First and Second reading to the proposed amendment bylaw, that a Public Hearing be held in accordance with Section 464 of *The Local Government Act* and that the Public Hearing be delegated to Director McLean or his alternate.

ALTERNATIVES

1. To proceed with Zoning Amendment Application No. PL2018-121, consider first and second reading of the Amendment Bylaw and proceed to Public Hearing.
2. To not proceed with the Amendment Bylaw readings and Public Hearing.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal help conserve lands for agricultural use is in keeping with the 2019 – 2022 Board Strategic Plan.



Greg Keller
gkeller@rdn.bc.ca
May 21, 2019

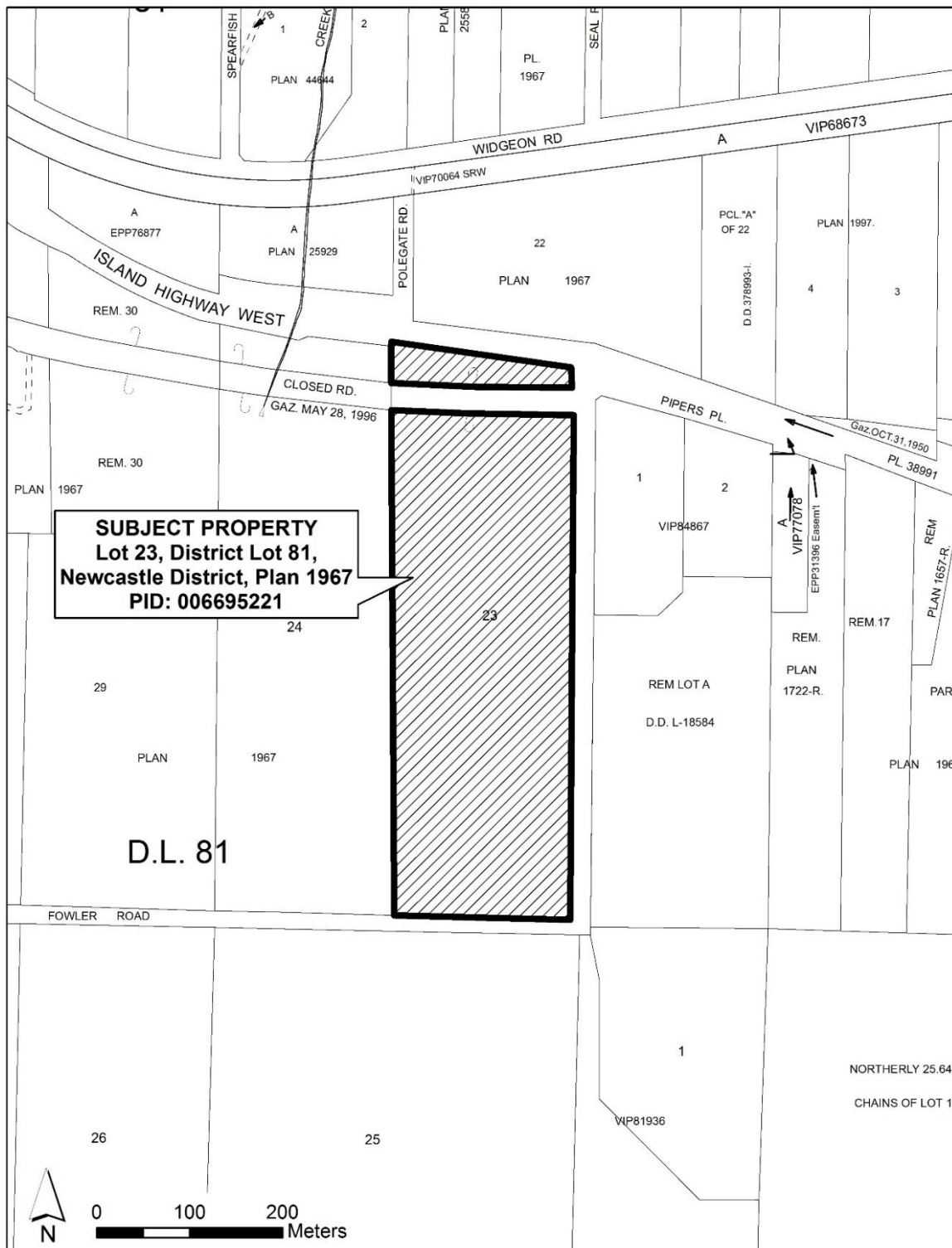
Reviewed by:

- G. Garbutt, General Manager of Strategic and Community Develop
- P. Carlyle, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Proposed Site Plan
4. Proposed Zoning Maps
5. Summary of Minutes of the Public Information Meeting
6. Proposed Amendment Bylaw No. 500.424, 2019

**Attachment 1
Subject Property Map**



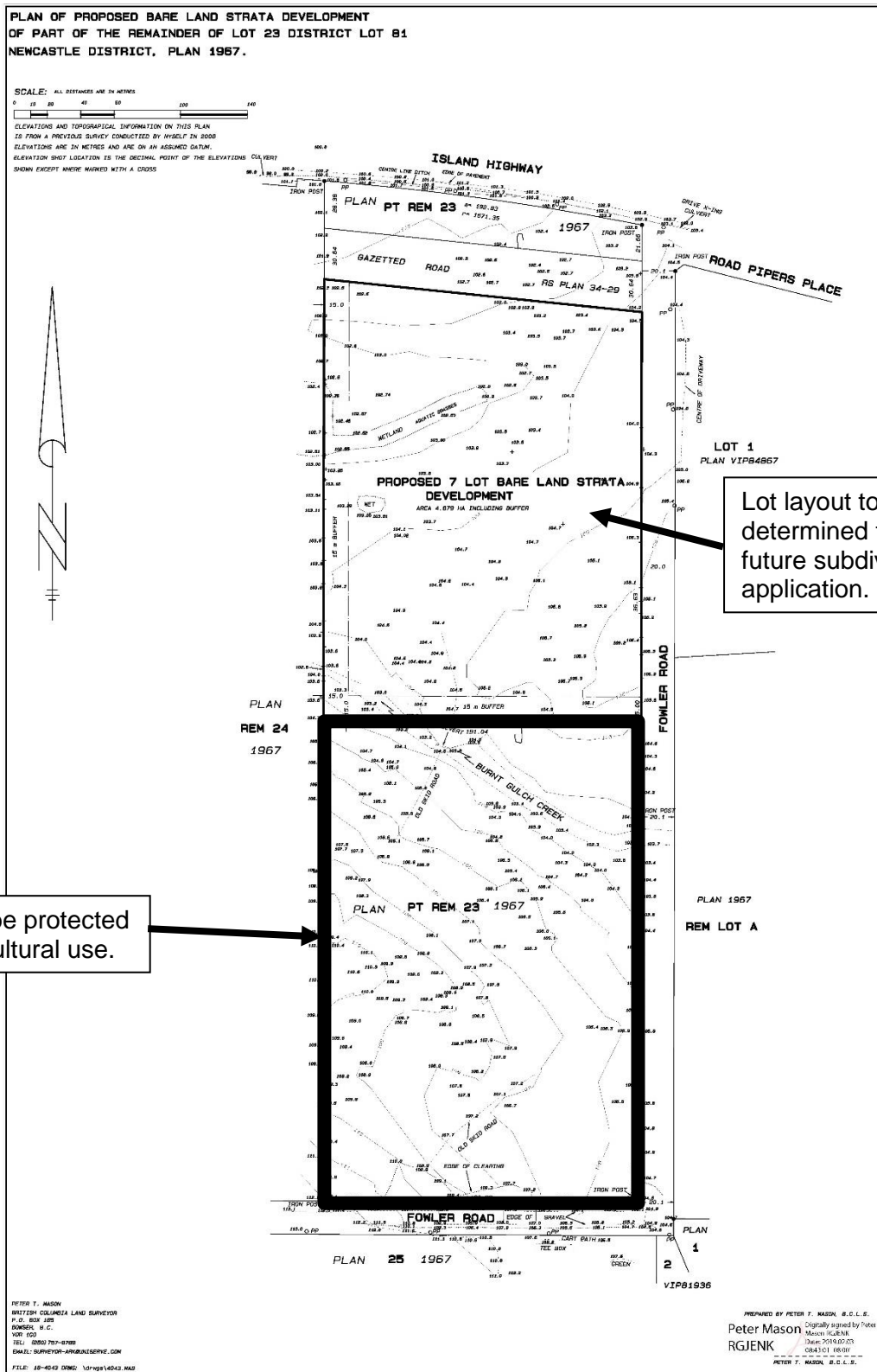
Attachment 2 Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019” being considered for adoption:

1. The applicant is required to register, at the applicant’s expense and to the satisfaction of the RDN, a Section 219 Covenant on the property title requiring that property owner agrees:
 - a. not to make application to the RDN for an Official Community Plan or Zoning Bylaw Amendment in order to subdivide, or add additional dwelling units;
 - b. not to make application to the Agricultural Land Commission (ALC) for a non-adhering residential use, for a non-farm use, to subdivide, or to remove the portion of the subject property within the Agricultural Land Reserve (ALR); and,
 - c. that the number of dwelling units located on the portion of the subject property within the ALR shall be limited to one.
2. The applicant is required to register, at the applicant’s expense and to the satisfaction of the RDN, a Section 219 Covenant on the property title identifying a 15.0 metre no disturbance riparian buffer adjacent to all watercourses and wetlands identified in the Bio-inventory, to establish a 15.0 metre buffer strip around the perimeter of the non-ALR portion of the subject property, and to require the applicant to submit and implement a Drainage Management Plan to the satisfaction of the RDN prior to the RDN issuing a subdivision compliance letter
3. The applicant is required to register, at the applicant’s expense and to the satisfaction of the RDN, a Section 219 Covenant on the property title which requires that all wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the RDN prior to final approval of subdivision. 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 Guidelines.
4. The applicant is required to register, at the applicant’s expense and to the satisfaction of the RDN, a statutory right-of-way to accommodate the construction of a water storage tank and related improvements and to provide access for firefighting apparatus. If approval from the ALC cannot be obtained, the applicant must work with the RDN to explore the possibility of locating the water storage tank in the road right-of-way subject to MOTI approval or in another location to the satisfaction of the RDN.
5. The applicant is required to prepare, at the expense of the applicant and to the satisfaction of the RDN and the Dashwood Fire Chief an agreement to allow use of the existing well for firefighting purposes.

6. The applicant shall provide a voluntary community amenity contribution in the amount of \$4,500.00 for trail improvements in Electoral Area H.

Attachment 3 Proposed Site Plan



Attachment 4
Proposed Zoning Maps (page 1 of 2)



Attachment 5
Summary of the Public Information Meeting
Held at Lighthouse Community Hall
240 Lions Way, Qualicum Bay
Thursday, February 21, 2019 at 6:30 pm
RDN Application PL2018-121

Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Information Meeting.

There were 13 members of the public in attendance at this meeting.

Present for the Regional District of Nanaimo:

Director Stuart McLean, Electoral Area 'H' (the Chair)
Greg Keller, Senior Planner, handling the development application
Stephen Boogaards, Planner

Present for the Applicant:

Kim Jiggins, Essex Properties Ltd.
Patrick Jiggins, Essex Properties Ltd.

The Chair opened the meeting at 6:30 pm, outlined the evening's agenda, and introduced the RDN staff and the applicants in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

Greg Keller provided a brief summary of the proposed zoning amendment, supporting documents provided by the applicant, and the application process.

The Chair invited the applicant to give a presentation of the development proposal.

Kim Jiggins presented an overview of the proposal.

Following the presentation, the Chair invited questions and comments from the audience.

Marci Ditor, 226 Sabina Road, asked about the lot size.

Kim Jiggins responded that there will be seven half acre lots.

Nelson Eddy, 5058 Longview Drive, asked the proportion of the property in the Agricultural Land Reserve and if there will be an exclusion.

Kim Jiggins confirmed approximately 13 acres is in the Agricultural Land Reserve (ALR) and will not be removed.

Dianne Eddy, 5058 Longview Drive, commented that the first application under the Alternate Forms of Rural Development policies requires scrutiny. She identified that the use of the word

‘perpetuity’ in the policy is not an appropriate term because nothing will last forever. Since the density is being transferred from the ALR, which is already protected, the transfer of density is misleading. She also identified a concern with the wetlands situated between the dwellings and the sewage treatment facility.

Kim Jiggins confirmed that the perk tests found no problem with contamination that would affect fish or riparian areas. He also completed other engineering and agrology reports.

Dianne Eddy, 5058 Longview Drive, asked for clarification for where density can be transferred from. She is concerned that density can be transferred from anywhere in the RDN. If it was able to transfer across the region, Cedar may get more parks while Area H receives more development. She stated that Area H needs more parks.

Greg Keller explained that the word perpetually comes from the Official Community Plan (OCP) and that the proposal is for clustering, not density transfer. The zoning amendment follows the applicable policies of the OCP.

Colin Thompson, 4737 Maple Guard Drive, commented that the wording of the OCP is convoluted and that the RDN is pushing development.

Dick Stubbs, 6920 Island Highway West, asked for confirmation if this was density transfer or clustering.

Greg Keller confirmed that it is clustering and that the intention is to not increase the number of permitted dwelling units. Currently the number of dwelling units may be spread over the entire parcel, whereas the proposal is to focus the units in a smaller area. The proposal is for 8 lots based on the units permitted under zoning, removing 20% for roads.

Kim Jiggins confirmed that the lots will be half acre and the balance will be preserved for agriculture.

Dick Stubbs, 6920 Island Highway West, commented that there is no such thing as ‘perpetually’. He stated it would be better to use a restrictive covenant.

Greg Keller explained that the word ‘perpetually’ would mean the use of zoning and covenant to restrict further subdivision or dwelling units.

Barry Kurland, 4858 Island Highway West, identified that the ALR takes precedence over a covenant. Barry asked if the land will still be protected.

Greg Keller answered that regardless of if the property is in the ALR, the land is meant to be protected for farming.

Barry Kurland, 4858 Island Highway West, asked what the zoning will be.

Greg Keller responded that the name of the zone is not relevant; it is the content that matters. He explained that minimum parcel size depends on the type of servicing. The review for rezoning is to prove out feasibility. If successful, there will be another review through the subdivision process.

Barry Kurland, 4858 Island Highway West, identified he was the closest affected neighbour to the proposal. Mr. Kurland stated that his concerns, as an organic farmer, are that he has to pay for water while domestic uses does not. He also indicated that he was concerned that clustering dwelling units will increase the potential to use pesticides and herbicides.

Kim Jiggins confirmed their golf course is all organic.

Barry Kurland, 4858 Island Highway West, identified that he does not want street lights, as the neighbourhood is already safe. He stated the applicant can already subdivide land without doing anything else. He indicated that he is not in favour or against the proposal.

Dianne Eddy, 5058 Longview Drive, asked about setbacks to wells.

Kim Jiggins confirmed the community septic was far away from any well or wetlands. Each dwelling unit will have its own well.

Dianne Eddy, 5058 Longview Drive, stated she was concerned about drinking water.

Kim Jiggins said he did not have any information on the depth of the wells.

Barry Kurland, 4858 Island Highway West, identified that a creek runs through his property and goes under the Island Highway and to Widgeon Road. The creek drains all year round. He also asked if the applicant considered community water.

Kim Jiggins responded that community water was considered with Island Health, though it would be too costly.

Nelson Eddy, 5058 Longview Drive, asked if they were using pump stations for the community septic.

Kim Jiggins confirmed that they would use gravity to the septic.

Barry Kurland, 4858 Island Highway West, stated that any parkland would be very wet. He asked if the RDN would want the land.

The Chair clarified that parkland acceptance would be at the discretion of the RDN Board.

Dianne Eddy, 5058 Longview Drive, asked why the RDN would not want parkland. She identified that Area H needs more parkland.

Greg Keller clarified that parkland will be considered through rezoning and subdivision, or a combination of processes.

Dianne Eddy, 5058 Longview Drive, commented that the principal is to create greenspace and if parkland is not being considered then there should not be clustering.

Greg Keller clarified the objective of clustering in this application is meant to protect land for agriculture. In other situations, the proposal may be to protect environmentally sensitive areas.

Dianne Eddy, 5058 Longview Drive, asked if the RDN is taking over parkland or if it will be the developer.

Greg Keller identified that the RDN needs to work with the developer on the parkland proposal and the zone. All proposed recommendations will be provided to the RDN Board.

Barry Kurland, 4858 Island Highway West, identified the wildlife that is on the property and asked if the proposal has been assessed by a biologist.

Kim Jiggins confirmed a biologist has prepared a report and nothing requires protection on the seven lots.

Greg Keller explained that for the ALR portion, the land may be cleared for agriculture, subject to satisfying the Wildlife Act and all other applicable federal and provincial legislation. Mr. Keller explained that the environmental assessment identified areas for protection, which will require a covenant. He indicated that any covenant on the ALR portion will require approval by the Agricultural Land Commission, as it may restrict farming.

Colin Thompson, 4737 Maple Guard Drive, asked about the formula for the maximum size of the dwelling units.

Greg Keller explained that parcel coverage restricts building footprint, though the percentage has not yet been determined for the zone.

Colin Thompson, 4737 Maple Guard Drive, asked if the proposal was subject to a rental pool.

Kim Jiggins confirmed that the proposal is freehold tenure.

Victor Jensen, 496 Renbar Road, asked about the access and roads going into the subdivision.

Greg Keller explained that the Ministry of Transportation and Infrastructure is the Provincial Approving Officer for subdivision and the Ministry will identify the standard for roads.

Marci Ditor, 226 Sabina Road, asked who was responsible for looking after wildlife corridors.

Greg Keller explained that it was very complex, including federal and provincial protections. The challenge is that wildlife corridors also do not follow property lines.

Barry Kurland, 4858 Island Highway West, identified that the peat bog is the main ecological zone. It is virtually impossible to build in, though it is the main ecological resource.

Colin Thompson, 4737 Maple Guard Drive, asked if half of the property was in the ALR and if each lot would be two and a half acres based on the permitted zoning density.

Greg Keller explained the density calculation and clarified that overall density does not change.

Dianne Eddy, 5058 Longview Drive, stated that the density seemed very high. She also stated that the notice was not clear for how the density clustering was determined.

Barry Kurland, 4858 Island Highway West, stated that there is a need to accommodate population growth while also preserving land. Under the current regulations the property can be developed without regard for the land.

The Chair asked if there were any further questions or comments.

Being none, the Chair thanked those in attendance and announced that the Public Information Meeting was closed.

The meeting was concluded at 7:44 pm.

A handwritten signature in cursive script, appearing to read 'S. Boogaards'.

Stephen Boogaards
Recording Secretary

Attachment 6
Proposed Amendment Bylaw No. 500.424, 2019

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.424**

**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. 500.424, 2019”.

B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

1. By adding the following zoning classification and corresponding short title in Section 3.1 Zones after the Water 4 Zone:

Alternative Forms of Rural Development 1 (AF1)

2. By adding Section 3.4.95 Alternative Forms of Rural Development 1 (AF1) as shown on Schedule ‘1’ which is attached to and forms part of this Bylaw.

3. By rezoning that part of the lands legally described as

Lot 23, District Lot 81, Newcastle District, Plan 1967

- i. from Agriculture 1 to Alternative Forms of Rural Development 1, and
- ii. by changing the Subdivision District from D to Z.

as shown on Schedule ‘2’ which is attached to and forms part of this Bylaw.

3. By amending Section 3.3.14 – Home Based Business as follows:

- i. In Section 3.3.14(a)(iii) by replacing it with the following: “bed and breakfast provided the activity is contained wholly within the dwelling unit to a maximum of 2 bedrooms in Residential 1 and 3 zones, a maximum of 2 bedrooms in the Alternative Forms of Rural Development 1 zone, and to a maximum of 4 bedrooms in all other zones where permitted by this Bylaw;”
- ii. In Section 3.3.14(g)(i) by replacing it with the following: “For Residential 1 (RS1) and Alternative Forms of Rural Development 1 (AF1) parcels less than 2000 m² in area, all Residential 3 (RS3) parcels, and all Rural 5 (RU5) parcels, a home based business must be contained within the dwelling unit or attached garage, with the exception of outdoor play areas for child care facilities.”
- iii. In Section 3.3.14(h)(i) by replacing it with the following: “On Residential 1 (RS1) and Alternative Forms of Rural Development 1 (AF1) parcels less than 2000 m², all Residential 3 (RS3) parcels, and Rural 5 (RU5) parcels, the home based business floor area must not exceed

49% of the combined total floor area of the dwelling unit and attached garage to a maximum of 100 m²."

- iv. In Section 3.3.14(h)(ii) by replacing it with the following: "On Residential 1 (RS1) and Alternative Forms of Rural Development 1 (AF1) parcels greater than or equal to 2000 m² and all Residential 2 (RS2) parcels, the home based business floor area must not exceed 49% of the combined total floor area of the dwelling unit and attached garage to a maximum of 100 m², or a maximum of 100 m² combined total for dwelling unit, attached garage, and/or accessory building(s)."

Introduced and read two times this ____ day of _____ 2019.

Public Hearing held this ____ day of _____ 2019.

Read a third time this ____ day of _____ 2019.

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ____ day of _____ 20XX.

Adopted this ____ day of _____ 20XX.

CHAIR

CORPORATE OFFICER

Chair

Corporate Officer

Schedule '1'

Section 3.4.95

Alternative Forms of Rural Development 1

AF1

3.4.95.1 Permitted Uses and Minimum Site Area

Permitted Principal Uses

- a) Residential Use

Permitted Accessory Uses

- a) Home Based Business
- b) Secondary Suite

3.4.95.2 Maximum Number and Size of Buildings and Structures

a) Accessory buildings	combined floor area of 100 m ² or 8% of the area of the parcel whichever is greater, but shall not exceed 250 m ² .
b) Dwelling units/parcel	1
c) Maximum number of parcels within the AF1 zone classification	7
d) Height	9.0 m
e) Parcel coverage	35%

3.4.95.3 Minimum Setback Requirements

a) Front	8.0 m
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b) Interior side lot line	2.0 m
c) Rear lot line	2.0 m
d) Other lot line	5.0 m
e) Watercourse Setbacks	Notwithstanding the above, Section 3.3.8 shall apply
f) Setback exemption for small buildings	No setback from an interior side or rear lot line shall be required for one accessory building not exceeding a floor area of 10 m ² and with a maximum height of 3.0 metres.

3.4.95.4 Other Regulations	
a) Secondary Suites	Secondary suite shall only be located within the dwelling unit.
b) Onsite sewage disposal	A communal method of sewage disposal shall be required for more than 4 dwelling units within the AF1 zone.

3.4.95.5 Definitions	
For the purpose of this zone:	
a)	<i>Communal Method of Sewage Disposal</i> means a system of shared sewers and sewerage works including sewage treatment facilities which meets or exceeds the <i>Sewerage System Regulation</i> and Island Health Subdivision Standards.

Chair

Corporate Officer

Schedule '2' (Page 1 of 2)



Chair

Corporate Officer

Schedule '2' (Page 2 of 2)



TO: Electoral Area Services Committee **DATE:** June 11, 2019

FROM: Greg Keller
Senior Planner **FILE:** PL2015-084

SUBJECT: Zoning Amendment Application No. PL2015-084
Angel Road – Electoral Area F
Amendment Bylaw 1285.32, 2019 – Introduction
Lots A - D District Lot 103, Nanoose District, Plan EPP68815

RECOMMENDATIONS

1. That the Board receive the Summary of the Public Information Meeting held on July 12, 2018.
2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.32, 2019 being considered for adoption.
3. That “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019” be introduced and read two times.
4. That the Public Hearing on “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019”, be waived in accordance with Section 464(2) of the *Local Government Act*.
5. 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 Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019” at a regular Board meeting to be held on July 23, 2019.
6. That the Board direct staff to prepare a report on options to implement a consistent, coordinated, and equitable approach to respond to requests received from Fire Departments, in response to development referrals, for an applicant to install water storage tank(s) for firefighting purposes.

SUMMARY

The applicant proposes to increase the maximum lot coverage permitted in the 1805 Church Road (CD-1) zone in order to permit the subject properties to have a larger building footprint. A Public Information Meeting was held on July 12, 2018. 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). It is recommended that Amendment Bylaw No. 1285.32, 2019 be granted first and second reading.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from J.E. Anderson and Associates on behalf of Springhill Holdings Ltd., T. Shepherd Holdings Ltd., 488395 BC Ltd., and Levesque Enterprises Ltd. to rezone four lots in order to increase the maximum lot coverage. Lots A, B, and C are each 2.01 hectares in area and are currently vacant. Lot D is 5.03 hectares in area and contains a heavy equipment parts and service use. The subject properties are located west of Church Road, and are located between Angel Road and the Inland Island Highway (see Attachment 1 – Subject Property Map).

It should be noted that the RDN is in receipt of subdivision application PL2019-003 which proposes to subdivide Lot D to create one additional 1.6 hectares lot through parcel averaging provisions. Once subdivided, the proposed bylaw amendment would apply to a total of five lots.

Proposed Development

This is an application to amend the 1805 Church Road Zone (CD-1) by increasing the maximum lot coverage. It should be noted that the CD-1 zone only applies to the subject properties and no other lands within Electoral Area F. The proposed amendment is intended to allow larger building footprints on the subject properties. In addition, as the address referenced in the above zone title is not a valid street address, the proposed amendment bylaw includes provisions to change the name of the zone to Angel Road Industrial (CD-1).

Although no development is proposed at this time, future development is proposed to be serviced by EPCOR community water on Lot D and individual on-site wells on all remaining parcels. All of the subject properties are proposed to be serviced with individual septic systems and stormwater management systems. It should be noted that the community water on Lot D is for daily use only and does not provide adequate capacity for firefighting purposes.

Official Community Plan Implications

The subject property is designated Rural pursuant to the “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Bylaw No. 1152 1999” (OCP). The Rural land use designation indicates that it also applies to a number of properties used for commercial or industrial purposes, and indicates that these uses are not considered incompatible with the Rural Lands designation. The CD-1 zone reflects the intent of the Rural Lands designation as it was established in response to direction provided by the OCP. In recognition that the existing industrial uses are supported by the Rural Lands designation, the proposed amendment is consistent with the OCP.

Land Use Implications

The existing CD-1 zone allows Equipment Rental, Heavy Equipment Salvage, Manufacturing, Marshalling Yard, Outdoor Sales, as well as a number of accessory uses. The proposed increased maximum lot coverage is intended to better accommodate the permitted uses by providing increased opportunity for containing uses within a building (see Attachment 5 – Proposed Amendment Bylaw 1285.32, 2019). Increased building footprint may help improve land use compatibility and encourage more efficient use of industrial lands.

If approved, the amendment would increase the maximum lot coverage from 30% of the first 1 hectare of a lot and 5% of the remainder, to 30% of the first 2 hectares of a lot and 5% of the

remainder. The proposed increase would permit approximately 2,500 m² of additional lot coverage on each of the subject properties with the exception of 1,600 m² of additional lot coverage on the proposed 1.6 hectare lot following the pending subdivision.

It should be noted that Section 2.5 – Runoff Control Standards of Bylaw 1285 would address the proposed increased parcel coverage concurrently with the building permit process by requiring a review by a professional Engineer to certify that stormwater will be managed on site in a way which satisfies bylaw requirements.

To satisfy Board Policy B1.21 – Groundwater Application Requirements for Rezoning of Unserved Lands (Policy B1.21) that was in place at the time of application, the applicant has submitted a Desktop Aquifer Protection Assessment dated October 28, 2016 prepared by WSP Canada Inc. The assessment indicates that a minimum year-round water supply to support the proposed increased parcel coverage can be provided and that the proposed wells will have no adverse impacts on surrounding wells, groundwater resources, and receiving water. The Assessment provides recommendations pertaining to rain water management, sewage disposal, and spill avoidance and response. To ensure that the properties are developed in accordance with the recommendations contained in the report, it is recommended that the applicant be required to register a Section 219 Covenant on title of the subject properties prior to adoption of the proposed amendment bylaw (see Attachment 2 – Conditions of Approval). In accordance with Policy B1.21, the applicant is required to demonstrate that the wells have received source approval prior to adoption of the corresponding amendment bylaw (see Attachment 2 – Conditions of Approval).

The applicant also provided a follow up aquifer protection report in response to a request for clarification from RDN Drinking Water Watershed Protection. The follow up report was prepared by the same author working for Chinook Arch Geoscience Inc. dated July 10, 2018. This report reaffirmed the findings of the October 28, 2016 WSP report and provided a number additional recommendations aimed at promoting water efficiency, minimizing groundwater use, and maintaining groundwater recharge. The applicant is proposing to implement the recommendations by registering a Section 219 Covenant on title of the subject properties prior to adoption of the proposed amendment bylaw (see Attachment 2 – Conditions of Approval).

With respect to onsite sewage disposal, the applicant has submitted a letter from Gibson and Sons Consulting dated March 12, 2019 which confirms that the subject properties can accommodate the anticipated sewage flows given the proposed increased parcel coverage.

Covenant ES014343 is registered on title in favour of the RDN and the Ministry of Environment, Lands, and Parks. This covenant requires that no buildings or structures be erected or placed and that no trees or vegetation be removed within 30.0 metres from the Inland Island Highway. Vegetation has been removed from a portion of the covenant area measuring approximately 36.0 metres by 9.0 metres. The applicant is proposing to revegetate the cleared portion of the covenant area by planting 36 native trees generally in accordance with a replanting sketch prepared by Vancouver Island Tree Service Ltd. (see Attachment 4 – Replanting Sketch). The applicant has submitted a landscaping security deposit in the amount of \$10,280.00 which represents the total cost of materials and installation (see Attachment 2 – Conditions of Approval).

Provided the recommended conditions are implemented, the proposed development is anticipated to have a positive effect in the community as it supports greater opportunity for industrial uses to be contained within a building and more efficient use of industrial lands.

Intergovernmental Implications

The application was referred to the Ministry of Transportation and Infrastructure (MOTI), Island Health, Nanoose First Nation, Qualicum First Nation, City of Parksville, Errington Fire Department, and EPCOR for review and comment.

The Errington Fire Chief has requested that additional water storage be provided on site given the increased industrial activity in the area. As hydrant service is not available on the subject properties, the Fire Chief, in discussion with the RDN Fire Services Coordinator recommends that the applicant provide a water storage tank with a minimum volume of 24,000 imperial gallons with a dry hydrant or other appropriate water connection. The recommended on-site water supply would help the fire department work towards providing a superior tender shuttle rating, which is equivalent to fire hydrant protection. Superior tender shuttle rating would provide the subject property owners, as well as owners within 300 metres, with a higher level of fire protection and reduced fire insurance rates would result.

In recognition that water storage for fire protection is not a bylaw requirement, the applicant is proposing to provide a cash contribution in the amount of \$17,500 as a voluntary community amenity contribution to be used towards the installation of a water storage tank in an area that would benefit the subject properties. This amount represents \$3,500 per lot and is the maximum that the applicant is willing to contribute. The proposal would contribute towards creating an overall strategy of strategically placed water storage tanks throughout the community to provide the fire department with improved access to water for firefighting purposes.

Given our recent experience, it is estimated that the cost of installing a water tank of the recommended size is in excess of \$180,000 in 2019 dollars. Given the significant cost of the recommended installation and the lack of an RDN bylaw requirement or Board Policy, it is recommended that the RDN accept the proposed contribution as it represents a reasonable proportion of the anticipated costs and is generally in line with the scale of the proposed development.

Increasingly over the last few years, referral comments received from Fire Departments on all types of planning applications across the region have recommended the installation of water storage for firefighting purposes. The current ad hoc approach results in staff negotiating with applicants to provide water storage tank(s) recommended by Fire Departments. The current approach has also resulted in unanticipated, and sometimes, unequitable costs borne by applicants. A coordinated approach to respond to requests from Fire Departments is needed to ensure that recommendations received from Fire Departments are secured in a consistent, coordinated, and equitable manner. Therefore, it is recommended that the Board direct staff to prepare a report on options to implement a consistent, coordinated, and equitable approach to respond to requests received from Fire Departments, in response to development referrals, for an applicant to install water storage tank(s) for firefighting purposes.

No other agencies have indicated any concerns with the proposed amendment.

Public Consultation Implications

A Public Information Meeting (PIM) was held on July 12, 2018. Other than the applicant and the applicant's engineer, no members of the public attended and no written submissions were received prior to the PIM being closed (see Attachment 3 – Summary of Minutes of the Public Information Meeting).

In accordance with Section 464 of *The Local Government Act*, the Board may waive the holding of a Public Hearing if the proposed amendment bylaw is consistent with the OCP. The proposed development is consistent with the OCP and no interest has been expressed by the community with respect to the proposed amendment. Therefore, staff recommends that the Board waive the Public Hearing and direct staff to proceed with the notification requirements outlined in Section 467 of the *Local Government Act*.

ALTERNATIVES

1. To proceed with Zoning Amendment Application No. PL2015-084, consider first and second reading of the Amendment Bylaw and waive the Public Hearing.
2. To proceed with Zoning Amendment Application No. PL2015-084, consider first and second reading of the Amendment Bylaw and proceed to Public Hearing.
3. To not proceed with the Amendment Bylaw readings.

FINANCIAL IMPLICATIONS

The proposed development has been reviewed and has no implications related to the Board 2018 – 2022 Financial Plan. However, it is noted that there has been an increased desire by the local fire departments, in response to development referrals, to increase water storage volumes and locations in rural areas across the region. In the absence of RDN Bylaw requirements, Board policies, or specific Local Service Area provisions, inequity and uncertainty exists whereby developers and property owners are being requested to contribute voluntarily towards water storage for firefighting purposes on an ad hoc basis. This has resulted in unexpected costs of development and application processing delays. A comprehensive strategy addressing the placement, funding, construction, and maintenance of water storage tanks for firefighting purposes could provide more certainty with respect to costs, standardization across the region, and most importantly a greater level of fire protection in rural areas.

STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal will help foster economic development in keeping with the 2019 – 2022 Board Strategic Plan.



Greg Keller
gkeller@rdn.bc.ca
May 27, 2019

Reviewed by:

- G. Garbutt, Acting, Chief Administrative Officer

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Summary of Minutes of the Public Information Meeting
4. Replanting Sketch
5. Proposed Amendment Bylaw No. 1285.32, 2019

[illegible]

Attachment 2 Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019” being considered for adoption:

1. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property titles requiring that the development of the land occur in a manner consistent with the Desktop Aquifer Protection Assessment prepared by WSP Canada Inc. dated October 28, 2016 and which provides for the following:
 - a. Prior to the issuance of a Building Permit, the applicant shall submit a rain water management and aquifer protection plan prepared by a Qualified Engineer or Geoscientist, to the satisfaction of the RDN, that includes measures for aquifer protection and recharge. Rain water management designs should include the following measures for storing rain water and encouraging infiltration:
 - i. Absorbent landscape soils a minimum of 30.0 cm in depth across the property.
 - ii. Permeable paving/permeable pavers.
 - iii. Native vegetation should be retained/replanted in contiguous clusters rather than in discontinuous patches.
 - iv. Bioswales or other agreed upon and engineered methods to store, filter, improve water quality, and infiltrate rain water.
 - v. Appropriate spill containment and response plan.
 - b. The following high water use activities shall not be permitted unless they are connected to an approved community water system:
 - i. Garment and textile manufacturing
 - ii. Seafood canning and processing
 - iii. Vegetable and fruit canning and processing
 - iv. Aggregate production
 - v. Food and beverage manufacturing
 - vi. Water bottling, filtration, and purification
 - vii. Primary metal, chemical, and petroleum manufacturing

- c. The owner agrees that no manufacturing, wash pads, or wash bays, or vehicle washing areas shall be established unless a water consumption and re-use plan is prepared by a qualified Engineer or other agreed upon qualified professional and is fully implemented concurrently with the establishment of the use.
2. That the applicant demonstrate a groundwater license for a non-domestic water use on each lot has been obtained in accordance with the *Water Sustainability Act*.
3. That the applicant demonstrate source approval for a potable water source on each lot has been obtained in accordance with the *Drinking Water Protection Act*, where applicable.
4. The applicant shall submit a landscaping security deposit in the amount of \$10,280.00.
5. The site is developed in accordance with the Replanting Sketch prepared by Vancouver Island Tree Service Ltd. and attached as Attachment 4 using trees that meet or exceed the following standards:
 - a. Spacing is to be a maximum of 3.0 metres on centre
 - b. Minimum pot size 15 gallons
 - c. Minimum tree height 2.0 metres with a minimum diameter of 6.0 centimetres
6. The applicant shall provide a voluntary community amenity contribution in the amount of \$17,500 to be earmarked for use towards water storage for firefighting purposes within the Errington Fire Protection Area.

Attachment 3
Summary of Minutes of the Public Information Meeting
Held at Bradley Centre
975 Shearme Road
Thursday, July 12, 2018 at 6:30 PM
RDN Application PL2015-084

Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Information Meeting.

There were zero (0) members of the public in attendance at this meeting.

Present for the Regional District of Nanaimo:

Director Fell, Electoral Area 'F' (the Chair)
Greg Keller, Senior Planner

Present for the Applicant:

Jeff Tomlinson, J.E. Anderson and Associates
Phil Levesque, Subject Property Owner
Brenda Levesque, Subject Property Owner
Hans Baan, Subject Property Owner
Lee Ringham, Applicant's Engineer

The Chair postponed the meeting until 6:45 pm as there were no members of the public in attendance.

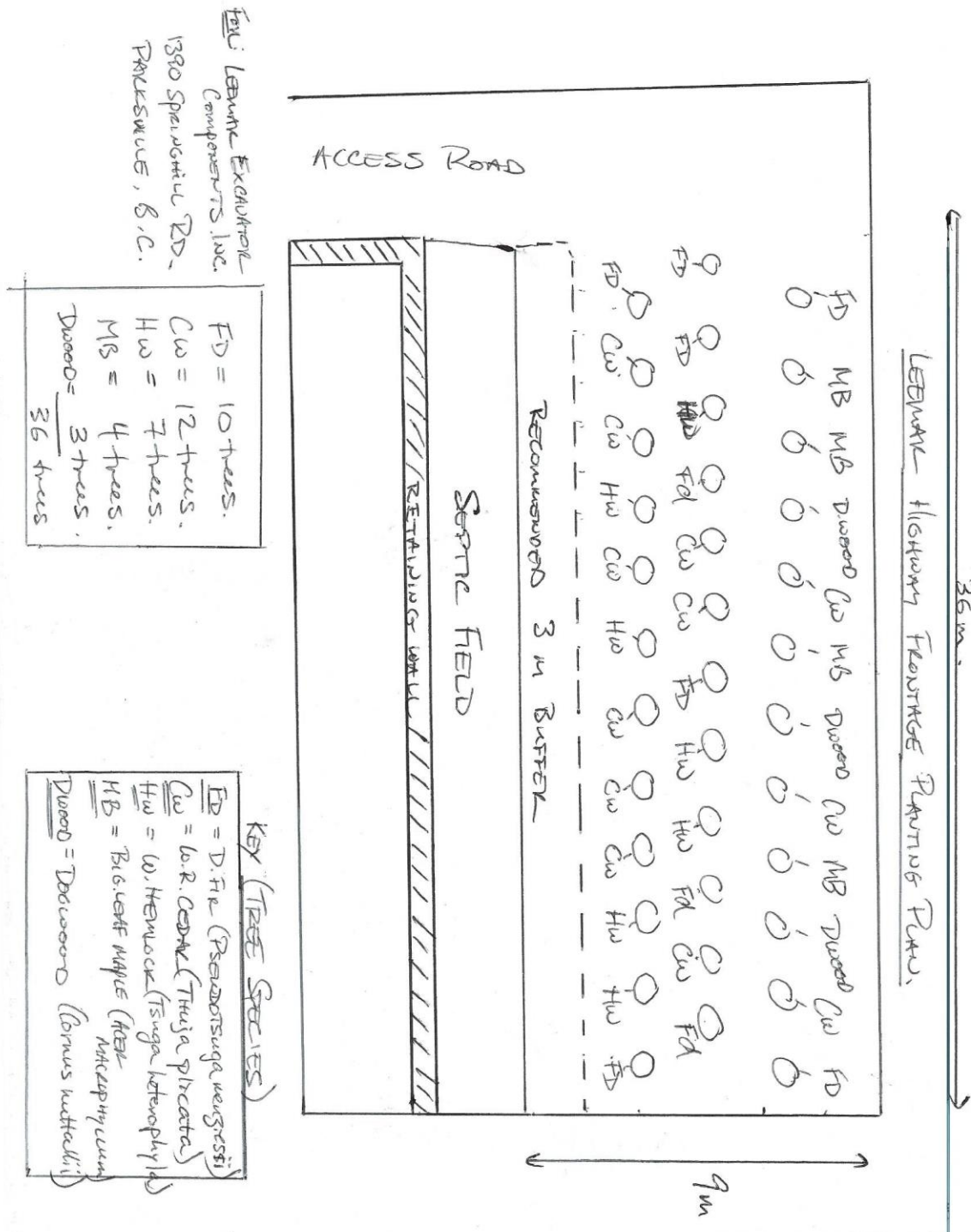
The Chair opened the meeting at 6:45 pm and there were no members of the public in attendance.

The meeting was concluded at 6:46 pm.



Greg Keller
Recording Secretary

**Attachment 4
 Replanting Sketch**



Attachment 5
Proposed Amendment Bylaw No. 1285.32, 2019

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1285.32**

**A BYLAW TO AMEND REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'F' ZONING AND SUBDIVISION BYLAW NO. 1285, 2002**

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 Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019”.
- B. The “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”, is hereby amended as follows:
1. In Section 4.24 by changing the zone description from “CD-1 1805 Church Road” to “CD-1 Angel Road Industrial”.
 2. By deleting Section 4.24.3(d) and replacing it with the following:

d) Maximum Lot Coverage	
i) First 2 ha of Lot	30%
ii) Remainder of Lot greater than 2 ha	5%

Introduced and read two times this ____ day of _____ 2019.

Public Hearing held this ____ day of _____ 20XX.

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

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ____ day of _____ 20XX.

Adopted this ____ day of _____ 20XX.

CHAIR

CORPORATE OFFICER

TO: Solid Waste Management Select Committee **MEETING:** June 18, 2019

FROM: Sonam Bajwa **FILE:** 5365-02
Special Projects Coordinator

SUBJECT: Beverage Containers in British Columbia

RECOMMENDATION

1. That the Board send a letter to the Minister of Environment supporting the BC Product Stewardship Council's recommendations to increase the beverage container recovery rate.
2. That staff provide an update to the Board on the details, as they become available, on the new federal government initiative to reduce plastic pollution.

SUMMARY

The Board passed the following motion on May 28, 2019:

It was moved and seconded that staff be directed to review the report prepared by the Ocean Legacy Foundation regarding British Columbia's Beverage Container Legacy: The Missing Millions and report back to the Board.

The Ocean Legacy report claims that over a 5-year period (2013-2017), more than 1.6 billion beverage containers were not returned within BC's deposit refund system and "could be coating BC's shorelines or floating in ocean currents".

On June 10, 2019, the federal government announced an initiative to reduce plastic pollution by ensuring that companies that manufacture plastic products or sell items with plastic packaging are responsible for managing the collection and recycling of their plastic waste. Other components of the initiative include banning harmful single-use plastics, prevent and retrieve discarded fishing gear and investing in new Canadian technologies.

British Columbia has the most advanced existing Extended Producer Responsibility (EPR) programs in North America, placing the responsibility of end-of-life products on the generator and retailer. For beverage containers, the two industry stewards are Return-It BC (previously Encorp) and BC Brewers' Recycled Container Collection Council (BRCCC), that have recovery rates of 75.8% and 91% respectively. New activities are proposed by the stewards to further increase their recovery rates. The RDN, through participation on the BC Product Stewardship Council (BCPSC), assists with advancing these, and other, EPR programs, and is an effective

and appropriate mechanism for the RDN to advocate for improving stewardship of beverage containers.

BACKGROUND

The Ocean Legacy Foundation recently released the report *British Columbia's Beverage Container Legacy: The Missing Millions* (Appendix 1). Ocean Legacy Foundation is a British Columbia based non-profit organization with a focus on plastic waste in the ocean. Their report claims that beverage containers are not returned for deposits and calls on the government to:

1. Increase the regulated deposit rate;
2. Add all beverage containers to the deposit refund system;
3. Require producers to collect and report on the recycling of bottle caps;
4. Raise regulated targets to at least that achieved by Alberta and Saskatchewan, with long-term targets matching the EU;
5. Enforce the regulated targets in a meaningful way, such as requiring producers to pay for the cleanup of ocean plastics equal to the amount by weight that they fail to collect and recycle.

The BC Product Stewardship Council, recently provided similar recommendations to the Ministry of Environment (Appendix 2).

The British Columbia Product Stewardship Council, established under the auspices of the Union of BC Municipalities, is a coalition of BC regional districts (including the RDN) established to advise the province and advocate to improve the effectiveness of extended producer responsibility programs in BC.

Management of beverage containers in BC - Extended Producer Responsibility

In British Columbia, beverage containers are collected through two different EPR programs, Return-It BC and BRCCC.

Return-It BC has seen a drop in recovery rate from 78% in 2016 to 75.8% in 2017¹ but will likely be ~77%² in 2018. Return-It BC relates part of the low recovery rate in 2017 to early in the year when collection was impaired by snowy and icy conditions in the Lower Mainland and southern Vancouver Island. Currently, any caps that are left on bottle are recycled because they are high quality plastics and they have plans to formally include bottle caps in their program.

Return-It BC conducts benchmark studies annually and in 2017, they included an analysis to better understand the scale and behavior of those who throw refundable beverage containers away in the garbage (discarder). With a sample of over 5,500 participants taking the online survey, 56% of the survey participants were discarders, which totalled a projected 295,238,726

¹ Return-It BC 2018 recovery rate is not available until July 2, 2019

² Stat provided to RDN staff by CEO of Encorp Pacific, Allen Langdon

containers thrown away. The study showed that a large number of beverage containers were discarded outside the home due to lack of convenience (i.e. people do not want to carry beverage containers until they come across a recycling bin). To address this, Return-It BC has emphasized collection in public spaces, streetscapes, large venues, and events to avoid containers ending up in the landfill.

BRCCC has a 91% recovery rate for beer bottles and cans, which is one of the highest return rates for beer in North America. Bottle caps are currently excluded from their program.

Plastics in our Ocean

British Columbia has a total coastline length of 27,200 kilometres³. Although a large coastline increases the opportunity for waste to end up in the ocean, British Columbians are fortunate to have access to a very robust recycling and waste collection system with limited leakages.

The University of Oxford, in collaboration with the non-profit organization Global Change Data Lab, researches trends and topics across the world to monitor the progress towards the United Nations Sustainability Development Goals and publishes *Our World in Data*⁴.

According to *Our World in Data*, high-income countries tend to generate more plastic waste per person, however how plastic waste is managed determines its risk of entering the ocean. Mismanaged plastic is defined as

"plastic that is either littered or inadequately disposed. Inadequately disposed waste is not formally managed and includes disposal in dumps or open, uncontrolled landfills, where it is not fully contained. Mismanaged waste could eventually enter the ocean via inland waterways, wastewater outflows, and transport by wind or tides."

Countries like Canada, with very effective waste management systems have very low amounts mismanaged waste, therefore the opportunity for ocean discharge is also low. Poor waste management across many middle- and low-income countries means they dominate the sources of global ocean plastic pollution.

As shown in the map below, Canada accounts for 0 – 0.1% of the mismanaged waste in the world. It is important to note that mismanaged waste does not imply that it ends up in the oceans.

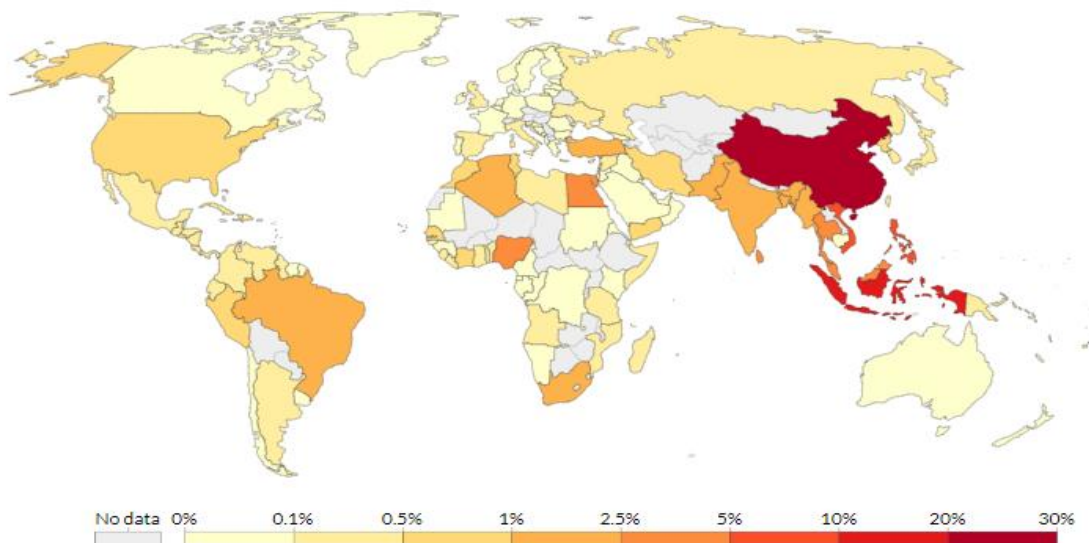
³ <http://knowbc.com/BC-Facts>

⁴ <https://ourworldindata.org/>

Mismanaged waste (% global total), 2010

Global share of mismanaged plastic waste derived from a given country. Mismanaged waste is material that is either littered or inadequately disposed. Inadequately disposed waste is not formally managed and includes disposal in dumps or open, uncontrolled landfills, where it is not fully contained. Mismanaged waste could eventually enter the ocean via inland waterways, wastewater outflows, and transport by wind or tides.

Our World
in Data



Source: Jambeck et al. (2015)

CC BY

In 2018 through the Great Canadian Shoreline Cleanup program, volunteers coordinated 876 cleanups and collected 411 tonnes of litter on 1,875km of Canadian shoreline. The Great Canadian Shoreline Cleanup is in partnership with OceanWise and World Wildlife Foundation and has been organizing clean up events and reporting data since 1994.

At every cleanup, volunteers collect citizen science data about the litter they are picking up. The 12 most commonly found litter items in Canada in 2018 were:

1. Cigarette Butts	560,432
2. Tiny Plastic or Foam	353,773
3. Food Wrappers	56,116
4. Bottle Caps	49,633
5. Paper Material	44,130
6. Plastic Bags	26,512
7. Beverage Cans	23,462
8. Plastic Bottles	21,327
9. Straws	21,111
10. Other Packaging	18,771
11. Foam	18,699
12. Coffee Cups	14,320

Although there are beverage containers that are not returned for recycling in BC, it is very unlikely that they are ending up in the ocean. Due to tides and currents, the beverage cans and plastic bottles that are found on Canadian shores often did not originate from Canada.

Nevertheless, the report from The Ocean Legacy Foundation and the Annual report from Return-It does highlight gaps in current collection of bottles in British Columbia where improvements can be made.

Role of the RDN

Advocacy: Historically, the RDN has actively worked with other local governments, product stewardship agencies and the Province to improve EPR programs through activities such as:

- Direct communication with stewardship agencies;
- Participation on the BC Product Stewardship Council such as through the recommendations to the Ministry of Environment and Return-it BC as presented above;
- Advocacy through organizations such as the Association of Vancouver Island Communities, Union of BC Municipalities, and Federation of Canadian Municipalities; and,
- Board resolutions supporting improvements sent directly to the Ministry of Environment.

Education and Awareness: Effective education and awareness programs are key to the success of any program. The RDN does supplement the existing education and awareness campaigns by Return-It BC and other stewards through our newsletters and What Goes Where app.

Role of the Government of Canada – June 2019 Announcement regarding initiative to reduce plastics pollution.

On June 10, 2019, the federal government announced they will be focusing on reducing plastic pollution; a copy of the news release is attached in Appendix 3. The announcement highlighted the following initiatives:

1. Ensuring that companies that manufacture plastic products or sell items with plastic packaging are responsible for managing the collection and recycling of their plastic waste;
2. Banning harmful single-use plastics as early as 2021 under the Canadian Environmental Protection Act and taking other steps to reduce plastic waste, where supported by scientific evidence and when warranted – and taking other steps to reduce plastic waste;
3. Working with industry to prevent and retrieve abandoned, lost, or discarded fishing gear, known as ghost fishing gear – a major contributor to marine plastic debris;
4. Investing in new Canadian technologies;
5. Mobilizing international support to address plastic pollution;
6. Reducing plastic waste from federal operations;
7. Reducing plastic microbeads in freshwater marine ecosystem;
8. Supporting community-led action and citizen-science activities; and
9. Launching Canada's Plastics Science Agenda.

Details of the program implementation were not provided in the announcement. The federal government did state its plan to work with provinces and territories, through the Canadian

Council of Ministers of the Environment, to support the development of consistent Extended Producer Responsibility programs across the country. The Government of Canada will also work in collaboration with provinces, territories and industry to set targets for plastics collection, recycling, and recycled content requirements. Updates on the program will be provided as they come available.

ALTERNATIVES

1. That the Board send a letter to the Minister of Environment supporting the BC Product Stewardship Council's recommendations to increase the beverage container recovery rate; and,
2. That staff provide an update to the Board on the details, as they become available, on the new federal government initiative to reduce plastic pollution.
3. The Board provide staff with alternate direction.

FINANCIAL IMPLICATIONS

Advocacy and education that promotes waste diversion are key elements of the RDN Solid Waste Management Plan and budgets have been established for carrying out these activities.

STRATEGIC PLAN IMPLICATIONS

Environmental Stewardship – Protect and enhance the natural environment, including land, water and air, for future generations. Achieve 90% waste diversion targets set out in the Solid Waste Management Plan.



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May 31, 2019

Reviewed by:

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- R. Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer

Attachments

1. British Columbia's Beverage Container Legacy: The Missing Millions.
2. Consultation Recommendation to Ministry of Environment and Climate Change and Return-It BC in regards to the Encorp Pacific program plan.
3. Government of Canada taking action to reduce plastic pollution news release.



British Columbia's Beverage Container Legacy: The Missing Millions



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Executive Summary

Ocean Legacy Foundation: a British Columbia-based, internationally recognized, non-profit organization working to identify, clean-up, and prevent plastic waste from entering tributary and marine ecosystems. Ocean Legacy Foundation is calling on the BC government to make BC's deposit refund system the leading Canadian beverage container recycling program in stewarding its beverage containers and bottle caps, ensuring none of these plastics end up in the ocean.

Every year, an estimated 8 million tonnes is deposited into our oceans and waterways globally, 43% of which is single-use, disposable plastics such as beverage containers and their caps, straws, plastic bags, and plastic cutlery. Mismanaged beverage containers and bottle caps are major contributors to ocean plastics litter across Canada.

BC was the first jurisdiction in the world to implement a regulated deposit refund system for beverage containers in 1970. Deposit refund systems have been proven world-wide to be the most effective tool to reduce beverage container litter and increase beverage container litter clean-up. However, BC deposit refund system return rates have been declining, and the province is not meeting its own regulated target for several beverage container sub-categories, including small plastic containers ($\leq 1\text{L}$), polycoat containers and pouches, and bag-in-a-box. Specifically, the percentage of small plastic containers in the beverage container stream is growing, while the number not returned for recycling is on the rise. At the same time, Alberta and Saskatchewan deposit refund systems have achieved average return rates 9% higher than BC in 2017.

Over a 5-year period (2013-2017), more than 1.6 billion beverage containers were not returned within BC's deposit refund system and could be coating BC's shorelines or floating in ocean currents.

In 2018, the European Parliament and Council passed a Single-Use Plastics Directive that requires its member states to increase the collection and recycling of beverage containers to achieve a 90% capture rate by 2025. At the same time, Canada led the G7 in developing the Ocean's Plastic Charter, while the Canadian Council of Ministers announced its Strategy on Zero Plastic Waste. The Canadian government also unanimously passed Motion 151, which recognized the need for all Canadian communities to do their part to combat plastic pollution in and around aquatic environments.

BC has the opportunity to become a world leader again in recycling beverage containers through a number of proven approaches, including:

- Raise Deposit Levels – higher deposit rates have been proven to yield better return rates
- Expand the deposit refund system to manage all beverage containers – collecting and recycling all beverage containers reduces consumer confusion and improves container return rates
- Keep caps on – training consumers to leave caps on their containers reduces littering and ensures this material can be recycled

Increasing the effectiveness of BC's beverage container recycling system will result in fewer containers becoming ocean litter, while reducing greenhouse gases through recycling, avoiding taxpayer waste management costs, and creating green jobs.

Ocean Legacy Foundation calls on the BC government to:

1. Increase the regulated deposit rate.
2. Add all beverage containers to the deposit refund system.
3. Require producers to collect and report on the recycling of bottle caps.
4. Raise regulated targets to at least that achieved by Alberta and Saskatchewan, with long-term targets matching the EU.
5. Enforce the regulated targets in a meaningful way, such as requiring producers to pay for the clean-up of ocean plastics equal to the amount by weight that they fail to collect and recycle.

Ocean Legacy Foundation

We are the Ocean Legacy Foundation: a British Columbia-based, internationally recognized, non-profit organization that was founded in 2014 to end ocean plastic waste. We work to identify, clean-up, and prevent plastic waste from entering tributary and marine ecosystems. Since 2014, we have collected over 70 tonnes of plastic waste from five different countries including focused operations in the Pacific Northwest, which have formed and enabled plastic waste removal collaborations worldwide.

We use a combination of tools and sustainable technologies, such as mapping (Figure 1 and Figure 2), education, collaboration, skills training, research, policy development, clean-up expeditions and plastic-to-fuel technologies, which when integrated together make up Ocean Legacy's unique and globally-leading Marine Debris Solutions Program.

Our goal is to give all types of plastic waste and litter economic value and to encourage greater global stewardship around ocean health issues. We believe that every action towards eliminating plastic pollution counts. We also believe that we need jurisdictions around the world to do their part to clean up the plastics that exist while preventing new plastics from entering ocean ecosystems. Together, we believe we can leave an ocean legacy that can sustain the health of our waterways for present and future generations.

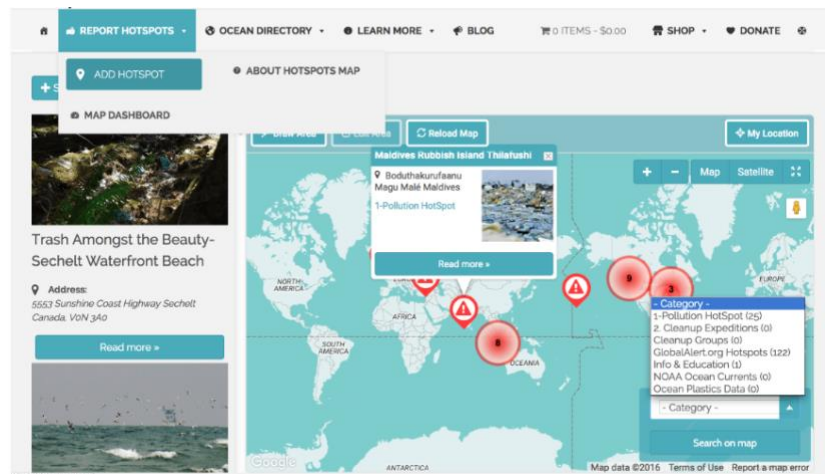


FIGURE 1: A VISUAL OF OCEAN LEGACY FOUNDATION'S INTERACTIVE HOTSPOT MAPPING TOOL¹.

¹Ocean Legacy Foundation, 2019. <https://oceanlegacy.ca/help-info/>



FIGURE 2: OCEAN LEGACY FOUNDATION'S GLOBAL INTERACTIVE DIRECTORY DASHBOARD MAPPING TOOL².

The Ocean Plastics Crisis

Oceans play a key role in our survival; we depend on the ocean. They provide sustenance and play, an integral role in regulating our global climate. Marine life depends on them, including 25 species at risk off British Columbia's shores³.

Canada has more coastline than any other country in the world⁴, including our beautiful British Columbia (BC) shorelines, which is home to seabirds, whales, and sensitive marine ecosystems. Canadian marine activities dependent on the health of our oceans and contribute more than \$30 billion to our GDP⁵; providing more than 320,000 Canadian jobs.

Yet we are facing an undeniable, planet-wide ocean plastic waste crisis. Every year, of the more than 300 million tonnes of plastic produced globally^{6,7}, an estimated 8 million tonnes is

² Ocean Legacy Foundation, 2019. <https://oceanlegacy.ca/help-info/>. Retrieved February 8, 2019.

³ Fisheries and Oceans Canada, 2018. Search aquatic species at risk: British Columbia. Available at: <http://www.dfo-mpo.gc.ca/species-especes/sara-lep/identify-eng.html?province=British%20Columbia>.

⁴ Office of the Prime Minister, 2016. Canada's Ocean Protection Plan. Available at: <http://www.tc.gc.ca/media/documents/communications-eng/oceans-protection-plan.pdf>. Retrieved: February 8, 2019.

⁵ Fisheries and Oceans Canada, 2018. Maritime sector in Canada summary tables. Available at: <http://www.dfo-mpo.gc.ca/stats/maritime-eng.htm>. Retrieved: February 8, 2019.

⁶ European Commission, 2018. A European strategy for plastics in a circular economy. Available at: <http://ec.europa.eu/environment/circular-economy/pdf/plastics-strategy-brochure.pdf>. Retrieved February 8, 2019.

⁷ UNESCO, 2017. Facts and figures on marine pollution. Available at: <http://www.unesco.org/new/en/natural-sciences/ioc-oceans/focus-areas/rio-20-ocean/blueprint-for-the-future-we-want/marine-pollution/facts-and-figures-on-marine-pollution/>. Retrieved February 8, 2019.

deposited into our oceans and waterways⁸. Of this, 43% is single-use, disposable plastics such as **beverage containers and their caps**, straws, plastic bags, and plastic cutlery⁹.

Shorelines all around the world are becoming coated in plastic waste, the oceans are becoming the largest “dumps” on the planet, and aquatic ecosystems are being transformed into “plastic soup”^{10,11,12}. Ocean plastics are ubiquitous, polluting our freshwater ways and shorelines; causing damage to marine wildlife, habitat; and compromising human health. According to UNESCO¹³, plastic debris causes the deaths of more than a million seabirds and 100,000 marine mammals every single year. Plastics have been found in the stomachs of birds, fish and whales; in our drinking water, beer, seafood, and table salt; and even in the human body¹⁴. Without intervention, global ocean plastics are expected to double by 2035¹⁵. If practices remain unchanged, it’s expected there will be more plastic than fish in the ocean (by weight) by 2050¹⁶.

⁸ Jambeck, J; Geyer, R; Wilcox, C, Siegler, T.S.; Perryman, M, Andrady, A; Narayan; Lavender Law, K., 2015. Plastic waste inputs from land into the ocean. *Science* 13 Feb 2015: vol. 347 (6223). pp. 768-771

⁹ CCME, 2018. Strategy on Zero Plastic Waste. Available at: <https://www.ccme.ca/files/Resources/waste/plastics/STRATEGY%20ON%20ZERO%20PLASTIC%20WASTE.pdf>. Retrieved: February 14, 2019.

¹⁰ Charles Moore, 2009. Seas of Plastic. Ted Talk. Retrieved: February 6, 2019. https://www.ted.com/talks/capt_charles_moore_on_the_seas_of_plastic?language=en.

¹¹ Plastic Soup Foundation, no date. Available at: <https://www.plasticsoupfoundation.org/en/files/what-is-plastic-soup/>. Retrieved: February 6, 2019.

¹² Cho, R., 2011. Blog: Our Oceans: A Plastic Soup. January 26, 2011. Available at: <https://blogs.ei.columbia.edu/2011/01/26/our-oceans-a-plastic-soup/>. Retrieved: February 6, 2019.

¹³ UNESCO, 2017. Facts and figures on marine pollution. Available at: <http://www.unesco.org/new/en/natural-sciences/ioc-oceans/focus-areas/rio-20-ocean/blueprint-for-the-future-we-want/marine-pollution/facts-and-figures-on-marine-pollution/>. Retrieved: February 6, 2019.

¹⁴ Parker, 2018. In a first, microplastics found in human poop. *National Geographic. Environment: planet or plastics*. Available at: <https://www.nationalgeographic.com/environment/2018/10/news-plastics-microplastics-human-feces/>. Retrieved: February 8, 2019.

¹⁵ European Commission, 2018. A European strategy for plastics in a circular economy. Available at: <http://ec.europa.eu/environment/circular-economy/pdf/plastics-strategy-brochure.pdf>.

¹⁶ Ellen MacArthur Foundation, 2017. The new plastics economy: rethinking the future of plastics & catalysing action. Available at: https://www.ellenmacarthurfoundation.org/assets/downloads/publications/NPEC-Hybrid_English_22-11-17_Digital.pdf. Retrieved February 8, 2019.

Beverage Containers Contribute to Ocean Plastics: The Facts

Mismanaged beverage containers and their caps are a big concern locally and globally. Despite deposit refund programs for plastic soft drink containers operating in every province except Manitoba and Ontario¹⁷, they are major contributors to ocean plastics litter across Canada (Figure 3).

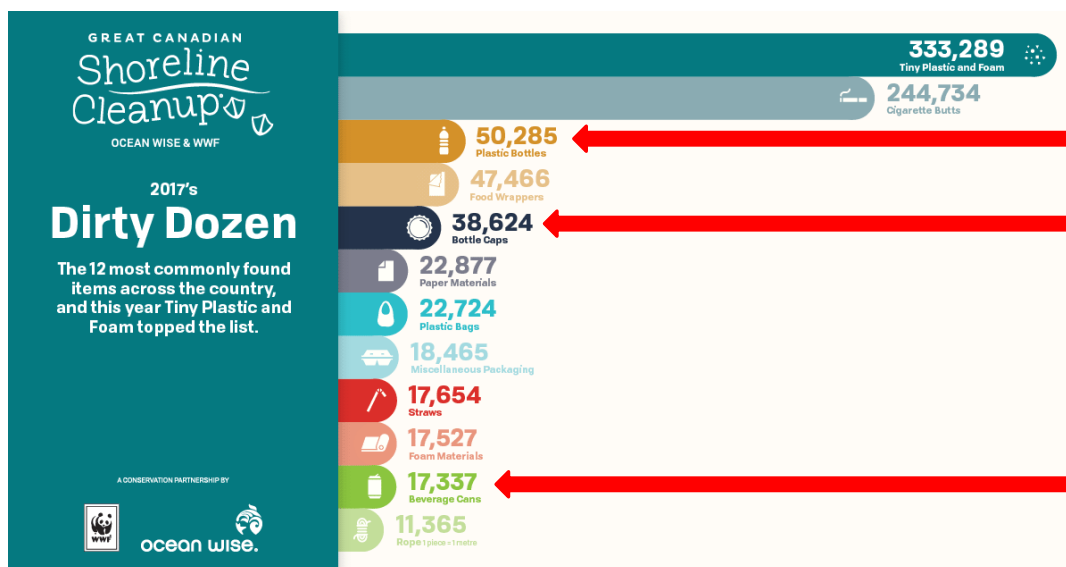


FIGURE 3: OCEAN WISE & WWF 2017 DIRTY DOZEN STATISTICS¹⁸

Beverage containers and their caps (and even drink box straws) enter the ocean through a variety of direct and indirect pathways. Direct pathways include: ocean dumping, shoreline littering, natural disasters and climatic variables such as blowing winds and rains (that pull beverage containers and other plastics from streetscapes, garbage cans, and recycling bins). The indirect pathways are through land-based sources (i.e., both inland and coastal communities) where plastic waste is allowed to funnel into stormwater runoff systems that eventually lead to the ocean^{19, 20} (Figure 4).

¹⁷ CM Consulting, 2018. Who pays what? An analysis of beverage container collection and costs in Canada, 2018. Available at: <https://www.cmconsultinginc.com/wp-content/uploads/2018/10/WPW-2018-FINAL-5OCT2018.pdf>. Retrieved February 10, 2019.

¹⁸ WWF, 2018. 2017's Dirty Dozen. Available at: <http://www.wwf.ca/newsroom/?uNewsID=27401#>.

¹⁹ National Oceanic and Atmospheric Administration, last revised February 1, 2019. Plastics. Available at: <https://marinedebris.noaa.gov/info/plastic.html>. Retrieved February 14, 2019.

²⁰ National Oceanic and Atmospheric Administration, 2018. Plastic marine debris. https://marinedebris.noaa.gov/sites/default/files/2018_Plastics_Fact_Sheet.pdf. Retrieved February 14, 2019.



FIGURE 4: PLASTICS IN THE OCEAN (INFOGRAPHIC)²¹

Once in the ocean, polyethylene terephthalate (PET or PETE) beverage containers, like pop bottles, will eventually sink (due to their density compared to salt water) and become part of the ocean floor or can be swept back to shore²². Other plastic beverage containers made from high density polyethylene (HDPE), like milk jugs, and bottle caps (which can be made from HDPE or polypropylene) will float indefinitely, can be swept out to sea becoming caught in ocean currents (gyres) and travel great distances. Once in the ocean, containers and caps begin slowly degrading into microplastic fragments and can be consumed by marine life^{23, 24}. WWF-Australia (2018) reports an estimated 40% of all marine mammals have been affected by eating marine plastics, and 56% of all whale and dolphin species have been recorded eating marine plastics. (Figure 5)²⁵

According to the Ocean Conservancy, more than 80% of ocean plastics originate due to waste mismanagement by land-based sources, and three-fourths of this comes from uncollected waste or litter²⁶.

²¹ National Oceanic and Atmospheric Administration. 2011. Plastics in the ocean. Available at: https://marinedebris.noaa.gov/sites/default/files/OR%26R_Plastic_In_the_Ocean_Infographic_FINAL.pdf

²² Smithsonian, 2018. Ocean: find your blue. Marine Plastics. Authored by the Ocean Portal Team. Reviewed by Dr. Jenna Jambeck, University of Georgia. April 2018. Available at: <https://ocean.si.edu/conservation/pollution/marine-plastics>. Retrieved: February 8, 2019.

²³ The Association of Plastics Recyclers, 2018. Recycling rigid plastics beyond bottles: caps on! Available at: <https://www.plasticsrecycling.org/education/faqs/caps-on>. Retrieved: February 9, 2019.

²⁴ Weule, 2017. Plastic and how it affects our oceans. ABC News. February 2017. Available at: <https://www.abc.net.au/news/science/2017-02-27/plastic-and-plastic-waste-explained/8301316>. Retrieved: February 9, 2019.

²⁵ WWF-Australia, 2018. Available at: <https://www.wwf.org.au/news/blogs/plastic-in-our-oceans-is-killing-marine-mammals#gs.b0wHDpPb>. Retrieved February 10, 2019.

²⁶ Ocean Conservancy, 2015. Stemming the Tide: Land-based strategies for a plastic-free ocean. Available at: <https://oceanconservancy.org/wp-content/uploads/2017/04/full-report-stemming-the.pdf>. Retrieved: February 8, 2019.

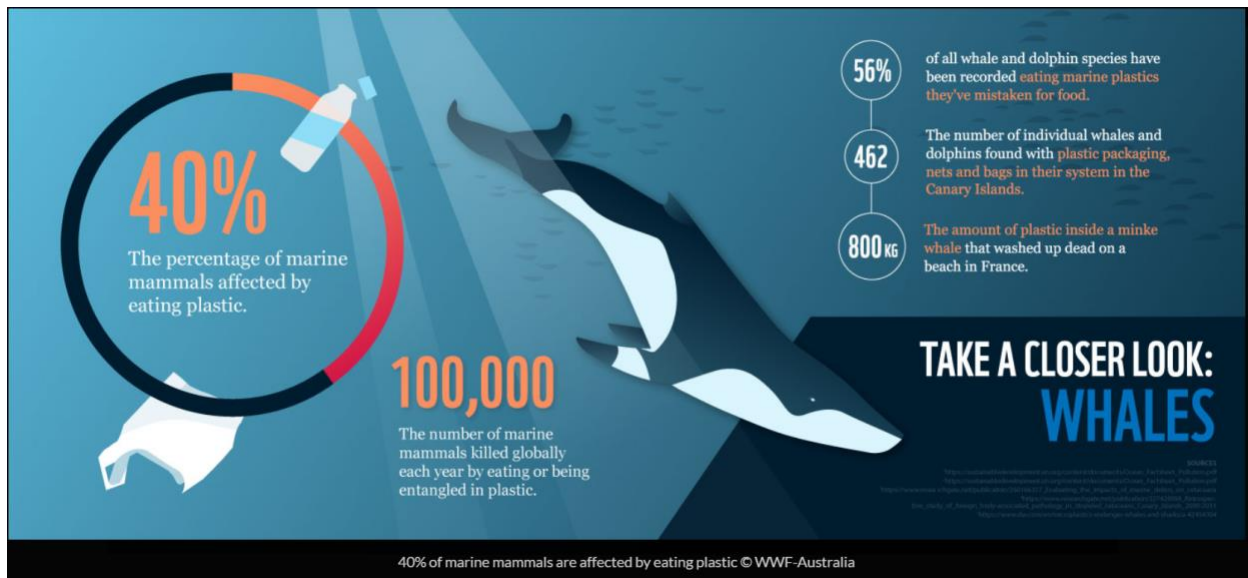


FIGURE 5: INFOGRAPHIC DEPICTING OF PERCENTAGE OF MARINE MAMMALS AFFECTED BY EATING PLASTIC (SOURCE: WWF-AUSTRALIA).

British Columbia's Leadership is Needed

BC was an early leader in tackling the issue of used beverage containers. In 1970, our province became the first jurisdiction in the world to implement a regulated deposit refund system for beverage containers, under its Litter Act²⁷. In 1971, Oregon followed suit and became the first jurisdiction in the United States to implement a system²⁸. Today, 40 jurisdictions (and counting) around the world have followed BC's lead and established their own deposit return systems to reduce litter and improve the collection and recycling of beverage containers²⁹.

BC now has the opportunity to show leadership once again. It's been fifty years since BC's deposit refund system was first implemented, and 15 years since its regulation was last updated. Unfortunately, its age is showing. Our deposit refund system (for all containers except beer) have seen declining, year-over-year returns (Figure 6 and Figure 7). At the same time, BC is not

²⁷ CM Consulting, 2012. Multi-Stakeholder Review of Prescriptive Measures in the Beverage Container Regulation Final Report. https://www2.gov.bc.ca/assets/gov/environment/waste-management/recycling/recycle/resources/multi_stakeholder_beverage_consultation.pdf.

²⁸ Container Recycling Institute, 2016. Bottle bill resource guide. Available at: <http://www.bottlebill.org/>. Retrieved February 10, 2019.

²⁹ CM Consulting and Reloop, 2018. Deposit Refund Systems for Beverage Containers: Global Review. Available at: <https://reloopplatform.eu/wp-content/uploads/2018/05/BOOK-Deposit-Global-27-APR2018.pdf>. Retrieved February 14, 2019.

meeting its own regulated target for several beverage container sub-categories³⁰, including: small plastic containers ($\leq 1\text{L}$); polycoat containers and pouches; and bag-in-a-box (Figure 8 to Figure 10).

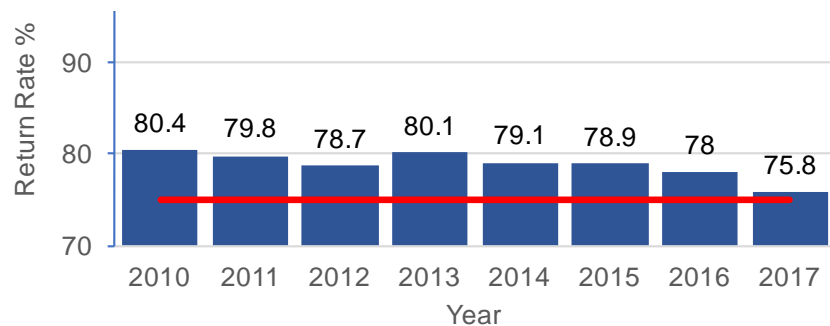


FIGURE 6: DECLINE IN ENCORP PACIFIC RETURN RATES 2010-2017

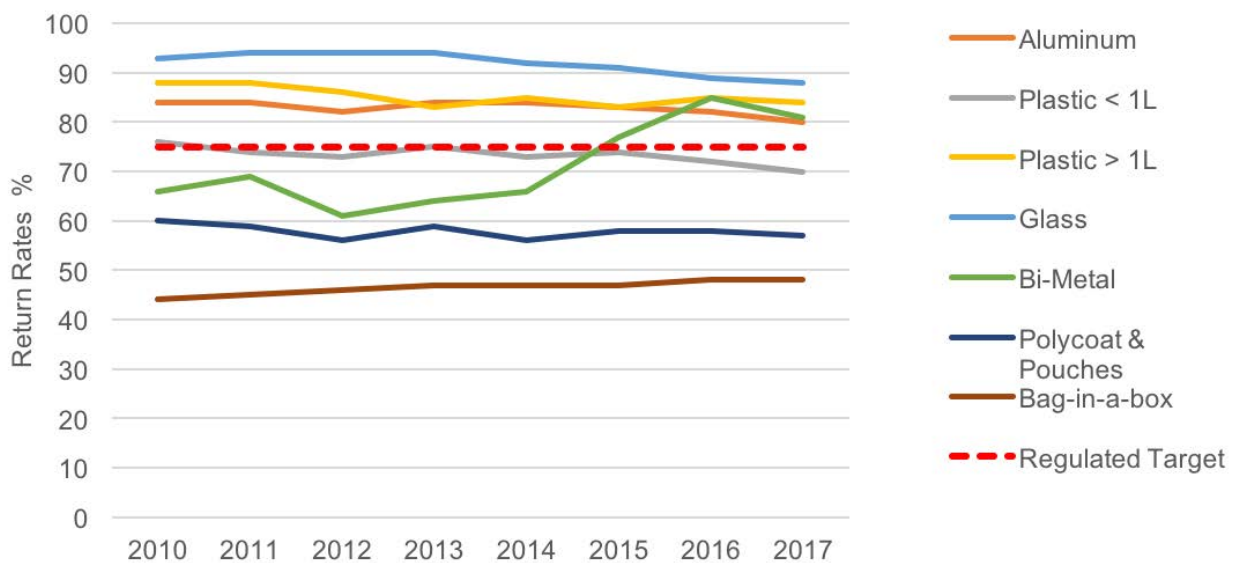


FIGURE 7: RETURN RATES BY CONTAINER SUB-CATEGORY

³⁰ Government of British Columbia. Recycling Regulation, Approval of extended producer responsibility plan. Section 5(1)(a)(i). Available at: http://www.bclaws.ca/Recon/document/ID/freeside/449_2004. Retrieved February 14, 2019.

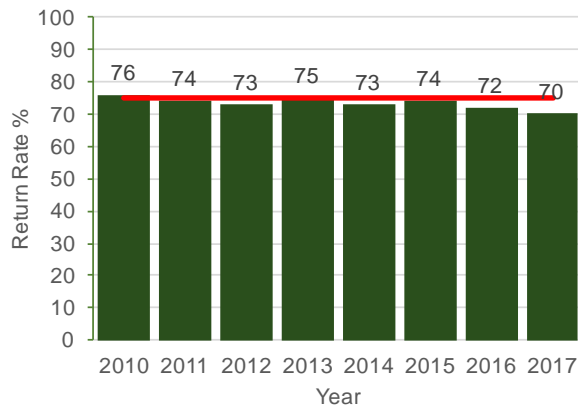


FIGURE 8: SMALL PLASTIC BEVERAGE CONTAINERS RETURN RATE

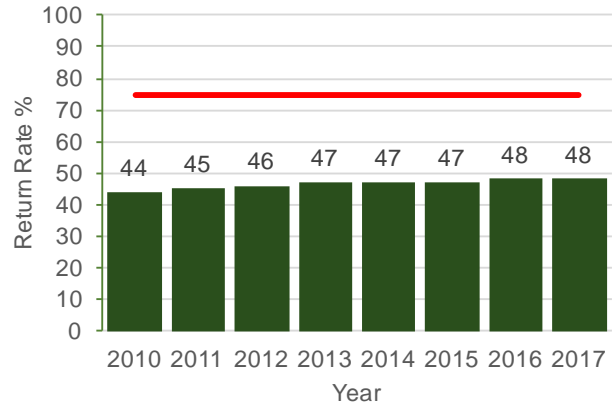


FIGURE 9: BAG-IN-A-BOX CONTAINERS RETURN RATE

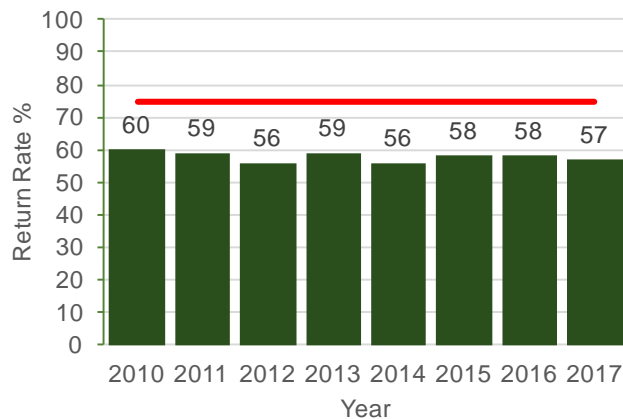


FIGURE 10: POLYCOAT AND POUCHES RETURN RATE

The decline in return of small plastic beverage containers seems to be a growing issue in the Encorp Pacific operated program. The percentage of these in this program is growing (from 30% in 2010 to 35% in 2017) and the number of small plastic containers lost (not returned for recycling) annually is on the rise (from 24% in 2010 to 30% in 2017) (see Table 1). Over the last five years, missing small plastic containers have made up large component of all missing containers in BC (see Table 2).

TABLE 1: SMALL PLASTIC BEVERAGE CONTAINERS SALES AND COLLECTION IN ENCORP PACIFIC'S PROGRAM³¹

ENCORP PACIFIC	Small plastic containers sold³² (≤1L, units)	All containers sold (units)	% small plastic containers sold (% of total sold)	Small plastic containers lost (units)	% small plastic containers lost (% of total sold)
2010	380,805,378	1,277,506,339	30%	89,662,767	24%
2011	379,081,054	1,237,182,406	31%	100,400,220	26%
2012	381,385,703	1,237,108,765	31%	101,351,852	27%
2013	380,158,047	1,214,144,300	31%	96,286,321	25%
2014	397,071,333	1,224,579,061	32%	106,218,404	27%
2015	418,711,159	1,266,027,839	33%	109,526,421	26%
2016	431,900,607	1,282,922,473	34%	119,522,548	28%
2017	471,268,072	1,349,149,437	35%	143,627,268	30%

These results are disappointing when BC's performance is compared to the results achieved by Alberta and Saskatchewan, where deposit refund systems have achieved average return rates 5% higher than BC in 2017 (Table 2). The differences in regulated materials between the three provincial programs are noted.

³¹ Encorp, 2017. Annual Report. Encorp Pacific, 2017. 2017 Annual Report. Page 21. Available at: <https://www.return-it.ca/ar2017/pdf/AnnualReport.pdf>. Retrieved November 2, 2018.

³² In all tables and figures, units for plastic containers ≤1L or <1L include all plastic containers for the appropriate size category (i.e., including liquor and non-liquor containers). This was necessary because in 2017, Encorp began reporting plastic containers as one category regardless of the beverage it contained. Prior to this Encorp reported plastic containers and plastic liquor containers for both ≤1L and <1L).

TABLE 2: COMPARISON OF RETURN RATES IN BC, AB, AND SK OVER A 5-YEAR PERIOD³³

YEAR	BC ENCORP PACIFIC + BRCCC Beer Cans (combined return rate)	AB ABCRC (return rate)	SK SARCAN (Return rate)
2013	84%	82%	82%
2014	83%	83%	86%
2015	83%	85%	82%
2016	82%	86%	87%
2017	80%	85%	85%
Regulated materials included	All ready-to-serve, <u>excluding</u> milk, milk substitutes and meal replacements. Beer cans.	All ready-to-serve, <u>including</u> milk, milk substitutes and meal replacements.	All ready-to-serve, <u>including</u> milk, milk substitutes. Excludes meal replacements.
Regulated materials not collected by organization(s)	Refillable Beer	Refillable Beer	Refillable Beer
Minimum deposit	5 cents Encorp containers 10 cents beer cans	10 cents	10 cents

BC's declining beverage container recycling performance is creating the perfect ocean litter storm in a province situated with a large coastline. In 2017, more than **387 million beverage**

³³ Return rates for Encorp, Alberta Beverage Container Recycling Corporation (ABCRC), and SARCAN were taken from each organization's Annual Report for each respective year. Like Encorp, neither ABCRC nor SARCAN manage domestic refillable beer bottles; in BC, AB and SK refillable beer bottles are managed by the national brewers' association in each province (e.g., the BC Brewers Recycling Container Collection Council). AB and SK return rates include all aluminum beer cans; whereas the BC Encorp return rate does not. As a result, we have included the combined return rates of Encorp Pacific plus BRCCC's beer cans to provide a more accurate comparison to the AB and SK programs.

- Encorp Pacific 2013-2017 Annual Reports. Available at: <https://www.return-it.ca/about/annualreports/>. Retrieved November 2, 2018.
- ABCRC 2014-2017 Annual Reports. Available at: <https://www.abcrc.com/sustainability/>. Retrieved November 2, 2018.
- SARCAN 2013-2017 Annual Reports. Available at: <https://issuu.com/search?q=SARCAN>. Retrieved November 2, 2018.
- Brewers Recycling Container Collection Council, 2017. Annual Report to the Director 2017 Calendar Year. Available by email from Ministry of Environment and Climate Change Strategy. The BC Brewers Recycling Container Collection Council (the Brewers) collects and recycles BC's refillable beer bottles and beer cans.

containers³⁴ went ‘missing’ from BC’s deposit refund system (Table 3), along with the almost **840 million beverage container caps**³⁵ that once sealed those containers³⁶. Over a 5-year period (2013-2017), **more than 1.6 billion beverage containers** went “missing” from BC’s deposit refund system³⁷ and could be coating BC’s shorelines, ocean floors or floating in ocean currents (Table 3). This equates to over a million beverage containers per day that are sold and not recycled.

³⁴ The 387 million containers missing in 2017 was calculated using data provided by Encorp Pacific’s 2017 Annual Report and the Brewers Recycled Container Collection Council’s (BRCCC) 2017 Annual Report to the Director. Missing containers = Encorp Pacific (325,843,398) + missing BRCCC 2017 (58,967,820 beer + 2,359,980 refillables).

³⁵ The 840 million beverage container caps missing in 2017 was calculated using data provided by Encorp Pacific’s 2017 Annual Report and the Brewers Recycled Container Collection Council’s (BRCCC) 2017 Annual Report to the Director. Assume containers made of plastic, glass, refillable glass and gable top containers have caps (or corks). Missing caps (including corks) = Encorp Pacific (782,866,803) + BRCCC (57,004,620).

³⁶ Encorp Pacific (the producer responsibility organizations operating BC’s deposit refund system for non-beer containers) requires ‘caps off’ when containers are returned to depots. Encorp encourages consumers to return caps to depots, but it does not report on the quantity of caps recycled. See Encorp Pacific, 2019. General Return-It Recycling Questions. Available at: <https://www.return-it.ca/beverage/faqs/general/>; and Encorp Pacific, 2017. 2017 Annual Report. Available at: <https://www.return-it.ca/ar2017/pdf/AnnualReport.pdf>. Retrieved November 2, 2018.

³⁷ Calculated using data from:

- Encorp Pacific, 2013-2017 Annual Reports. Available at: <https://www.return-it.ca/about/annualreports/>. Retrieved November 2, 2018.
- Brewers Recycled Container Collection Council, 2013-2017 Annual Report to the Director Calendar Year. The 2013-2016 reports are available at: <https://www2.gov.bc.ca/gov/content/environment/waste-management/recycling/product-stewardship/stewardship-reports-plans>. Retrieved February 14, 2019. The 2017 report is available by email from Ministry of Environment and Climate Change Strategy.

TABLE 3: BEVERAGE CONTAINERS MISSING FROM BC'S REGULATED DEPOSIT REFUND SYSTEM

YEAR	ENCORP PACIFIC beverage containers sold (million units)	BRCCC refillable beer and beer cans sold (million units)	Total all beverage containers sold (million units)	ENCORP PACIFIC beverage containers missing (million units)	BRCCC refillable beer and beer cans missing (million units)	Total all beverage containers missing (million units)
2013	1,214	606	1,820	242	45	287
2014	1,225	623	1,848	256	43	299
2015	1,266	645	1,911	267	50	317
2016	1,283	659	1,942	282	62	344
2017	1,349	670	2,019	326	61	387
5-Year Total	6,337	3,204	9,540	1,372	262	1,634

The Solution: Raise Deposits, Expand the System, Caps On

There are a number of proven approaches that could reduce the number of beverage containers not collected under the beverage container system that potentially become ocean plastic waste. These are outlined below:

Raise deposits

Effective deposit refund systems have been proven to drastically improve beverage container collection, reuse and recycling rates by placing a value on beverage containers³⁸. Consumers and ‘binners’ (people who seek to collect wasted containers) have a financial incentive to collect containers and either directly return them to the collection system to realize their refund or donate the ‘street value’ of those containers to charities.

A global review of deposit return systems for beverage containers shows that higher deposit rates have been proven to yield better return rates^{39, 40} (Table 4). According to the European



³⁸ CRI: Container Recycling Institute, 2013. Bottled Up: Beverage Container Recycling Stagnates (2000-2010). Available at: <http://www.container-recycling.org/index.php/publications/2013-bottled-up-report>. Retrieved March 14, 2019.

³⁹ CM Consulting and Reloop, 2018. Deposit Refund Systems for Beverage Containers: Global Review. Available at <https://reloopplatform.eu/wp-content/uploads/2018/05/BOOK-Deposit-Global-27-APR2018.pdf>.

⁴⁰ CM Consulting, 2003. Evaluating the Relationship Between Refund Values and Beverage Container Recovery. Available at: <http://www.bottlebill.org/assets/pdfs/legis/canada/2003-RefundRecovery.pdf>

Commission, in their European Strategy for Plastics in a Circular Economy, “the five best performing Member States with deposit schemes for PET bottles (Germany, Denmark, Finland, the Netherlands and Estonia) reached an average collection rate for PET of 94% in 2014”⁴¹. The minimum deposit rates for PET containers in these jurisdictions ranges from € 0.10 to € 0.13 per container.

TABLE 4: COMPARISON OF RETURN RATES BY CORRESPONDING MINIMUM DEPOSIT LEVEL

	Minimum regulated deposit (CAD)	Deposit Value	Return Rate (2017)	Return Rate
Germany	.37		98%	
Netherlands	.37		95%	
Norway	.31		92%	
BC Brewers ⁴²	.10		91%	
Alberta	.10		86%	
Saskatchewan	.10		85%	
Oregon ⁴³	.10		82%	
BC's Encorp Pacific	.05		76%	

BC has the opportunity to raise its minimum regulated deposit along with target return rates with the objective to achieve return rates that rival those in other jurisdictions across the globe. For example, the European Parliament and Council Single-Use Plastics Directive (passed on December 19, 2018) requires its member states to increase the collection and recycling of beverage containers to achieve a 90% capture rate by 2025^{44,45}

⁴¹ European Commission, 2018. European Strategy for Plastics in a Circular Economy. p.42. Available at: <http://ec.europa.eu/environment/circular-economy/pdf/plastics-strategy-brochure.pdf>

⁴² Brewers Recycling Container Collection Council, 2017. Annual Report to the Director 2017 Calendar Year. Available by email from Ministry of Environment and Climate Change Strategy. The BC Brewers Recycling Container Collection Council (the Brewers) collects and recycles BC's refillable beer bottles and beer cans.

⁴³ The Oregon Beverage Container Recycling Cooperative (OBCRC), which targets a list of designated containers. Oregon raised its regulated deposit refund level from 5-cents to 10-cents in April 1, 2017. The return rate of 82% was achieved from April -December 2017. The rate achieved by the organization under a 5-cent deposit for the period of January to March 2017 was 59%.

⁴⁴ European Parliament, 2018. Single-use plastics: Commission welcomes ambitious agreement on new rules to reduce marine litter. Brussels, 19 December 2018. Available at: http://europa.eu/rapid/press-release_IP-18-6867_en.htm.

⁴⁵ European Parliament, 2018. Parliament and Council agree drastic cuts to plastic pollution of environment. Available at: <http://www.europarl.europa.eu/news/en/press-room/20181219IPR22301/parliament-and-council-agree-drastic-cuts-to-plastic-pollution-of-environment>

Expand the deposit refund system to manage all beverage containers

Consumers drink a wide range of beverages away-from-home, including: milk, chocolate milk, soy milk and almond milk. In BC, only those milk, milk substitute and meal replacement beverage containers consumed ‘residentially’ are collected and recycled (through Recycle BC’s residential paper and packaging recycling program). This is because the BC’s Recycling Regulation only collects and recycles residentially generated packaging. There are two problems with BC’s approach: 1) consumers purchasing and wanting to recycle beverages ‘on-the-go’ have limited recycling options; and 2) the number of overall non-deposit beverage containers recycled versus sold are not accurately tracked or reported on. Without data, it’s impossible to accurately calculate the number of these containers available to become ocean litter. However, it is reasonable to assume, based on the performance of BC’s residential curbside program (which achieved a 75% residential recycling rate in 2017⁴⁶) versus the provincial deposit refund system (that achieved 75.8% province-wide across the residential and industrial, commercial and institutional sectors (Figure 6)), that at least 25% of the containers sold become available as litter.

Alberta and Saskatchewan have taken a different approach. These provinces added milk and milk substitutes to their regulated deposit refund systems in 2009 and 2017, respectively. Alberta’s system also includes drinkable meal replacements and non-beverage dairy product containers (like cream) that are sold in containers that are similar to milk containers.

Keeping the system simple by collecting and recycling all beverage containers the same way regardless of where it is consumed (at home, work or play) reduces consumer confusion and improves container return rates.

Keep caps on

When consumers remove caps from their beverage containers, those caps become available for intentional or unintentional littering and could end up as ocean plastic. Bottle caps are too small to be captured in modern day ‘material recovery facilities’ or MRFs.

Bottle cap litter is a big ocean plastic problem. Besides being one of Canada’s ‘dirty dozen’ plastics found on Canadian shorelines (Figure 3), the international community is also seeking ways to curb this nuisance material. The European Parliament and Council Single-Use Plastics Directive agreement suggests ‘caps on’ measures to make it more difficult for the public to litter this material.

Bottle caps can be recycled when left on empty beverage containers without contaminating the quality of recycling stream, as plastics recyclers generally shred the containers and then ‘float’ materials to separate the caps from the container materials. Alberta has recycled their containers

⁴⁶ Recycle BC, 2017. Annual Report 2017. Available at: <https://recyclebc.ca/wp-content/uploads/2018/07/RecycleBCAR2017-June292018.pdf>. Retrieved March 14, 2019.

with ‘caps on’ in this way since 2010. In Alberta’s system, the cap material is recycled⁴⁷. Training consumers to leave caps on their containers reduces the likelihood this material will be littered and ensures this small material can be recycled.

What’s in it for BC?

Fewer mis-managed containers available to become ocean litter

Well-managed deposit refund systems have been proven world-wide to be the most effective tool to reduce beverage container litter and increase beverage container litter clean-up^{48, 49} (see Figure 11 and Figure 12).

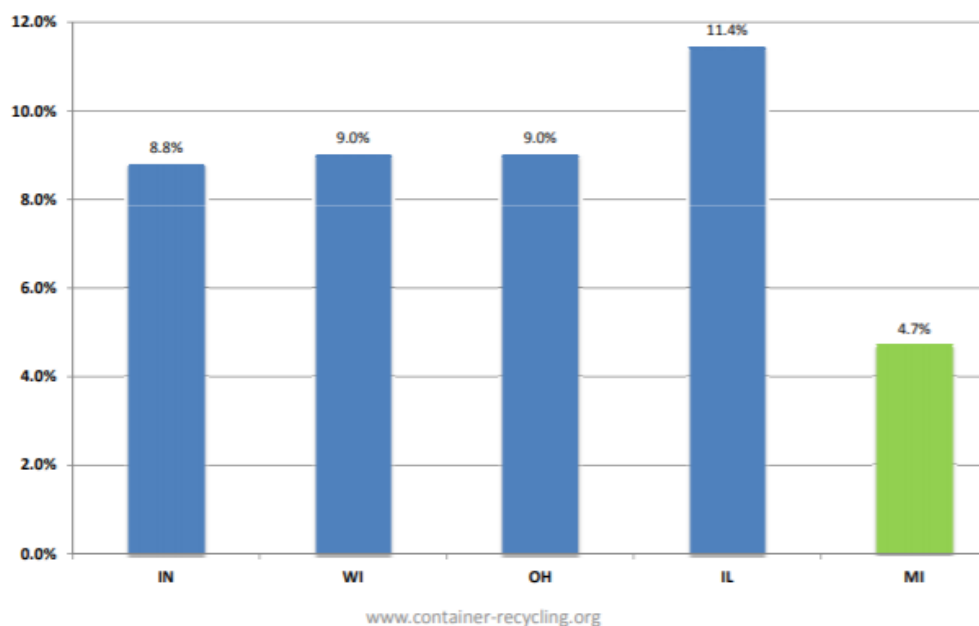
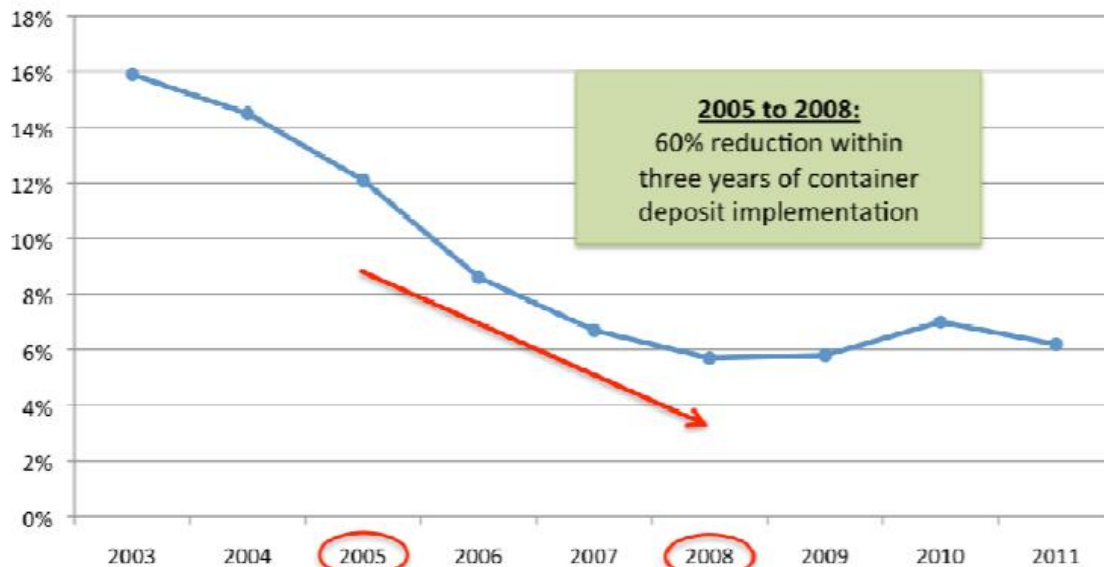


FIGURE 11: SOURCE CONTAINER RECYCLING INSTITUTE (2013) SHOWING FOUR STATES (INDIANA, WISCONSIN, OHIO, ILLINOIS) WITHOUT DEPOSIT REFUND SYSTEMS, AND ONE STATE (MICHIGAN) WITH A DEPOSIT REFUND SYSTEM.

⁴⁷ Guy West, Alberta Beverage Container Recycling Corporation. Personal communication February 7, 2019.

⁴⁸ European Parliament, 2011. Directorate General for external policies of the union. Briefing paper: a European refunding scheme for drinks. Available at: [http://www.europarl.europa.eu/RegData/etudes/note/join/2011/457065/IPOL-AFET_NT\(2011\)457065_EN.pdf](http://www.europarl.europa.eu/RegData/etudes/note/join/2011/457065/IPOL-AFET_NT(2011)457065_EN.pdf)

⁴⁹ Container Recycling Institute, 2013. Impacts of Container Deposit Laws: Proven Effectiveness of Deposits to Reduce Beverage Container Litter. Presentation by: Susan V. Collins Container Recycling Institute on November 15, 2013. Available at: <http://www.sjenvironment.org/ArchiveCenter/ViewFile/Item/2167>. Retrieved February 7, 2019.



Source: Ocean Conservancy International Coastal Cleanup, 2003-2011

www.container-recycling.org

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FIGURE 12: SOURCE CONTAINER RECYCLING INSTITUTE (2013) SHOWING LITTER REDUCTION FOLLOWING INTRODUCTION OF A DEPOSIT REFUND SYSTEM IN HAWAII.

Evidence also shows collection in Canada deposit refund systems get significantly higher return rates than non-deposit systems (Figure 13).

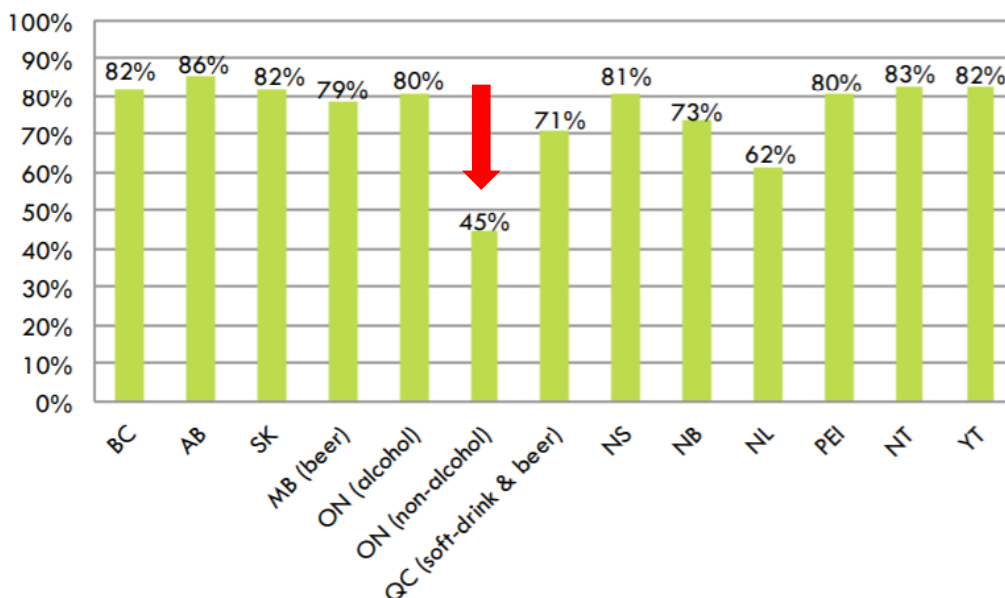


FIGURE 13: SOURCE CM CONSULTING (2018). RETURN RATES FOR ALL NON-REFILLABLE CONTAINERS IN CANADA⁵⁰. IN THIS DIAGRAM, THE ONTARIO NON-ALCOHOL CONTAINERS ARE THE ONLY CONTAINERS NOT SUBJECT TO A DEPOSIT REFUND SYSTEM.

At the same time, evidence from Alberta and, Saskatchewan (Table 2) suggests that raising deposits from 5-cents to 10-cents would enable BC to increase its return rate to 80-85% recovery, while evidence from the EU (Table 4) suggests that raising deposit rates to 30-cents or higher would enable BC to achieve return rates above 95%.

Increased reduction of greenhouse gases (GHGs)

Encorp Pacific reports on the GHG benefits of its deposit return system:

In total, Encorp's activities in 2017 contributed to the reduction of about 103.8 thousand tonnes of CO₂ equivalent being released into the atmosphere, compared to 101.9 thousand tonnes in 2016. The increase in reduction is primarily due to the increase in volume of material recycled⁵¹.

Every container recycled reduces GHG emissions. As shown, increasing return rates would have significant GHG benefits.

⁵⁰ CM Consulting, 2018. Who Pays What? An Analysis of Beverage Container Collection and Costs in Canada. Available at: <https://www.cmconsultinginc.com/wp-content/uploads/2018/10/WPW-2018-FINAL-5OCT2018.pdf>. Retrieved February 10, 2019.

⁵¹ Encorp Pacific, 2017. 2017 Annual Report. Page 21. Available at: <https://www.return-it.ca/ar2017/pdf/AnnualReport.pdf>. Retrieved November 2, 2018.

Lower taxes

The most obvious economic benefit of deposit refund systems is their ability to increase the diversion of valuable commodities from local landfills and waterways. The need for diversion from landfill is becoming increasingly important as existing BC landfills near capacity and new ones are a greater challenge and cost to site. Deposit refund systems successfully pull materials from the waste stream for recycling and reduce the costs associated with municipal landfilling. A report by Morrison Hershfield (2016)⁵² found that in 2014, BC's deposit refund system resulted in \$17 million in avoided waste collection and landfilling costs and \$21 million worth of recovered materials. In 2016, after a review of 20 studies on deposit refund systems around the world, CM Consulting concluded that deposit refund systems provide a significant net cost savings to municipalities, even when regulated packaging recycling programs exist alongside regulated deposit refund programs⁵³. Recycle BC supports activities that divert glass (e.g., like glass beverage containers) from curbside recycling bin to depots. It states: "separating glass at curbside or delivering glass to depots helps ensure that more of it—and more of the other material—is recycled"⁵⁴. Successful diversion programs benefit taxpayers who otherwise face the long-term costs of landfill closures, and who can benefit from savings related to reduced municipal spending on waste collection costs and from recovered material value.

Green jobs and support for low income earners

In a report commissioned by the Container Recycling Institute, CM Consulting and Morris (2011)⁵⁵ calculated that deposit refund systems create 11 to 38 times more jobs than a curbside recycling system for beverage containers: the more successful the system, the more jobs that are created. A report by Morrison Hershfield (2016)⁵⁶ found that in 2014, BC's deposit refund system resulted the addition of approximately 640 jobs. It should be noted that in 2014, Encorp's overall return rate was hovering around 79%, but this has since fallen to 76%. As a result, it's likely these values have declined correspondingly. However, if BC were able to reverse this trend and achieve the new European target of 90% recovery by 2025, then the avoided waste

⁵² Morrison Hershfield, 2016. Assessment of Economic and Environmental Impacts of Extended Producer Responsibility Programs Operating in BC in 2014. Available at: <http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/AssessmentofEconomicandEnvironmentalImpacts2014.pdf>

⁵³ CM Consulting & Reloop, 2016. Studies confirm that Container Deposit Systems show big net savings to municipal budgets. Available at: https://reloopplatform.eu/wp-content/uploads/2016/06/Summary-of-studies_impact-of-DRS-on-munis-FINAL-31May2016.pdf. Retrieved March 14, 2019.

⁵⁴ RecycleBC, 2019. Recycling at home: How to recycle glass. Available at: <https://recyclebc.ca/recycling-at-home/how-to-recycle-glass/>. Retrieved March 14, 2019.

⁵⁵ CM Consulting and Jeffery Morris, 2011. Returning to Work Understanding the Domestic Jobs Impacts from Different Methods of Recycling Beverage Containers. Report for the Container Recycling Institute. Available at: <http://www.container-recycling.org/assets/pdfs/reports/2011-ReturningToWork.pdf>

⁵⁶ Morrison Hershfield, 2016. Assessment of Economic and Environmental Impacts of Extended Producer Responsibility Programs Operating in BC in 2014. Available at: <http://www.metrovancouver.org/services/solid-waste/SolidWastePublications/AssessmentofEconomicandEnvironmentalImpacts2014.pdf>

collection and landfilling costs, the value of recovered material and the jobs created would increase proportionally.

Low income populations also significantly benefit from deposit refund systems by using them as a means to supplement their income. In California, Ashenmiller^{57, 58} found that deposit refund systems provide a significant percentage of income for professional scavengers, i.e., up to 22% of their total income. Ashenmiller also found that petty crime rates are 11% lower in the 11 American states that currently have bottle deposit laws, likely because these populations have other methods to supplement their incomes by seeking and returning bottles for refund.

British Columbia charities and community groups also benefit from BC's deposit refund systems by fund raising through bottle drives. While Encorp Pacific doesn't publicly report the overall net revenue contribution of bottle drives to non-profit causes, they do report that "the average bottle drive raises between \$1,000 and \$1,500" per drive, and that "some groups have even made over \$3,000" in a half-day's work"⁵⁹. When waste has value, British Columbians have proven they are happy to collect, save and then donate it for a good cause.

⁵⁷ Ashenmiller, B., 2009. Cash Recycling, Waste Disposal Costs, and the Incomes of the Working Poor: Evidence from California. *Land Economics*. August 2009. 85:539-551.

⁵⁸ Ashenmiller, B., 2010. Externalities from Recycling Laws: Evidence from Crime Rates. *American Law and Economics Review*. Vol. 12, No. 1 (Spring 2010), pp. 245-261. Published by: Oxford University Press

⁵⁹ Encorp Pacific, 2019. Encorp Return it, It's worth it -Programs and Events -Bottle Drives. Available at; <https://www.return-it.ca/programs/bottledrives/>. Retrieved: March 14, 2019.

Call to Action: BC Shows Ocean Plastic Leadership

In 2018, Canada led the G7 in developing the Ocean's Plastic Charter⁶⁰ (which was signed by the leaders of Canada, France, Germany, Italy, United Kingdom, the European Union), and the Canadian Council of Ministers announced its Strategy on Zero Plastic Waste⁶¹. These Canadian initiatives recognized the importance of deposit refund systems and extended producer responsibility to tackle beverage container waste and other single-use plastics. On December 5, 2018, the Canadian government also unanimously passed Motion 151, which recognized the need for all Canadian communities (federal, provincial, municipal and indigenous) to do their part to combat plastic pollution in and around aquatic environments, including implementing:

- New regulation to reduce (among other plastic debris) single-use plastics like beverage containers;
- Permanent, dedicated, and annual funding for the cleanup of plastic debris; and
- Education and outreach campaigns on the root causes and negative environmental effects of plastic pollution in and around all bodies of water⁶².

On December 19, 2018, the European Parliament and Council passed a triologue agreement – the Single-Use Plastics Directive – that specifically requires its member states to increase the collection and recycling of beverage containers (and their caps) to achieve a 90% capture rate by 2025^{63 64}.

Ocean Legacy Foundation is calling on the BC government to make BC's deposit refund system the leading Canadian beverage container recycling program in stewarding its beverage containers and bottle caps, ensuring none of these plastics end up in the ocean.

⁶⁰ G7 2018 Charlevoix, 2018. Ocean Plastics Charter. Available at:

http://publications.gc.ca/collections/collection_2018/amc-gac/FR5-144-2018-32-eng.pdf

⁶¹ CCME, 2018. Strategy on Zero Plastic Waste. Available at:

<https://www.ccme.ca/files/Resources/waste/plastics/STRATEGY%20ON%20ZERO%20PLASTIC%20WASTE.pdf>. Retrieved: February 14, 2019.

⁶² Parliament of Canada, House of Commons, 42 Parliament, 1st Session, 2018. Gord Johns, private members motion, current session. M-151: National strategy to combat plastic pollution. Decision made/agreed to: 2018-12-05. Available at: [http://www.ourcommons.ca/Parliamentarians/en/members/Gord-Johns\(89263\)/Motions](http://www.ourcommons.ca/Parliamentarians/en/members/Gord-Johns(89263)/Motions). Retrieved February 14, 2019.

⁶³ European Parliament, 2018. Single-use plastics: Commission welcomes ambitious agreement on new rules to reduce marine litter. Brussels, 19 December 2018. Available at: http://europa.eu/rapid/press-release_IP-18-6867_en.htm.

⁶⁴ European Parliament, 2018. Parliament and Council agree drastic cuts to plastic pollution of environment. Available at: <http://www.europarl.europa.eu/news/en/press-room/20181219IPR22301/parliament-and-council-agree-drastic-cuts-to-plastic-pollution-of-environment>

We at Ocean Legacy Foundation call on the BC government to:

1. Increase the regulated deposit rate.
2. Add all beverage containers to the deposit refund system to reduce litter and increase the litter clean-up of containers not yet in the system.
3. Require producers to collect and report on the recycling of bottle caps to reduce bottle cap waste available to become ocean plastic.
4. Raise regulated targets to at least that achieved by Alberta and Saskatchewan, with long-term targets matching the EU.
5. Enforce the regulated targets in a meaningful way. For example, make producers pay for the clean-up of ocean plastics equal to the amount by weight that they fail to collect and recycle.

Appendix A: Timeline of BC's Deposit Return System

- 1970 British Columbia implemented Canada's and the world's first deposit return system for beverage containers. It is followed by Oregon in 1971 and Alberta in 1972.
- 1997 BC government enacts the Beverage Container Stewardship Program Regulation, which includes extended producer responsibility (EPR) requirements including:
- requiring producers to take responsibility for the system;
 - managing the consumer paid deposit return system;
 - financing system operations;
 - meeting a minimum 85% recovery rate; and
 - requiring that all containers supplied into BC be re-filled or recycled⁶⁵.
- 1998 Government expands its beverage recycling program
- The system now includes all regulated ready-to-drink containers; this led to 196 million more containers being recycled. Milk and milk substitutes are notable exclusions.
- 1999 Polycoat containers were added to the deposit return system.
- 2004 The government enacts the Recycling Regulation and Encorp was established as the Producer Responsibility Organization
- The regulation streamlined its EPR regulatory structure by implementing a single comprehensive, results-based regulation to cover all producer operated stewardship programs.
 - It also lowered the required minimum recovery rates for beverage containers from 85% (Beverage Container Stewardship Program Regulation) to 75% and sets the current deposit and refund rates.
 - Encorp was formed to manage all non-alcohol beverage containers, and later forms an agreement to also manage non-beer alcohol containers on behalf of liquor and wine stewards.
- 2007 Government approved Encorp's first five-year stewardship plan (2007-2012).
- 2014 Government approved Encorp's second five-year stewardship plan (2013-2017).
- 2017 Government approved Encorp's application to continue operating its 2013-2017 plan for the 2018-2023 period, pending consultation on and receipt of approval for two amendments:

⁶⁵ Recycle BC. Available at: <https://recyclebc.ca/about-recyclebc/epr/>. Retrieved: October 19, 2018.

- Updated program performance targets for the period of 2018-2022.
- Measures to address specific government policy guidance, such as dispute resolution.

2018

- May 8 Encorp began a 45-day public consultation on proposed plan amendments.
- July 24 Encorp releases a summary of the consultation findings.
- August 10 Encorp submits proposed amendments to government for review/ approval

2018 Current status of Deposit Return Systems

- Deposit return programs exist in every province except Manitoba, though the programs range in scope and service,
- Hundreds more have been implemented globally.
- BC has regulated EPR requirements for 14 categories of materials⁶⁶, which are managed by more than 20 EPR program operators⁶⁷.

⁶⁶ Recycling Regulation. Available at: http://www.bclaws.ca/Recon/document/ID/freeside/449_2004
Retrieved: October 19, 2018.

⁶⁷ Government of British Columbia. Product Stewardship Plans and Annual Reports.
<https://www2.gov.bc.ca/gov/content/environment/waste-management/recycling/product-stewardship/stewardship-reports-plans> Retrieved: October 19, 2018.

Appendix B: Overview of BC's Recycling Regulation

BC's Recycling Regulation:

- Establishes the requirement for a deposit return system, i.e., establishes the minimum deposits that must be collected from and refunded to consumers;
- Requires “sellers” of beverage containers to collect a deposit from consumers that is not less than the minimum regulated deposit.
- Identifies and limits which containers are subject to deposit refund and who must pay the refund;
- Requires beverage container producers have a plan that collects and recycles beverage containers from container redemption facilities (e.g., depots, retailers that sell beverage containers);
- Requires producers to provide proof that materials collected are managed according to a 3Rs hierarchy that maximizes recycling over energy recovery; and
- Requires producers meet a minimum 75% recovery rate (i.e., collection rate) for 10 beverage container product sub-categories including:
 1. aluminum cans;
 2. refillable glass bottles;
 3. non-refillable glass bottles;
 4. plastic containers, able to hold 1 litre or less;
 5. plastic containers, able to hold more than 1 litre;
 6. drinking boxes;
 7. bag in a box;
 8. bimetal cans;
 9. gable top containers; and
 10. stand up pouches.

Since 1970, BC's deposit refund system has undergone many changes and has been regulated under several iterations of BC law (Appendix A). Since 2004, the BC system has been regulated under BC's Recycling Regulation, which establishes the legal framework requiring and defining:

1. Extended Producer Responsibility for designated materials (i.e., those identified in Schedules 1-5), including requiring producers (e.g., beverage container producers) to develop and implement a plan to meet regulated government recycling outcomes and targets; and
2. BC's deposit return system (Schedule 1).

Interestingly, the implementation of the Recycling Regulation actually lowered the regulated target recovery rate for beverage containers from 85% to 75% (Appendix A).

Since maximum deposits are not regulated, beverage container producers have the legal authority to charge higher than the minimum regulated deposits to encourage increased container returns. If the regulated targets were effectively enforced (e.g., with significant consequences for failure to achieve targets), then producers would have a legal (and potentially financial) incentive to make the program changes necessary to achieve regulated targets.

Additional notes

1. Since 2004, BC's deposit refund system (i.e., the Recycling Regulation, 2004) has remained virtually unchanged.
2. BC's deposit return system targets only a portion of the ready-to-serve beverage containers on the market. Milk, milk substitutes, and meal replacement containers are not subject to Schedule 1 of the Recycling Regulation and are not included in BC's deposit return system.
3. BC's deposit return system is operated by two producer responsibility organizations: Brewers Recycling Container Collection Council (the Brewers), which collects and recycles all domestic refillable beer containers and beer cans, and Encorp Pacific (Encorp), which manages all other regulated containers and the vast majority of containers in the system.

Appendix 1: Consultation Recommendation to Ministry of Environment and Climate Change in regards to the Encorp Pacific program plan.

We recognize that Encorp has set the overall target to increase to 80% by 2020. While this is an improvement from the 77% overall target previously proposed, the RDN believes that Encorp is capable of setting a higher achievable overall target.

- Low Recovery Rates - Pouches, Bag in Box and Drink Boxes
 - This target again is too low and should be set at a minimum baseline of 50%, rising to 75% in the second or third year
 - If these materials are underperforming there should be an increase in education/awareness or reduction in production from producers.
 - Clear signage at point of sale with refundable information should be made available
- Recyclability of commodities
 - Clear transparency about the recyclability of commodities with numbers showing what gets recycled and or sent for disposal. As a signee of the Ellen MacArthur Foundation's Global Commitment, Encorp has committed to recycle 75% of the plastic containers sold into the Province of BC by 2022 but again more can be done! What are the reasons behind the target being set at 75%? Recyclability? Collection? Disposal?
- Definition of 'Recyclable' - would be better to see a breakdown of reuse, recycling for further product/packaging production or waste to energy and engineered fuel in the recycling statistics.
- What are the hard to recycle container types?
- Is there any system/regulation in place to deter packaging companies from producing hard to recycle containers?
 - Surcharge to be added to these products in order to deter their availability?
 - Again the public needs more transparency about what happens to their recycling.
- Refundable amounts
 - Consider increasing refundable amounts in order to improve recovery numbers. Evidence has shown that if a larger deposit is put upon a packaging it can help improve recovery numbers.

Overall as a leading stewardship agency in BC, Encorp should be setting higher standards for Stewards to meet not just meeting the status quo.

Government of Canada taking action to reduce plastic pollution

Plastic has thousands of useful applications, but is often mismanaged and ends up polluting our environment and wasting valuable resources. Reducing plastic pollution and investing in Canadian innovation are part of the Government of Canada's overall plan to protect the environment and fight climate change to build a stronger economy and healthier communities.

The Government of Canada is taking the following steps to reduce plastic pollution, working with provinces, territories, businesses, and others. This includes ongoing work through the Canadian Council of Ministers of the Environment to develop an action plan to implement the Canada-wide Strategy on Zero Plastic Waste.

Banning harmful single-use plastics as early as 2021 under the Canadian Environmental Protection Act and taking other steps to reduce plastic waste, where supported by scientific evidence and when warranted – and taking other steps to reduce plastic waste

The ban would reduce pollution from single-use plastic products and packaging – such as shopping bags, straws, cutlery, plates, and stir sticks – that science indicates are harmful to the environment and human health, where warranted. The specific products and measures included in the ban will be determined following a State of the Science assessment on plastic pollution in the environment, which is already underway and will include a peer review, public consultations, and socio-economic considerations. Additional regulatory actions could include requiring products to contain a set amount of recycled content, or be capable of being recycled or repaired.

Ensuring that companies that manufacture plastic products or sell items with plastic packaging are responsible for managing the collection and recycling of their plastic waste

Extended Producer Responsibility (EPR) programs are recognized as an effective mechanism to support the creation of a circular economy. Under an EPR program, companies making products are responsible for the end-of-life management of their products and packaging. The Government of Canada will work with provinces and territories, through the Canadian Council of Ministers of the Environment, to support the development of consistent EPR programs across the country. The Government of Canada will also work in collaboration with provinces, territories and industry to set targets for plastics collection, recycling, and recycled content requirements.

Working with industry to prevent and retrieve abandoned, lost, or discarded fishing gear, known as ghost fishing gear – a major contributor to marine plastic debris

The Government of Canada will work with stakeholders through a new Sustainable Fisheries Solutions and Retrieval Support Contribution Program. We will support fish harvesters to acquire new gear technologies to reduce gear loss, and take concrete actions to support ghost gear retrieval and responsible disposal. We will work together with Canadians to reduce the impacts of ghost fishing gear in our aquatic ecosystems and keep our endangered marine animals safe.

Investing in new Canadian technologies

Through the Canadian Plastics Innovation Challenge, the Government of Canada is helping small businesses across the country find new ways to reduce plastic waste and turn waste into valuable resources supporting a circular economy. Seven challenges have been launched so far, providing over \$10 million dollars to 18 Canadian small- and medium-sized enterprises. These businesses are working to reduce plastic waste from food packaging, construction waste, marine vessels, and fishing gear. They are also improving plastic recycling through artificial intelligence and refining technologies for bioplastics.

Mobilizing international support to address plastic pollution

At the 2018 G7 in Charlevoix, Canada launched the Ocean Plastics Charter, which outlines concrete actions to eradicate plastic pollution and recognizes the need for urgent action to address the devastating impacts of marine litter on the health and sustainability of our oceans, seas, coastal communities, and ecosystems. As of May 2019, the Charter has been endorsed by 21 governments and 60 businesses and organizations.

Investing in waste management solutions in developing countries is essential to reducing marine litter. The Government of Canada is contributing \$100 million to help developing countries prevent plastic waste from entering the oceans, address plastic waste on shorelines, and better manage existing plastic resources. This includes \$65 million through the World Bank, \$6 million to strengthen innovative private-public partnerships through the World Economic Forum's Global Plastic Action Partnership, and \$20 million to help implement the G7 Innovation Challenge to Address Marine Plastic Litter.

Reducing plastic waste from federal operations

The Government of Canada is strengthening policies, requirements, and guidelines that promote sustainable procurement practices, and has committed to divert at least 75 per cent of plastic waste from federal operations by 2030. These changes will promote the purchase of goods and services that use reusable, recyclable, or compostable plastics or contain renewable or recycled plastic content.

Reducing plastic microbeads in freshwater marine ecosystems

To reduce the amount of plastic microbeads entering Canadian freshwater and marine ecosystems, Canada prohibited the manufacture and import of all toiletries that contain plastic microbeads (such as bath and body products) as of July 1, 2018. A complete ban comes into force July 1, 2019.

Supporting community-led action and citizen-science activities

To help keep our shorelines, bodies of water, parks, and other natural places free of plastic pollution, the Government of Canada will provide \$1.5 million in 2019 for organizations to start new plastics projects that mobilize and engage citizens. The Government of Canada will support community-led action through education, outreach, and citizen science, and support concrete actions through community cleanups and demonstrations to reduce plastic waste.

Launching Canada's Plastics Science Agenda

The Government of Canada will accelerate research along the lifecycle of plastics and on the impacts of plastics pollution on humans, wildlife, and the environment. It will support evidence-based decision-making and innovative approaches to sustainable plastics production, recycling, and recovery. Canada's Plastics Science Agenda will also identify priority areas for multi-sector research partnerships to help achieve Canada's zero plastic waste goals.



MEETING: June 11, 2019

FILE: 1870-20

SUBJECT: 2018 Annual Financial Report and Statement of Financial Information

That the 2018 Annual Financial Report and the Statement of Financial Information be approved as presented.

The Board approved the 2018 consolidated financial statements of the Regional District of Nanaimo (RDN) at the May Special Board meeting. MNP LLP, the RDN's external auditors, confirmed the Regional District remains in sound financial health with a good balance of assets to liabilities and highly liquid cash reserves to meet annual costs.

As the statements now have final audit approval, they are included in the Regional District's Annual Report and Statement of Financial Information (SOFI). The SOFI, including the board remuneration report, ensures the RDN complies with the requirements of the *Local Government Act* and the *Financial Information Act*.

The Regional District must prepare a Statement of Financial Information to comply with the *Financial Information Act*. The SOFI contains the audited consolidated financial statements, the schedule of Board expenses and remuneration, schedule of employee expenses and remuneration (over \$75,000), a schedule of supplier payments (over \$25,000) and information on community grants provided during the year.

The full edition of the annual report consisting of departmental highlights, approved consolidated financial statements, supplementary departmental revenue and expense schedules as well as statistical data is provided as a separate handout.

The annual report and SOFI will be posted to the Regional District's web site for public access.

Statement of Financial Information (Attachment 1)

The *Financial Information Act* requires that the Statement of Financial Information be approved by the Board. Regional Districts are also required by Section 376 of the *Local Government Act* to report on Board and Committee member expenses and remuneration (*page 33 of Attachment 1*). Total 2018 remuneration for Board members and their alternates was \$492,618. Board members' expenses totalled \$95,597 in 2018.

ALTERNATIVES


1. That the 2018 Annual Financial Report and the Statement of Financial Information be approved.
2. That alternate direction be provided to staff.

FINANCIAL IMPLICATIONS

The annual audit fee of \$27,300 was included in the Finance Department's 2018 budget.

STRATEGIC PLAN IMPLICATIONS

Regional Districts are required by the *Local Government Act* to present annually the results of its financial audit and to include a report on Board and Committee member expenses and remuneration in the Statement of Financial Information. Compliance with this requirement directly supports the Board governing value to *Be Transparent and Accountable*, which demands transparency in financial reporting and that Directors are accountable to the public.



Manvir Manhas
mmanhas@rdn.bc.ca
May 31, 2019

Reviewed by:

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

Attachments:

1. 2018 Statement of Financial Information



REGIONAL DISTRICT OF NANAIMO

STATEMENT OF FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2018

(In compliance with the Financial Information Act of British Columbia, Chapter 140)



REGIONAL DISTRICT OF NANAIMO

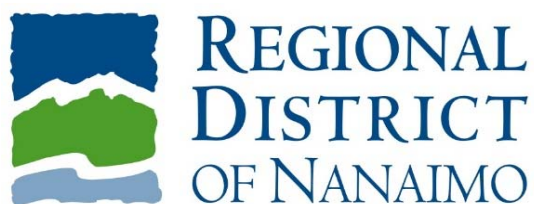
The information contained in this booklet represents the Regional District of Nanaimo's filing under the Financial Information Act for the year ended December 31st, 2018 and has been presented to and received by the Board of the Regional District of Nanaimo at a meeting held June 11, 2019.

The financial summary information included in this report is extracted from the 2018 audited annual financial statements prepared by the Regional District. The full text of the financial statements may be obtained from the Regional District offices or through its website at www.rdn.bc.ca/financial-reports.

Signed in accordance with the requirements of the Financial Information Regulation, Schedule 1, and Section 9(2).

Ian Thorpe
Chairperson

Jeannie Bradburne
Director of Finance



STATEMENT OF FINANCIAL INFORMATION
For the year ended December 31, 2018

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Management's Responsibility



To the Members of the Board of the Regional District of Nanaimo:

This statement is provided to clarify and outline the roles and responsibilities of the management team, the elected Board of Directors and the independent auditors in relation to the preparation and review of the Regional District of Nanaimo's annual financial results.

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Regional Board of Directors is composed entirely of Directors who are neither management nor employees of the Regional District. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for delegating the authority for approval of the consolidated financial statements. The Board fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management. The Board is also responsible for recommending the appointment of the Regional District's external auditors. The external auditors have full and free access to the Board and management to discuss their audit findings.

MNP LLP, an independent firm of Chartered Professional Accountants, has been appointed by the Regional Board of Directors to audit the consolidated financial statements and report to them; their report follows.

April 23, 2019

A handwritten signature in blue ink, appearing to read "J. Bradburn", is written over a horizontal line.

Director of Finance

Independent Auditor's Report

To the Members of the Board of the Regional District of Nanaimo:

Opinion

We have audited the consolidated financial statements of the Regional District of Nanaimo (the "Regional District"), which comprise the consolidated statement of financial position as at December 31, 2018, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows and related schedules on pages 25 to 34 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Regional District as at December 31, 2018, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Regional District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The supplementary information on pages 35 to 49 have been presented for purposes of additional analysis and are unaudited. We do not express an opinion on these schedules because our examination did not extend to the detailed information therein.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Regional District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Regional District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Regional District's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Regional District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Regional District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Regional District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Regional District to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

May 14, 2019

MNP LLP

Chartered Professional Accountants

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2018

		<u>2018</u>	<u>2017</u>
Financial Assets			
Cash and cash equivalents	(Note 2)	\$ 72,294,954	\$ 84,180,386
Portfolio investments	(Note 4)	38,958,504	34,193,566
Accounts receivable	(Note 3)	9,191,113	8,925,705
Other jurisdictions debt receivable	(Note 12)	63,393,569	60,630,952
Other assets	(Note 5)	25,578	579,903
		<u>183,863,718</u>	<u>188,510,512</u>
Financial Liabilities			
Accounts payable	(Note 7)	11,641,834	7,534,004
Other liabilities	(Note 8)	4,417,209	4,433,281
Unfunded liabilities	(Note 9)	17,343,908	15,088,181
Deferred revenue	(Note 10)	28,026,410	28,663,666
Short-term loans	(Note 6)	644,128	277,473
Long-term debt	(Note 11)	99,074,842	95,489,278
		<u>161,148,331</u>	<u>151,485,883</u>
Net Financial Assets		<u>\$ 22,715,387</u>	<u>\$ 37,024,629</u>
Non-financial Assets			
Tangible capital assets	(Note 13)	247,356,919	211,111,824
Inventories		48,131	47,831
Prepaid expenses		1,988,931	1,896,230
		<u>249,393,981</u>	<u>213,055,885</u>
Accumulated Surplus	(Note 15)	<u>\$ 272,109,368</u>	<u>\$ 250,080,514</u>
Contingent Liabilities (Note 21)			
Commitments (Note 27)			

APPROVED:



Jeannie Bradburne, CPA, CGA, MBA
 Director of Finance

The accompanying notes are an integral part of these consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Budget</u> (Note 17)	<u>2018</u>	<u>2017</u>
Revenue			
Property taxes	\$ 50,174,213	\$ 50,174,213	\$ 48,026,015
Operating revenues	23,294,734	25,622,661	24,712,090
Government transfers and grants (Note 14)	20,085,544	14,361,310	9,287,684
Developer contributions	6,415,610	5,523,891	2,535,951
Other income	1,920,309	2,270,728	1,111,434
Portfolio investment income	75,000	782,014	527,288
Other investment income	75,000	891,472	367,376
Payments in lieu of taxes	149,290	595,566	197,398
	<u>102,189,700</u>	<u>100,221,855</u>	<u>86,765,236</u>
Expenses			
General Government	3,484,094	3,944,873	3,761,080
Strategic and Community Development	4,746,014	3,654,080	3,304,814
Wastewater and Solid Waste Management	21,623,141	26,522,152	26,217,493
Water, Sewer, and Street lighting	4,985,648	5,709,202	5,566,153
Public Transportation	20,838,947	21,272,863	19,601,485
Protective Services	5,816,894	5,833,445	5,471,779
Parks, Recreation, and Culture	11,031,605	11,256,386	11,438,820
	<u>72,526,343</u>	<u>78,193,001</u>	<u>75,361,624</u>
Surplus for the year	\$ 29,663,357	\$ 22,028,854	\$ 11,403,612
Accumulated surplus, Beginning of the year	250,080,514	250,080,514	238,676,902
Accumulated surplus, End of the year (Note 15)	<u>\$ 279,743,871</u>	<u>\$ 272,109,368</u>	<u>\$ 250,080,514</u>

The accompanying notes are an integral part of these consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Budget</u> (Note 17)	<u>2018</u>	<u>2017</u>
Surplus for the year	\$ 29,663,357	\$ 22,028,854	\$ 11,403,612
Acquisition of tangible capital assets	(72,943,091)	(43,667,027)	(20,700,693)
Amortization of tangible capital assets	-	7,335,406	7,216,168
Proceeds on disposal of tangible capital assets	-	37,082	444,701
Loss on disposal of tangible capital assets	-	49,444	155,258
Change in prepaid expenses	-	(92,701)	(481,462)
Change in inventories	-	(300)	(4,432)
Decrease in Net Financial Assets	(43,279,734)	(14,309,242)	(1,966,848)
Net Financial Assets, Beginning of the year	37,024,629	37,024,629	38,991,477
Net Financial Assets, End of the year (Pg. 3)	<u>\$ (6,255,105)</u>	<u>\$ 22,715,387</u>	<u>\$ 37,024,629</u>

The accompanying notes are an integral part of these consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>2018</u>	<u>2017</u>
Operating Transactions		
Surplus for the year	\$ 22,028,854	\$ 11,403,612
Non-cash items included in surplus		
Amortization of tangible capital assets	7,335,406	7,216,168
Contributed tangible capital assets	-	(2,266,000)
Loss on disposal of tangible capital assets	49,444	155,258
Debt actuarial adjustments	(401,611)	(347,372)
Change in non-cash working capital balances related to operations		
Increase in accounts receivable	(265,408)	(2,779,902)
(Decrease) Increase in other assets	554,325	(485,674)
Increase in accounts payable	4,107,831	1,239,534
(Decrease) Increase in deferred revenues	(637,256)	7,926,583
Decrease in other liabilities	(16,072)	(96,573)
Increase in prepaid expenses	(92,701)	(481,462)
Increase in inventory	(300)	(4,432)
Increase in unfunded liabilities	2,255,727	2,290,730
Cash provided by operating transactions	<u>34,918,239</u>	<u>23,770,470</u>
Capital Transactions		
Acquisition of tangible capital assets	(43,667,027)	(18,434,693)
Proceeds on disposal of tangible capital assets	37,082	444,701
Cash used in capital transactions	<u>(43,629,945)</u>	<u>(17,989,992)</u>
Investment Transactions		
Cash provided by (used in) investment transactions	<u>(4,764,938)</u>	<u>(2,633,826)</u>
Financing Transactions		
Short and long-term debt issued	3,325,512	16,779,875
Repayment of short and long-term debt	(1,734,300)	(1,172,801)
Cash provided by financing transactions	<u>1,591,212</u>	<u>15,607,074</u>
Net change in cash and cash equivalents	(11,885,432)	18,753,726
Cash and cash equivalents, Beginning of the year	84,180,386	65,426,660
Cash and cash equivalents, End of the year (Pg. 3)	(Note 2) \$ 72,294,954	\$ 84,180,386

The accompanying notes are an integral part of these consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

The Regional District was incorporated in 1967 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of district wide local government services to the residents of seven electoral areas and four municipalities within its boundaries. These services include general government administration, bylaw enforcement, planning and development services, building inspection, fire protection and emergency response planning, public transportation, parks and recreation, water supply and sewage collection, wastewater disposal, solid waste collection and disposal, and street lighting.

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Principles of Consolidation

The Regional District follows Canadian public sector accounting standards issued by the Public Sector Accounting Board (PSAB) of CPA Canada.

Consolidated financial statements have been prepared in accordance with the recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the activities related to all funds belonging to the one economic entity of the Regional District. In accordance with those standards, inter-departmental and inter-fund transactions have been removed to ensure financial activities are recorded on a gross basis. The consolidated financial statements have been prepared on a going concern basis.

The consolidated financial statements include the Regional District of Nanaimo's proportionate share of the Arrowsmith Water Service (a joint venture agreement with the City of Parksville and Town of Qualicum Beach) and the Englishman River Water Service (a joint venture agreement with the City of Parksville). The Regional District's share of the joint ventures is accounted for on a proportionate basis as follows:

Arrowsmith Water Service	22.4%
Englishman River Water Service	26.0%

Any inter-entity transactions are eliminated on consolidation.

(b) Cash and cash equivalents

Cash equivalents are carried at cost and have a maturity period of less than three months.

(c) Portfolio investments

Portfolio investments are carried at cost less any amortized premium and have a maturity period of greater than one year. It is the intention of the Regional District to hold these instruments to maturity. Any premium has been amortized on a straight-line basis using the earlier of the date of maturity or call date.

(d) Non-Financial Assets

i. Tangible capital assets

Tangible capital assets are physical assets that are to be used on a continuing basis, are not for sale in the ordinary course of operations and have useful economic lives extending beyond a single year. Section 3150 of Public Sector Accounting Handbook requires governments to record and amortize the assets over their estimated useful lives. Tangible capital assets are reported at historical cost and include assets financed through operating budgets, short-term and long-term debt, and leases. Tangible capital assets, when acquired, are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

The cost of the tangible capital asset less any estimated residual value is amortized on a straight-line basis over estimated useful lives as follows:

Asset Category	Useful Life Range (years)
Land	n/a
Land Improvements	15 - 50
Building	20 - 50
Equipment, Furniture & Vehicles	5 - 20
Engineering Structures	
Water	25 - 75
Sewer	45 - 75
Wastewater	30 - 75
Solid Waste	20 - 50
Transportation	20 - 50

In the year of acquisition and in the year of disposal, amortization is recorded as half of the annual expense for that year. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions (examples are parklands as a result of subdivision, donated land and infrastructure built by property developers which is transferred to the Regional District) are recorded as assets and revenues at their fair value at the date of receipt.

iii. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(e) Debt servicing cost

Interest is recorded on an accrual basis.

(f) Financial Instruments

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, other jurisdictions debt receivable, short-term loans, accounts payable, other liabilities and long-term debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments.

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(g) Revenue recognition

Revenues are recorded on an accrual basis and are recognized in the period in which they are earned.

Property tax revenues and payments in lieu are recognized as revenue when levied. Operating revenues such as user fees, tipping fees, garbage, and recycling collection fees are recognized when charged to the customer, when amounts are measurable and when collectability is reasonably assured. Interest on investments is recorded when earned on an accrual basis. Development cost contributions are recorded as deferred revenues when received and recognized as revenue in the year in which the associated expenses are incurred. Donations of tangible assets are recognized as revenue on the date of receipt. Other revenues are recognized as revenue when amounts can be reasonably estimated and collectability is reasonably assured.

The Regional District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the Regional District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

(h) Expense recognition

Operating expenses are recorded on an accrual basis. Expenses under the accrual basis are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

Estimates of employee future benefits are recorded as expenses in the year they are earned. Landfill closure and post closure costs are recognized as costs as landfill capacity is used.

(i) Contingent liabilities

Contingent liabilities are recognized in accordance with PS 3300, which requires that an estimate be recorded when it is likely that a future event will confirm that a liability has been incurred by the financial statement date and that the amount can be reasonably estimated.

(j) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the determination of employee retirement benefits, landfill closure and post closure liabilities, likelihood of collection of accounts receivable, useful lives of tangible capital assets and provisions for contingencies. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Regional District is responsible for. Actual results may vary from those estimates and adjustments will be reported in operations as they become known. Changes to the underlying assumptions and estimates or legislative changes in the near term could have a material impact on the provisions recognized.

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(k) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Regional District is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2018.

At each financial reporting date, the Regional District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Regional District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

(l) Adoption of new accounting pronouncements

PS 2200 Related Party Disclosures

Effective January 1, 2018, the Regional District adopted the recommendations relating to PS 2200 *Related Party Disclosures*, as set out in the CPA Canada public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

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

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3210 Assets

Effective January 1, 2018, the Regional District adopted the recommendations relating to PS 3210 *Assets*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section provides guidance for applying the definition of assets set out in PS 1000 *Financial Statement Concepts*. The main features of this standard are as follows:

Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.

The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.

An economic resource may meet the definition of an asset but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3320 Contingent Assets

Effective January 1, 2018, the Regional District adopted the recommendations relating to PS 3320 *Contingent Assets*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.

Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.

Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the basis for any estimates of extent made.

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

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3380 Contractual Rights

Effective January 1, 2018, the Regional District adopted the recommendations relating to PS 3380 *Contractual Rights*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

This new Section establishes disclosure standards on contractual rights and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Standard are as follows:

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.

Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

Disclosures should include descriptions about nature, extent, and timing.

There was no material impact on the consolidated financial statements of adopting the new Section.

PS 3430 Restructuring Transactions

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

A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.

A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.

Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.

The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.

Restructuring-related costs are recognized as expenses when incurred.

Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.

The financial position and results of operations prior to the restructuring date are not restated.

Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

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

The Regional District does not expect application of the new Standard to have a material effect on the consolidated financial statements.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

1. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

PS 3420 Inter-entity Transactions

Effective January 1, 2018, the Regional District adopted the recommendations relating to PS 3420 *Inter-entity Transactions*, as set out in the CPA Canada public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective.

The main features of the new Section are:

- i. Under a policy of cost allocation, revenues and expenses are recognized on a gross basis.
- ii. Transactions are measured at the carrying amount, except in specific circumstances.
- iii. A recipient may choose to recognize unallocated costs for the provision of goods and services and measure them at the carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice.
- iv. The transfer of an asset or liability for nominal or no consideration is measured by the provider at the carrying amount and by the recipient at the carrying amount or fair value.
- v. Inter-entity transactions are considered in conjunction with PS 2200 *Related Party Disclosures*.

There was no material impact on the consolidated financial statements of adopting the new Section.

2. CASH AND CASH EQUIVALENTS

Cash and cash equivalents are comprised of cash on hand, cash on deposit at financial institutions and investments held in the Municipal Finance Authority of British Columbia investment funds.

	<u>2018</u>	<u>2017</u>
Cash	\$ 34,224,626	\$ 46,711,631
Cash equivalents	38,070,328	37,468,755
	<u>\$ 72,294,954</u>	<u>\$ 84,180,386</u>

3. ACCOUNTS RECEIVABLE

	<u>2018</u>	<u>2017</u>
Province of British Columbia	\$ 268,731	\$ 314,588
Government of Canada	2,128,518	971,278
Regional and local governments	955,112	654,769
BC Transit Annual Operating Agreement	2,800,997	1,001,008
Accrued investment interest	196,322	240,029
Developer DCC instalments/contributions	243,000	2,834,716
Other trade receivables	2,598,433	2,909,317
	<u>\$ 9,191,113</u>	<u>\$ 8,925,705</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

4. PORTFOLIO INVESTMENTS

	<u>2018</u>	<u>2017</u>
Investments at cost less amortized premium	\$ <u>38,958,504</u>	\$ <u>34,193,566</u>

As at December 31, 2018, the following investments were held by the Regional District:

Investment		Amortized Purchase Price	Accrued Interest	Total Book Value	Market Value at December 31, 2018
BNS	2.81% deposit note	\$ 5,180,568	\$ 1,595	\$ 5,182,164	\$ 5,180,568
TD	2.39% deposit note	5,089,488	51,655	5,141,142	5,141,142
CCCU	2.85% deposit note	3,174,293	744	3,175,036	3,174,293
BMO	3.14% coupon note	3,000,000	13,678	3,013,678	2,999,788
AGROVE	2.45% deposit note	2,966,649	41,220	3,007,869	3,007,869
TD	1.50% extendible note	2,500,000	9,247	2,509,247	2,395,122
BMO	1.85% extendible note	2,802,000	9,089	2,811,089	2,767,308
BMO	1.60% extendible note	2,050,000	6,580	2,056,580	2,004,987
BMO	2.15% extendible note	2,000,000	1,849	2,001,849	1,927,961
TD	2.00% extendible note	2,000,000	15,995	2,015,995	1,973,961
BMO	2.50% extendible note	2,000,000	7,123	2,007,123	1,990,709
BMO	2.00% extendible note	1,515,000	7,397	1,522,397	1,504,556
TD	2.00% extendible note	1,500,000	7,775	1,507,775	1,490,801
CONEXUS	2.85% deposit note	995,000	7,847	1,002,847	1,002,847
CONEXUS	2.85% deposit note	995,000	7,458	1,002,458	1,002,458
CONEXUS	2.85% deposit note	995,000	7,070	1,002,070	1,002,070
TD	1.00% deposit note	195,506	-	195,506	195,365
		\$ <u>38,958,504</u>	\$ <u>196,322</u>	\$ <u>39,154,826</u>	\$ <u>38,761,806</u>

5. OTHER ASSETS

	<u>2018</u>	<u>2017</u>
Security deposits for building or development permit applications	\$ <u>25,578</u>	\$ <u>579,903</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

6. SHORT-TERM LOANS

During 2018, the Regional District entered into one additional short-term loan agreement totalling \$475,000 with the Municipal Finance Authority. In 2018, principal payments of \$108,345 were made. The maturity dates of the loans range between 1 to 5 years. The interest rates for these loans are variable, which at December 31 was 2.79%.

	<u>2018</u>	<u>2017</u>
Compactor	\$ -	\$ 43,121
Land - Community Parks EA B	112,800	150,400
Trailer and Kubota	3,676	8,952
Land - Community Parks EA F	60,000	75,000
Fire Trucks - Errington Volunteer Fire Department	467,652	-
	<u>\$ 644,128</u>	<u>\$ 277,473</u>

Short-term loan payments for the next five years are:

<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>TOTAL</u>
\$146,930	\$145,645	\$148,004	112,797	\$90,752	<u>\$644,128</u>

7. ACCOUNTS PAYABLE

	<u>2018</u>	<u>2017</u>
Payable to Federal Government	\$ 222,731	\$ 198,935
Payable to Provincial Government	831,091	785,638
Payable to other local governments	159,037	1,119,919
Trade and other payables	10,428,975	5,429,512
	<u>\$ 11,641,834</u>	<u>\$ 7,534,004</u>

8. OTHER LIABILITIES

	<u>2018</u>	<u>2017</u>
Wages and benefits payable	\$ 1,738,230	\$ 1,711,006
Retirement benefits payable - see note 9(a) i	2,051,001	2,243,138
Permit deposits	627,978	479,137
	<u>\$ 4,417,209</u>	<u>\$ 4,433,281</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

9. UNFUNDED LIABILITIES

Unfunded liabilities represent the estimated amount of cumulative future expenses required to meet obligations which result from current operations. These liabilities are related to contractual employment obligations and landfill operations which are governed by Provincial statute. Special reserves which have been set aside to meet those obligations are described below.

(a) Employee Benefits

- i. Retirement Benefits - The Regional District provides vested sick leave benefits to its employees who retire where they can qualify for a one time payout of up to 60 days of their accumulated unused sick leave. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on service. The actuarial valuation was calculated at December 31, 2018.

The accrued post-employment benefits are as follows:

	<u>2018</u>	<u>2017</u>
Balance, beginning of year	\$ 1,797,849	\$ 1,777,474
Current service costs	161,076	149,400
Benefits paid	(178,123)	(156,899)
Interest cost	50,011	54,096
Amortization of Net Actuarial Loss/ (Gain)	(25,592)	(26,222)
Balance, end of year	<u>\$ 1,805,221</u>	<u>\$ 1,797,849</u>

The significant actuarial assumptions adopted in measuring the Regional District's post-employment benefits are as follows:

	<u>2018</u>	<u>2017</u>
Discount Rate	3.30%	2.90%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%
Retirement benefits payable	<u>2018</u>	<u>2017</u>
Balance reported in Note 8	\$ 2,051,001	\$ 2,243,138
Consolidation adjustment for actuarial valuation	(245,780)	(445,289)
Accrued benefit balance, end of year	<u>\$ 1,805,221</u>	<u>\$ 1,797,849</u>

- ii. Other – Includes vacation pay adjustments and statutory and other benefits provided for in the collective agreement and which are paid in the normal course of business in the following year. The vacation pay liability at December 31, 2018 is \$128,143 (2017, \$109,294). The statutory benefits liability at December 31, 2018 is \$198,329 (2017, \$144,842).

(b) Landfill Closure and Post Closure Maintenance Costs

In accordance with PS 3270, liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill Closure costs include placing a permanent cover over the face of the landfill. Post Closure Maintenance costs include landfill gas monitoring, leachate collection system operation and general site maintenance for a period of 200 years after the landfill is permanently closed.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

9. UNFUNDED LIABILITIES (CONTINUED)

- i. Landfill Closure costs - are estimated based on the open area of the remaining unused capacity of the landfill site. In 2009, a revised design and operations plan was approved for the landfill which provides additional airspace for future needs. This plan extended the estimated life of the landfill to 2030 which has since been updated to 2042 based on most recent usage data. The plan includes remediation and reuse of previously filled areas as well as extending perimeter berms for the development of new airspace.

At December 31, 2018, there were approximately 1,610,994 cubic meters of airspace available for waste and daily cover. Landfill Closure costs are estimated at \$12,077,404 (2017, \$9,677,527). As at December 31, 2018, \$2,079,798 (2017, \$1,843,650) has been set aside in reserves for this purpose. The balance of Landfill Closure costs are expected to be funded by a combination of future reserve account contributions, operating budgets and/or borrowing.

- ii. Post Closure Maintenance costs – are costs estimated to manage the closed landfill for a statutory period of 200 years (increased from 25 years in 2015). Post Closure Maintenance costs are estimated using a number of factors including the percentage of landfill capacity already filled, the probable closure date, the regulated monitoring period, the estimated annual maintenance costs and a present value discount rate which is the difference between the long-term MFA borrowing rate and the 5 year average Consumer Price Index. The current estimate for annual Post Closure Maintenance costs are \$575,000 for year 1-5; \$475,000 for year 6-10; \$275,000 for year 11-25; and \$100,000 for year 26-200. Total Post Closure Maintenance costs are estimated to be \$5,185,813 (2017, \$5,601,807) based on 66% of the total landfill capacity being filled at this date, a 24 year lifespan to 2042, final closure in 2043, and a discount rate of 1.63%. Post Closure Maintenance costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

The remaining liability to be recognized is estimated to be \$8,893,172 (2017, \$7,871,171) based on the remaining capacity of 1,610,994 cubic meters of airspace, which is 34% of the total landfill capacity.

<u>Unfunded Liability Balances</u>	<u>2018</u>	<u>2017</u>
Employee Retirement Benefits	\$ (245,780)	\$ (445,289)
Employee Other Benefits	326,471	254,136
Landfill Closure Costs	12,077,404	9,677,527
Post Closure Maintenance Costs	5,185,813	5,601,807
Unfunded Liability	<u>\$ 17,343,908</u>	<u>\$ 15,088,181</u>
Reserves On Hand	<u>\$ 2,079,798</u>	<u>\$ 1,843,650</u>

10. DEFERRED REVENUE

	<u>December 31,</u> <u>2017</u>	<u>Restricted</u> <u>Inflows</u>	<u>Revenue</u> <u>Recognized</u>	<u>December 31,</u> <u>2018</u>
Development Cost Charges	\$ 17,424,967	\$ 3,803,580	\$ (5,459,058)	\$ 15,769,489
Gas Tax Revenue Transfer program – Community Works Fund	8,310,258	1,912,630	(841,875)	9,381,013
Clean Water/Wastewater Revenue Transfer program	2,414,272	43,815	-	2,458,087
Other	514,169	71,515	(167,863)	417,821
	<u>\$ 28,663,666</u>	<u>\$ 5,831,540</u>	<u>\$ (6,468,796)</u>	<u>\$ 28,026,410</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

10. DEFERRED REVENUE (CONTINUED)

Development Cost Charges - are amounts collected or payable as a result of new subdivision or building developments under the authority of Section 559 of the *Local Government Act*. The purpose of Section 559 is to collect funds for infrastructure which will be built as a result of population growth. Development Cost Charge bylaws have been enacted for the future expansion of wastewater treatment facilities, sewer, water and a bulk water system.

Community Works Fund - is a component of the federal government's "Investing in Canada Program" which was established to transfer a portion of gas tax revenues to local governments to address infrastructure deficits. Additional information on the Regional District of Nanaimo's use of the Community Works Fund grants is included in the schedule on Pg. 35.

11. LONG-TERM DEBT

Debt is recorded and payable in Canadian dollars. It is the current policy of the Municipal Finance Authority to secure debt repayable only in Canadian dollars.

Details of long-term debt, including debt issue numbers, maturity dates, interest rates and outstanding amounts, are summarized in the Schedule of Long-Term Debt on pages 28 to 31.

	<u>2018</u>	<u>2017</u>
Long-Term debt - Regional District services	\$ 35,681,273	\$ 34,858,326
Vancouver Island Regional Library	14,363,594	14,785,940
Member municipalities	<u>49,029,975</u>	<u>45,845,012</u>
Total Long-Term Debt	<u>\$ 99,074,842</u>	<u>\$ 95,489,278</u>

Payments of principal on issued debt of the Regional District, not including member municipalities, for the next five years are:

<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>Thereafter</u>	<u>TOTAL</u>
\$2,038,970	\$2,034,934	\$2,035,047	\$1,966,777	\$1,963,871	\$25,641,674	<u>\$35,681,273</u>

12. OTHER JURISDICTIONS DEBT RECEIVABLE

Pursuant to the *Local Government Act*, the Regional District acts as the agency through which its member municipalities and other jurisdictions borrow funds from the Municipal Finance Authority. The annual cost of servicing this debt is recovered entirely from the borrowing jurisdiction. However, the Regional District is joint and severally liable for this debt in the event of default.

	<u>2018</u>	<u>2017</u>
Town of Qualicum Beach	\$ 3,240,555	\$ 3,703,491
City of Parksville	4,837,242	1,258,210
City of Nanaimo	40,952,178	40,883,311
Vancouver Island Regional Library	<u>14,363,594</u>	<u>14,785,940</u>
	<u>\$ 63,393,569</u>	<u>\$ 60,630,952</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

13. TANGIBLE CAPITAL ASSETS

Net Book Value	<u>2018</u>	<u>2017</u>
Land	\$ 43,190,799	\$ 42,610,826
Land improvements	10,896,759	11,191,795
Buildings	30,387,874	31,821,555
Engineered structures	94,203,199	97,312,780
Equipment, furniture and vehicles	10,870,848	8,415,197
Assets under construction	57,807,440	19,759,671
	<u>\$ 247,356,919</u>	<u>\$ 211,111,824</u>

The Consolidated Schedule of Tangible Capital Assets (Pg. 27) provides details of acquisitions, disposals and amortization for the year.

14. GOVERNMENT TRANSFERS AND GRANTS

	<u>2018</u>	<u>2017</u>
Federal Government		
Operating transfers	\$ 349,023	\$ 924,166
Capital transfers	<u>7,133,951</u>	<u>1,560,519</u>
	<u>\$ 7,482,974</u>	<u>\$ 2,484,685</u>
Provincial Government		
Operating transfers	\$ 6,374,154	\$ 5,940,806
Capital transfers	<u>504,182</u>	<u>862,193</u>
	<u>\$ 6,878,336</u>	<u>\$ 6,802,999</u>
Total Government Transfers and Grants	<u>\$ 14,361,310</u>	<u>\$ 9,287,684</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

15. ACCUMULATED SURPLUS

The financial operations of the Regional District are divided into three funds: capital fund, general revenue fund and reserve fund. For accounting purposes, each fund is treated as a separate entity.

General Revenue Fund – represents the accumulated operating surplus of the Regional District which has not otherwise been allocated by the Board as reserves for special purposes.

Capital Fund – represents amounts which have been expended by or returned to the General Revenue Fund or a Reserve Fund for the acquisition of tangible capital assets and includes related debt and refunds of debenture debt sinking fund surpluses.

Reserves - represents that portion of the accumulated operating surplus that has been set aside to fund future expenses. It includes both statutory reserves created by bylaw under the authority of the *Local Government Act* and reserve accounts, which may be used by the Board without legislative restrictions.

The Accumulated Surplus consists of individual fund surpluses (deficits) and reserves as follows:

	<u>2018</u>	<u>2017</u>
Unappropriated Surplus (Page 36)	13,053,647	12,297,424
Appropriated Surplus		
Reserve for future expenditures	4,863,180	3,906,208
Landfill closure	2,079,798	1,843,650
Property insurance deductible-fire departments	31,588	31,010
Liability insurance deductible	156,041	153,187
Regional Sustainability Initiatives	12,693	12,467
Dashwood Fire	10,144	453
San Pareil Boundary Amendment	10,263	10,097
Regional parks and trails donations	69,462	57,921
Vehicle fleet replacement (various departments)	553,235	1,007,139
	<u>20,840,051</u>	<u>19,319,556</u>
Net investment in Tangible capital assets (Note 16)	211,031,519	175,976,025
Capital Fund advances	171,261	4,779,379
Unfunded liabilities	<u>(17,343,908)</u>	<u>(15,088,181)</u>
	<u>214,698,923</u>	<u>184,986,779</u>
Restricted Reserve Funds (Page 33)	<u>57,410,445</u>	<u>65,093,735</u>
Accumulated Surplus (Page 3)	<u>\$ 272,109,368</u>	<u>\$ 250,080,514</u>

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

16. NET INVESTMENT IN TANGIBLE CAPITAL ASSETS

Net investment in tangible capital assets represents the historic cost of capital expenses less debt obligations incurred to purchase and develop the infrastructure.

	<u>2018</u>	<u>2017</u>
Tangible capital assets (Pg. 3)	\$ 247,356,919	\$ 211,111,824
Short-term loans (Pg. 3)	(644,128)	(277,473)
Long-term debt - Regional District only (Note 11)	(35,681,273)	(34,858,326)
Net investment in Tangible capital assets (Note 15)	<u>\$ 211,031,519</u>	<u>\$ 175,976,025</u>

17. BUDGET FIGURES

Budget figures represent the Financial Plan Bylaw adopted by the Board on March 27, 2018. The financial plan includes capital expenses but does not include amortization expense. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The following reconciliation of the budgeted "Surplus for the year" shown on Pg. 4 is provided to show which items must be added or removed to reflect to the budgeted financial plan values which are shown compared to actual expenses on Pg. 36 (General Revenue Fund Schedule of Revenue and Expenses).

	<u>2018 Budget</u>
Budgeted Surplus for the year (Pg. 4)	\$ 29,663,357
Add:	
Transfers from reserves	37,241,862
Proceeds of borrowing	15,119,726
Prior year operating surplus	12,146,812
Less:	
Capital expenses	(72,943,091)
Prior Year consolidation adjustments	
Debt principal repayments/actuarial adjustments	
Budgeted principal payments	\$ 4,958,635
Add: Actuarial Adjustments	401,611
Less: Principal payments for member municipalities	<u>(3,188,064)</u>
Transfer to reserves	<u>(10,433,016)</u>
Consolidated Budgeted Surplus, per Regional District of Nanaimo Financial Plan Bylaw No. 1771 (Pg. 36)	<u>\$ 8,623,468</u>

18. MUNICIPAL FINANCE AUTHORITY RESERVE DEPOSITS

The Regional District secures its long-term borrowing through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. As at December 31, 2018, the Regional District had debt reserve funds of \$545,125 (2017, \$535,176).

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

19. NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency call answering service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni Clayoquot, Nanaimo, and Powell River. The shares in the corporation are owned as follows:

Alberni Clayoquot	3 shares
Comox Valley	6 shares
Strathcona	4 shares
Mount Waddington	1 share
Nanaimo	5 shares
Powell River	2 shares

The Regional District's investment in shares of the North Island 9-1-1 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS 3060.06). The Regional District's share of the corporation is equal to 23.8% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

20. PENSION LIABILITY

The Regional District of Nanaimo and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer contributory pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from the local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan was at December 31, 2015, indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Regional District of Nanaimo paid \$2,175,914 (2017, \$2,036,380) for employer contributions to the Plan in fiscal 2018.

	<u>2018</u>	<u>2017</u>
Employer Portion	\$ 2,175,914	\$ 2,036,380
Employee Portion	<u>1,921,741</u>	<u>1,782,863</u>
	<u>\$ 4,097,655</u>	<u>\$ 3,819,243</u>

21. CONTINGENT LIABILITIES

Contingent liabilities are recognized by the Regional District in accordance with PS 3300.15. As at December 31, 2018, there were outstanding claims against the Regional District, however, no liability has been accrued because amounts are undeterminable and the likelihood of the Regional District having to make payment is uncertain.

REGIONAL DISTRICT OF NANAIMO
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
for the year ended December 31, 2018

22. ENVIRONMENTAL REGULATIONS

The Regional District is subject to environmental regulations which apply to a number of its operations. These regulations may require future expenses to meet applicable standards and subject the Regional District to possible penalties for violations. Amounts required to meet these obligations will be charged to operations when incurred and/or when they can be reasonably estimated.

23. EXPENSES BY OBJECT

	<u>Budget</u>	<u>2018</u>	<u>2017</u>
Operating goods and services	\$ 36,984,174	\$ 33,994,163	\$ 34,053,190
Wages and benefits	34,034,730	33,100,265	30,547,859
Debt interest	1,507,439	1,507,439	1,253,676
Amortization expense	-	7,335,406	7,216,168
Unfunded expenditures (Note 9)	-	2,255,728	2,290,731
Total Expenditures by Object	<u>\$ 72,526,343</u>	<u>\$ 78,193,001</u>	<u>\$ 75,361,624</u>

24. ARROWSMITH WATER SERVICE AND ENGLISHMAN RIVER WATER SERVICE JOINT VENTURES

The Arrowsmith Water Service (AWS) was formed in 1996 as a joint venture between the Regional District of Nanaimo, the City of Parksville and the Town of Qualicum Beach. The AWS was established to develop a bulk water supply available to the participants in the service and to construct the Arrowsmith Dam as a first step in that development as well as to provide for protection of the fisheries habitat of the Englishman River.

The Englishman River Water Service (ERWS) is a joint venture between the City of Parksville and the Regional District of Nanaimo, formed to secure a bulk water supply from the Englishman River. This regional partnership supplements existing well supply sources owned and operated by the City of Parksville and Nanoose Bay Peninsula Water Service Area. The ERWS development plan includes a new river water supply intake, new water treatment plant and distribution system.

Financial results and budget for the joint ventures are consolidated in the Regional District of Nanaimo's financial statements proportionately based on the joint venture agreements: 22.4% of the Arrowsmith Water Service and 26% of the Englishman River Water Service.

The following table summarizes the financial statements of the two joint ventures.

	<u>Arrowsmith Water Service 2018</u>	<u>Englishman River Water Service 2018</u>
Financial assets	\$ 369,630	\$ 3,127,772
Non-financial assets	<u>6,457,416</u>	<u>33,855,482</u>
Accumulated surplus	<u>6,827,046</u>	<u>36,983,254</u>
Revenues		
Joint venturer contributions	\$ 110,087	\$ 6,341,942
Capital grant	<u>-</u>	<u>4,492,229</u>
	110,087	10,834,171
Expenses		
Operating	<u>80,087</u>	<u>16,708</u>
Annual surplus (deficit)	<u>\$ 30,000</u>	<u>\$ 10,817,463</u>

25. CONTAMINATED SITES

At the reporting date, only one site was identified as potentially contaminated due to past industrial use at this site and on the neighbouring property; these findings remain unchanged from the December 31, 2015 year end. For this site there is insufficient information to determine whether contamination exceeding the relevant environmental standard is likely to exist, or whether remediation is required. The future cost and responsibility for remediation of this site is not currently determinable.

26. SUBSEQUENT EVENTS

On March 26, 2019, the decision was made to discontinue the Bowser Village Centre Sewer Servicing project. The RDN was awarded a joint Federal and Provincial Clean Water and Wastewater Fund of up to \$7.6 million, with \$2.4 million being received in 2017. Development Cost Charges towards the project in the amount of \$2.6 million were received in 2018. Project funding will be returned in 2019, and the design cost of \$0.3 million will be written off.

27. COMMITMENTS

As at December 31, 2018, the regional district had the following significant commitments:

NAC Constructors Ltd. – for the Greater Nanaimo Pollution Control Centre Secondary Treatment Upgrade. Scheduled for completion in 2019, this project has a remaining commitment of \$26,974,439.

Circular Waste British Columbia Inc. – for the Solid Waste Organics Processing Agreement. This 20-year agreement, which expires December 7, 2038, provides for a minimum payment of \$1,350,000 in the first year and is adjusted for inflation in each of the subsequent years.

28. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform to the presentation adopted in the current year.

**REGIONAL DISTRICT OF NANAIMO
GENERAL REVENUE FUND
SCHEDULE OF REVENUE AND EXPENSES
as at December 31, 2018
(UNAUDITED)**

	Corporate Services (Schedule A)	Strategic & Community Development (Schedule B)	Regional & Community Utilities (Schedule C)	Recreation & Parks Services (Schedule D)	Transportation & Emergency Services (Schedule E)	Actual 2018	Budget 2018	Actual 2017
REVENUES								
Tax requisition	\$ 4,560,777	\$ 2,401,480	\$ 19,395,804	\$ 10,839,337	\$ 16,168,924	\$ 53,366,322	\$ 53,366,322	\$ 50,044,837
Government transfers & grants	372,860	213,120	7,410,957	306,464	6,057,909	14,361,310	20,088,044	9,287,684
Payments in lieu of taxes	83,394	11,164	252,372	27,359	221,277	595,566	146,790	197,398
Investment income	446,104	-	-	-	-	446,104	150,000	269,174
Operating revenues	20,327	1,980,976	7,549,347	1,783,444	5,077,619	16,411,713	15,755,723	15,757,906
Disposal fees	-	-	9,228,498	-	-	9,228,498	8,200,000	9,183,048
Other revenues	10,969,052	1,278,267	33,854,291	1,301,022	4,132,964	51,535,596	73,189,006	28,556,125
	16,452,514	5,885,007	77,691,269	14,257,626	31,658,693	145,945,109	170,895,885	113,296,172
EXPENSES								
General administration	196,549	398,616	1,819,837	616,361	1,528,510	4,559,873	4,733,549	4,366,160
Professional fees	343,673	446,791	994,132	130,111	143,950	2,058,657	3,306,734	1,655,189
Community grants	116,340	-	-	-	-	116,340	131,940	730,367
Legislative	745,940	-	-	8	-	745,948	769,731	462,439
Program costs	-	188,612	150,656	669,533	20,793	1,029,594	1,417,666	1,091,895
Vehicle and Equip operating	225,625	88,567	2,036,679	163,918	5,106,578	7,621,367	7,499,288	7,016,525
Building operating	404,015	37,313	1,516,463	712,070	467,067	3,136,928	3,329,755	3,122,063
Other operating	1,295,795	679,591	10,733,341	978,541	3,704,036	17,391,304	18,708,613	16,041,217
Wages & benefits	4,272,380	2,804,880	8,151,221	4,635,185	13,236,599	33,100,265	34,034,730	30,547,859
Capital expenses	355,653	40,736	40,262,602	1,406,406	1,962,390	44,027,787	72,943,091	19,314,823
	7,955,970	4,685,106	65,664,931	9,312,133	26,169,923	113,788,063	146,875,097	84,348,537
OPERATING SURPLUS	8,496,544	1,199,901	12,026,338	4,945,493	5,488,770	32,157,046	24,020,788	28,947,635
Debt retirement								
- interest	2,593,741	-	930,220	406,506	170,713	4,101,180	4,778,205	4,260,584
- principal	3,188,060	-	1,138,218	417,350	178,738	4,922,366	4,958,634	4,376,812
Reserve contributions	357,218	756,055	9,190,573	2,667,561	2,091,162	15,062,569	10,433,016	12,657,542
Transfers to other govts	2,455,444	70,000	-	1,780,274	3,008,990	7,314,708	7,374,277	7,518,341
	8,594,463	826,055	11,259,011	5,271,691	5,449,603	31,400,823	27,544,132	28,813,279
CURRENT YEAR SURPLUS (DEFICIT)	(97,919)	373,846	767,327	(326,198)	39,167	756,223	(3,523,344)	134,356
Prior year's surplus applied	1,144,342	1,713,657	5,474,439	1,721,590	2,243,396	12,297,424	12,146,812	12,163,068
NET OPERATING SURPLUS	\$ 1,046,423	\$ 2,087,503	\$ 6,241,766	\$ 1,395,392	\$ 2,282,563	\$ 13,053,647	\$ 8,623,468	\$ 12,297,424

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
LONG-TERM DEBT SUMMARY BY FUNCTION
DECEMBER 31, 2018

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
REGIONAL DISTRICT					
RAVENSONG AQUATIC CENTRE	313,224	-	-	-	\$ -
OCEANSIDE PLACE ARENA	3,954,686	3,580,996	3,192,358	2,788,175	2,367,824
REGIONAL PARKS	1,984,688	1,912,964	1,838,371	1,760,795	1,680,115
COMMUNITY PARKS	310,004	285,373	259,679	232,873	204,906
WASTEWATER MANAGEMENT			5,000,000	19,813,921	19,064,025
FIRE PROTECTION	4,352,441	4,160,535	4,189,644	3,994,473	3,791,669
SEWER SERVICES	1,822,604	1,956,994	1,848,406	1,735,515	1,618,149
WATER SUPPLY SERVICES	2,891,369	2,587,690	3,176,528	4,532,574	6,954,583
VANCOUVER ISLAND REGIONAL LIBRARY	<u>15,957,989</u>	<u>15,582,525</u>	<u>15,192,042</u>	<u>14,785,940</u>	<u>14,363,594</u>
TOTAL REGIONAL DISTRICT	31,587,005	30,067,078	34,697,031	49,644,266	50,044,866
MEMBER MUNICIPALITIES	<u>52,213,097</u>	<u>53,520,830</u>	<u>49,751,819</u>	<u>45,845,012</u>	<u>49,029,976</u>
TOTAL LONG-TERM DEBT (Pg. 3)	<u><u>83,800,102</u></u>	<u><u>83,587,908</u></u>	<u><u>84,448,850</u></u>	<u><u>95,489,278</u></u>	<u><u>\$ 99,074,842</u></u>

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2018**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2018 DEBT O/S	2017 DEBT O/S
OCEANSIDE PLACE ARENA								
MFA 97	CDN	1365	Apr 19,2023	4.830	6,470,646	2,367,824	2,788,175	
TOTAL OCEANSIDE PLACE ARENA						6,470,646	2,367,824	2,788,175
REGIONAL PARKS								
MFA 126	CDN	1629	Sep 26,2033	3.850	2,053,653	1,680,115	1,760,795	
TOTAL REGIONAL PARKS						2,053,653	1,680,115	1,760,795
COMMUNITY PARKS								
ELECTORAL AREA B								
MFA 78	CDN	1299	Dec 03, 2022	2.250	100,000	28,454	34,741	
MFA 79	CDN	1303	Jun 03, 2023	5.250	80,000	27,793	32,583	
MFA 81	CDN	1304	Apr 22, 2024	4.900	80,000	32,583	37,145	
MFA 93	CDN	1305	Apr 06, 2025	5.100	80,000	32,676	36,891	
MFA 97	CDN	1306	Apr 19, 2026	4.660	80,000	39,633	43,768	
MFA 101	CDN	1307	Apr 11, 2027	2.250	80,000	43,768	47,745	
TOTAL COMMUNITY PARKS						500,000	204,906	232,873
FIRE PROTECTION SERVICES								
MEADOWOOD FIRE								
MFA 110	CDN	1587	Apr 08, 2030	4.500	1,773,410	1,224,664	1,303,033	
NANAIMO RIVER FIRE								
MFA 99	CDN	1488	Apr 19,2027	4.430	20,761	10,285	11,358	
NANOOSE BAY FIRE								
MFA 130	CDN	1617	Oct 14, 2034	3.000	2,790,000	2,392,136	2,497,528	
COOMBS-HILLIERS FIRE								
MFA 139	CDN	1538	Oct 5, 2026	2.100	200,000	164,584	182,554	
TOTAL FIRE PROTECTION SERVICES						4,784,171	3,791,669	3,994,473
SEWER SERVICES								
BARCLAY CRESCENT SEWER								
MFA 102	CDN	1486	Dec 01, 2027	4.820	895,781	490,086	534,615	
CEDAR SEWER								
MFA 106	CDN	1571	Oct 13, 2029	4.130	926,180	597,026	639,592	
MFA 106	CDN	1572	Oct 13, 2029	4.130	27,200	17,533	18,784	
MFA 106	CDN	1573	Oct 13, 2029	4.130	108,800	70,134	75,134	
MFA 106	CDN	1574	Oct 13, 2029	4.130	61,200	39,450	42,263	
MFA 110	CDN	1584	Apr 08, 2030	4.500	232,286	160,410	170,675	
MFA 117	CDN	1626	Oct 12, 2031	3.250	51,620	37,928	40,122	
						1,407,286	922,481	986,570
HAWTHORNE RISE SEWER								
MFA 131	CDN	1696	Apr 8, 2035	2.200	173,300	154,265	160,829	
REID ROAD SEWER								
MFA 133	CDN	1709	Oct 2, 2035	2.750	57,650	51,318	53,501	
TOTAL SEWER SERVICES						\$ 2,534,017	\$ 1,618,149	\$ 1,735,515

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2018

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2018 DEBT O/S	2017 DEBT O/S	
WATER - SAN PAREIL									
	MFA 81	CDN	1367	Apr 22, 2019	4.900	89,476	8,210	16,029	
	MFA 97	CDN	1395	Apr 19, 2021	4.660	40,000	9,984	13,059	
	MFA 106	CDN	1395	Oct 13, 2024	4.130	94,439	44,526	50,981	
	MFA 117	CDN	1395	Oct 12, 2026	3.250	49,056	29,706	32,806	
						272,971	92,426	112,875	
WATER - SAN PAREIL FIRE IMPROVEMENTS									
	MFA 127	CDN	1689	Apr 07, 2034	3.300	1,114,600	955,654	997,758	
						1,114,600	955,654	997,758	
WATER - DRIFTWOOD									
	MFA 80	CDN	1301	Oct 03, 2023	4.900	100,614	34,954	40,979	
						100,614	34,954	40,979	
WATER - MELROSE TERRACE									
	MFA 103	CDN	1539	Apr 23, 2018	4.650	14,349	-	1,701	
						14,349	-	1,701	
BULK WATER - FRENCH CREEK									
	MFA 69	CDN	1127	Sep 24, 2018	4.650	503,655	-	38,490	
						503,655	-	38,490	
BULK WATER - NANOOSE									
	MFA 69	CDN	1128	Sep 24, 2018	4.650	864,095	-	66,035	
	MFA 74	CDN	1226	Jun 01, 2021	5.900	2,195,223	479,701	624,621	
	MFA 80	CDN	1239	Oct 03, 2023	4.900	176,295	61,246	71,802	
	MFA 142	CDN	1242	Oct 04, 2037	3.150	168,875	162,590	168,875	
	MFA 142	CDN	1244	Oct 04, 2037	3.150	1,476,000	1,421,070	1,476,000	
	MFA 146	CDN	1243	Sep 19, 2038	3.200	2,536,370	2,536,370	-	
	MFA 146	CDN	1245	Sep 19, 2038	3.200	314,142	314,142	-	
						7,731,000	4,975,119	2,407,333	
NANOOSE BAY PENINSULA WATER									
	MFA 139	CDN	1723	Oct 05, 2036	2.100	350,000	323,558	336,975	
	MFA 139	CDN	1750	Oct 05, 2036	2.100	557,200	515,105	536,463	
						907,200	838,663	873,438	
WESTURNE HEIGHTS									
	MFA 142	CDN	1720	Oct 04, 2037	3.150	60,000	57,767	60,000	
						60,000	57,767	60,000	
	TOTAL WATER SUPPLY MANAGEMENT						10,704,389	6,954,583	4,532,574
WASTEWATER SERVICES									
SOUTHERN COMMUNITY WASTEWATER									
	MFA 139	CDN	1742	Oct 05, 2036	2.100	5,000,000	4,622,261	4,813,921	
	MFA 142	CDN	1762	Oct 04, 2037	3.150	15,000,000	14,441,764	15,000,000	
	TOTAL WASTWATER MANAGEMENT						20,000,000	19,064,025	19,813,921
DEBT HELD FOR OTHER JURISDICTIONS									
VANCOUVER ISLAND REGIONAL LIBRARY									
	MFA 117	CDN	1634	Oct 12, 2041	3.250	8,000,000	6,873,381	7,053,867	
	MFA 126	CDN	1674	Sep 26, 2038	3.850	8,610,000	7,490,213	7,732,073	
	TOTAL - VANCOUVER ISLAND REGIONAL LIBRARY						\$ 16,610,000	\$ 14,363,594	\$ 14,785,940
TOTAL LONG-TERM DEBT - REGIONAL DISTRICT							\$ 63,656,876	\$ 50,044,866	\$ 49,644,266

See notes to consolidated financial statements

**REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF LONG-TERM DEBT
DECEMBER 31, 2018**

FUNCTION	ISSUER	FUNDS	BYLAW NUMBER	MATURITY DATE	INTEREST RATE	ORIGINAL VALUE	2018 DEBT O/S	2017 DEBT O/S
CITY OF PARKSVILLE								
	MFA 68	CDN	1109	Mar 24, 2018	4.650	1,200,000	-	91,706
	MFA 69	CDN	1129	Sep 24, 2018	4.650	1,970,000	-	150,550
	MFA 74	CDN	1227	Jun 01, 2021	5.900	290,000	63,371	82,516
	MFA 75	CDN	1238	Dec 01, 2021	5.690	1,050,000	229,446	298,763
	MFA 78	CDN	1283	Dec 03, 2022	2.250	765,000	217,670	265,767
	MFA 93	CDN	1420	Apr 06, 2025	5.100	800,000	326,755	368,908
	MFA 145	CDN	1745	Apr 23, 2043	3.150	4,000,000	4,000,000	-
TOTAL CITY OF PARKSVILLE						10,075,000	4,837,242	1,258,210
TOWN OF QUALICUM BEACH								
	MFA 136	CDN	1729	Nov 30, 2025	2.750	4,629,364	3,240,555	3,703,491
TOTAL TOWN OF QUALICUM BEACH						4,629,364	3,240,555	3,703,491
CITY OF NANAIMO								
	MFA 72	CDN	1197	Jun 01, 2020	6.450	4,500,000	658,564	966,732
	MFA 73	CDN	1219	Dec 01, 2020	6.360	4,100,000	600,025	880,801
	MFA 99	CDN	1489	Oct 19, 2026	4.430	15,000,000	7,431,107	8,206,571
	MFA 101	CDN	1489	Apr 11, 2027	2.250	15,000,000	8,206,571	8,952,209
	MFA 102	CDN	1530	Dec 01, 2027	2.250	3,750,000	2,051,643	2,238,052
	MFA 126	CDN	1688	Sep 26, 2033	3.850	13,300,000	10,880,868	11,403,371
	MFA 127	CDN	1694	Apr 07, 2034	3.300	9,200,000	7,888,046	8,235,575
	MFA 146	CDN	1774	Sep 19, 2038	3.200	3,235,354	3,235,354	-
TOTAL CITY OF NANAIMO						68,085,354	40,952,179	40,883,311
TOTAL LONG-TERM DEBT - MEMBER MUNICIPALITIES						\$ 82,789,718	\$ 49,029,976	\$ 45,845,012
TOTAL LONG-TERM DEBT						\$ 146,446,594	\$ 99,074,842	\$ 95,489,278

See notes to consolidated financial statements

REGIONAL DISTRICT OF NANAIMO

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF DIRECTORS REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

Name	Position	Remuneration¹	Expenses²
Veenhof, B.	Area H Director (Chairperson)	\$ 60,646.23	\$ 16,957.64
McPherson, A.	Area A Director	33,910.65	12,213.00
Houle, H.	Area B Director	33,270.65	9,731.77
Craig, Vanessa	Area B Director	4,380.98	1,003.56
Young, M.	Area C Director	37,546.91	8,175.73
Rogers, B.	Area E Director	37,933.34	14,138.44
Fell, J.	Area F Director	30,205.65	8,742.74
Salter, L	Area F Director	4,043.48	455.92
Stanhope, J.	Area G Director	31,370.17	11,408.28
Gourlay, C.	Area G Director	4,380.98	2,665.60
McLean, S.	Area H Director	4,255.98	1,248.22
Colclough, B.	Lantzville Director	15,161.62	130.74
Swain, M.	Lantzville Director	1,868.14	124.48
McKay, B.	Nanaimo Director	15,276.62	274.88
Bestwick, B.	Nanaimo Director	14,581.62	242.00
Kipp, J.	Nanaimo Director	13,456.62	66.00
Hong, J.	Nanaimo Director	14,401.62	138.29
Fuller, G.	Nanaimo Director	13,456.62	212.14
Thorpe, I.	Nanaimo Director	21,624.48	308.31
Yoachim, B.	Nanaimo Director	13,331.62	176.00
Brennan, D.	Nanaimo Director	14,401.62	168.67
Armstrong, S.	Nanaimo Director	3,823.14	142.88
Bonner, D.	Nanaimo Director	1,868.14	124.48
Brown, T.	Nanaimo Director	2,418.14	124.48
Geselbracht, B.	Nanaimo Director	1,868.14	124.48
Hemmens, E.	Nanaimo Director	1,868.14	124.48
Krog, L.	Nanaimo Director	2,493.14	174.76
Turley, E.	Nanaimo Director	2,118.14	124.48
Lefebvre, M.	Parksville Director	14,206.62	673.35
Oates, K.	Parksville Director	14,276.62	576.42
Fras, A.	Parksville Director	2,118.14	2,302.32
Mayne, E.	Parksville Director	1,868.14	124.48
Westbroek, T.	Qualicum Beach Director	17,699.76	1,483.26
Wilson, K.	Area A Alternate Director	4,611.26	435.29
McLean, J.	Area F Alternate Director	625.00	235.71
Maartman, Z.	Nanaimo Alternate Director	125.00	15.71
Beil, M.	Parksville Alternate Director	1,125.00	228.15
Total Remuneration and Expenses		\$ 492,618.12	\$ 95,597.14

¹Remuneration includes gross salary and applicable benefits. One third of the salary is a tax free expense allowance.

²Expenses include travel, conferences, and mileage expenses, and are not limited to those bestowing a personal benefit.

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

Employee Name	Position	Base Remuneration ¹	Other Remuneration ²	Total Remuneration	Expenses ⁴
Exempt Staff					
ALEXANDER, RANDAL	General Manager, Regional & Community Utilities	\$ 170,683.50	\$ 4,320.94	\$ 175,004.44	\$ 1,996.11
ARMET, THOMAS	Manager, Building & Bylaw Services	116,433.80	2,063.64	118,497.44	585.15
BANMAN, DEAN	Manager, Recreation Services	122,606.35	1,787.07	124,393.42	1,190.08
BEAUCHAMP, ERICA	Superintendent, Transit Planning & Scheduling	97,090.94	1,166.06	98,257.00	4,303.52
CARLYLE, PHYLLIS	Chief Administrative Officer	259,102.74	46,989.71 ³	306,092.45	32,858.47
CHESTNUT, MIKE	Superintendent, Aquatic Services	94,915.10	1,161.36	96,076.46	2,069.31
DEPOL, SEAN	Manager, Waste Water Services	142,476.65	2,109.63	144,586.28	1,282.48
DOBBS, MARK	Superintendent, Parks Operations & Capital Projects	98,859.50	1,623.86	100,483.36	894.69
FELKER, KURTIS	Purchasing Manager	116,948.65	1,777.71	118,726.36	2,938.26
GARBUTT, GEOFFREY	General Manager, Strategic & Community Development	170,113.50	5,978.24	176,091.74	5,691.83
GARDINER, DOUGLAS	Fire & Rescue Service Coordinator	86,987.25	3,005.57	89,992.82	2,773.28
GARDNER, LARRY	Manager, Solid Waste Services	122,624.20	13,072.04	135,696.24	3,524.40
HADDOU, JAMES	Project Engineer	90,941.61	78.97	91,020.58	41.67
HAHTO, HARSIMRIT	Human Resources Advisor	86,714.30	5,516.22	92,230.52	1,723.02
HAMILTON, JANE	Superintendent, Landfill Operations	99,293.35	11,772.88	111,066.23	2,390.56
HILL, JACQUELINE	Manager, Administrative Services	118,518.75	1,782.37	120,301.12	7,531.67
HOLM, JEREMY	Manager, Current Planning	108,828.52	11,511.91	120,340.43	712.94
IDEMA, WENDY	Director, Finance	147,183.66	37,324.06	184,507.72	822.71
KING, HANNAH	Superintendent, Recreation Program Services	98,827.23	1,623.86	100,451.09	3,458.93
LOUDON, CAROL	Executive Assistant	72,825.45	5,461.32	78,286.77	4,315.44
LUNDMAN, IAN	Superintendent, Wastewater Services	98,249.07	6,293.69	104,542.76	3,027.55
MANHAS, MANVIR	Manager, Capital Accounting & Financial Reporting	117,518.75	3,782.37	121,301.12	4,189.68
MARCELLUS, JOHN	Superintendent, Arena Services	99,539.86	1,623.86	101,163.72	1,446.09
MARSHALL, DARREN	Manager, Transit Operations	117,674.70	10,901.09	128,575.79	3,450.37
MARSHALL, WENDY	Manager, Parks Services	116,622.80	1,326.12	117,948.92	2,504.36
MAUCH, MAURICE	Project Engineer	101,540.60	28,274.16	129,814.76	386.67
MAYEA, PATRICIA	Legislative Coordinator	80,972.78	1,399.11	82,371.89	2,510.34
MIDGLEY, CHRISTOPHER	Manager, Strategic Initiatives & Asset Management	118,518.75	2,271.15	120,789.90	53.05
MILLER, BRANDON	Superintendent, Fleet & Transit Service Delivery	99,865.85	1,782.32	101,648.17	1,492.85
MOILANEN, LISA	Communications Coordinator	81,216.42	2,050.56	83,266.98	2,545.94
MOODY, MICHAEL	Manager, Information Services	118,900.46	1,783.92	120,684.38	3,425.26
MOORE, TIFFANY	Manager, Accounting Services	121,668.75	2,882.37	124,551.12	6,308.51
OSBORNE, THOMAS	General Manager, Recreation & Parks Services	166,587.75	8,037.03	174,624.78	6,254.07
PEARCE, DANIEL	Director, Transportation & Emergency Services	145,151.10	5,880.00	151,031.10	3,263.45
ROUTLEDGE, BENJAMIN	Superintendent, Scale & Transfer Services	95,078.86	4,610.10	99,688.96	708.48
SQUIRE, MICHAEL	Project Engineer	91,958.84	1,545.10	93,503.94	2,661.81
ST PIERRE, GERALD	Project Engineer	106,490.98	1,318.60	107,809.58	7,005.76
THOMPSON, PAUL	Manager, Long Range Planning	122,637.13	1,359.17	123,996.30	2,504.29
WELLS, DELCY	General Manager of Corporate Services	139,227.90	1,759.95	140,987.85	1,682.22
CUPE Staff					
APPLETON, BRENT	Transit Mechanic	76,796.96	1,294.40	78,091.36	1,962.40
BAILDHAM, RILEY	Building Inspector	78,654.95	1,251.00	79,905.95	1,081.95
BAJWA, SONAM	Special Projects Coordinator	79,788.70	20.00	79,808.70	327.38
BANDURKA, GREG	Dispatch - HandyDART	79,303.06	824.40	80,127.46	-
BANNATYNE, CLAYTON	Chief Facility Operator (Ravensong and Oceanside)	78,328.08	374.40	78,702.48	1,293.52
BENTLEY, PAUL	Serviceperson Driver	74,265.72	1,294.40	75,560.12	-
BESSELING, LAWRENCE	Operator 3 - FCPCC	82,377.30	904.40	83,281.70	1,414.80
BLOCK, PETER	Serviceperson Driver	92,103.27	1,314.40	93,417.67	-
BOOGAARDS, STEPHEN	Planner	75,678.23	1,274.40	76,952.63	526.86
BRAND, JENNIFER	Building Inspector	74,751.55	864.40	75,615.95	1,598.43
BROOKS, THOMAS	Dispatch - HandyDART	74,989.93	1,404.40	76,394.33	-
CHILDS, MICHAEL	Information Systems Technologist	74,547.15	884.40	75,431.55	27.98
CHOI, BYEONG TAEK	Serviceperson Driver	96,170.57	1,294.40	97,464.97	135.00
CHURKO, DEBORAH	Engineering Technologist	76,237.51	1,274.40	77,511.91	1,751.52
CRAMER, KELSEY	Parks Planner	75,694.03	1,354.40	77,048.43	2,065.74
DINGJIAN, SONNY	Serviceperson Driver	77,239.41	20.00	77,259.41	-
DORKEN, HEATHER	Utilities Technician 3	79,988.32	1,661.63	81,649.95	448.09
DOUMONT, COREY	Serviceperson Driver	77,037.58	20.00	77,057.58	-

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

Employee Name	Position	Base Remuneration ¹	Other Remuneration ²	Total Remuneration	Expenses ⁴
EDWARDS, ANDREW	Serviceperson Driver	78,041.06	-	78,041.06	-
FARMER, RYAN	Serviceperson Driver	75,200.82	-	75,200.82	-
FEARN, LAINA	Accountant	75,751.51	1,274.40	77,025.91	6,102.78
FEE, STEWART	Assistant dispatch	110,734.73	1,314.40	112,049.13	-
GREEN, GREIG	Transit Shop staff	77,803.51	1,274.40	79,077.91	-
GREVELING, TREVOR	Transit Mechanic	77,013.67	762.00	77,775.67	3,313.73
GUIZZETTI, KEVIN	Transfer Station Supervisor - Solid Waste	77,758.95	1,274.40	79,033.35	200.43
HALE, BRIAN	Utilities Technician 3	83,833.07	1,274.40	85,107.47	327.96
HERMAN, JOHN	Operator 3 - FCPCC	75,959.66	884.40	76,844.06	2,820.77
HILL, WILLIAM	Chief Operator - Equipment and Maintenance	79,166.57	1,274.40	80,440.97	-
HOOVER, CRAIG	Senior Operator - GNPCC	82,808.70	1,434.40	84,243.10	290.51
HORSBURGH, SHARON	Sustainability Coordinator	82,773.97	1,314.40	84,088.37	1,365.46
HUGGINS, STEPHEN	Serviceperson Driver	78,764.37	20.00	78,784.37	-
JAWORSKI, LYNDON	Utilities Technician 2	80,342.82	1,394.40	81,737.22	2,729.74
JONES, LESLIE	Serviceperson Driver	89,744.24	944.40	90,688.64	-
KAIN, RANDY	Dispatch - HandyDART	79,907.63	1,274.40	81,182.03	-
KALLEN, TONY	Operator 3 - GNPCC	80,107.00	3,611.76	83,718.76	1,710.09
KAROD, SODI	Serviceperson Driver	77,057.97	20.00	77,077.97	-
KAYE, JEREMY	Instrumentation Technician	77,369.94	1,454.40	78,824.34	2,644.25
KELLER, GREG	Senior Planner	85,509.39	1,984.43	87,493.82	742.45
KERMAN, CHRIS	Senior Operator - FCPCC	91,553.78	3,022.05	94,575.83	4,671.94
KUZIEK, PETER	Serviceperson Driver	99,232.54	691.29	99,923.83	485.39
LANCASTER, BRADLEY	Utilities Technician 2	79,841.05	1,334.40	81,175.45	386.08
LIEW, ALEX	Serviceperson Driver	83,824.45	996.90	84,821.35	-
LINTHORNE, IVY	Payroll Coordinator	74,137.86	1,354.40	75,492.26	1,747.53
LUSSIER, RENEE	Parks Planner	75,474.76	1,294.40	76,769.16	1,614.34
MACDONALD, RYAN	Information Services Coordinator	83,618.76	766.41	84,385.17	-
MACLENNAN, RICHARD	Chief Mechanic	81,564.04	900.00	82,464.04	-
MACLEOD, SHANE	Environmental Technician	81,317.66	-	81,317.66	1,134.16
MARKS, KRISTEEN	Planner	75,749.58	1,314.40	77,063.98	618.61
MATTHEWS, JOHN	Serviceperson Driver	82,948.43	1,274.40	84,222.83	149.95
MCCULLOCH, ELAINE	Parks Planner	76,583.08	1,274.40	77,857.48	3,552.64
MICHEL, JOAN	Parks and Trails Coordinator	75,855.80	824.40	76,680.20	1,642.36
MOORE, STEVEN	Serviceperson Driver	78,089.86	-	78,089.86	-
MUELLER, LORENA	Wastewater Program Coordinator	75,719.92	374.40	76,094.32	3,042.11
NORUM, SHELLEY	Wastewater Coordinator	75,752.24	824.40	76,576.64	662.90
OMAN, TRAVIS	Parks Technician	75,336.02	1,274.40	76,610.42	2,111.74
PARENTEAU, BARRY	Serviceperson Driver	78,107.77	-	78,107.77	-
PARKS, LARRY	Maintenance Operator - GNPCC	76,015.10	900.00	76,915.10	502.14
PERRAULT, KRISTA	Serviceperson Driver	75,199.10	20.00	75,219.10	-
PHILLIPS, SHANE	Utilities Technician 2	75,228.34	1,314.40	76,542.74	192.51
PISANI, JULIE	Drinking Water and Watershed Protection Coordinator	77,631.15	1,428.27	79,059.42	5,129.06
POWELL, RYAN	Laboratory Technician - GNPCC	77,864.66	1,354.40	79,219.06	1,038.42
QUALIZZA, ALEXANDER	Serviceperson Driver	80,474.00	-	80,474.00	-
RACETTE, ERIC	Transportation Services Mechanic	84,844.30	1,274.40	86,118.70	20.00
RAI, HARJINDER	Serviceperson Driver	82,955.95	1,294.40	84,250.35	-
REDPATH, NICHOLAS	Planner	76,153.59	1,570.63	77,724.22	1,742.71
RITCHIE, JANENE	Serviceperson Driver	79,279.46	901.90	80,181.36	-
ROACH, JEREMY	Serviceperson Driver	79,998.75	-	79,998.75	-
ROGERS, IAN	Maintenance Operator - GNPCC	73,988.93	1,274.40	75,263.33	577.14
SAKAI, DAVID	Transportation Services Dispatcher	93,288.91	494.40	93,783.31	-
SCHAEFER, GERALD	Building Inspector Supervisor	82,970.64	1,274.40	84,245.04	2,437.32
SCHILE, JOY	Senior Planner	83,514.59	824.40	84,338.99	689.86
SCOW, GARY	Serviceperson Driver	75,833.52	394.40	76,227.92	-
SHORT, ADAM	Transit Dispatcher Assistant	76,043.68	1,274.40	77,318.08	129.95
SHORTMAN, JIM	Serviceperson Driver	79,570.77	1,334.40	80,905.17	-
SIMPSON, COURTNEY	Senior Planner	86,156.67	2,128.69	88,285.36	1,978.92
SINGBEIL, DONALD	Transit Bodyman	101,097.17	1,274.40	102,371.57	129.91
SINGBEIL, JEFFREY	Operator 2 - GNPCC	83,132.80	1,534.40	84,667.20	1,357.24
SKEELES, GEOFFREY	Transit Shop Staff	77,391.28	1,274.40	78,665.68	20.00

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018

Employee Name	Position	Base Remuneration ¹	Other Remuneration ²	Total Remuneration	Expenses ⁴
SKWARCZYNSKI, ROBERT	Chief Operator - GNPCC	86,165.26	1,434.40	87,599.66	3,142.27
SOPER, KAREN	Supervisor - Landfill	78,024.33	1,274.40	79,298.73	1,652.54
SPENCER, OLIVIA	Building Inspector	74,232.59	884.40	75,116.99	603.54
STEARMAN, RANDALL	Utilities Technician 2	79,390.91	2,878.10	82,269.01	314.60
STEFANIW, TREVOR	Transit Dispatch Assistant	107,440.52	1,454.40	108,894.92	100.00
STOROZUK, JOHN	Serviceperson Driver	78,338.50	1,274.40	79,612.90	-
SUHAN, ZACHARY	Operator 3 - GNPCC	82,223.06	1,494.40	83,717.46	856.93
TAIT, JOHN	Bodyshop Person	78,671.54	1,274.40	79,945.94	29.95
THORNTON, HALEY	Serviceperson Driver	79,962.20	-	79,962.20	-
VAN OSSENBRUGGEN, CHRIS	Regional Parks Operations Coordinator	83,617.01	1,274.40	84,891.41	364.00
WARNER, DEREK	Serviceperson Driver	94,319.53	1,334.40	95,653.93	-
WATT, JEREMY	Operator 2 - GNPCC	74,897.87	941.90	75,839.77	2,031.24
WEBSTER, PARIS	Operator 2 - GNPCC	77,603.35	1,354.40	78,957.75	568.24
WELZ, DAVID	Chief Operator - Water Services	85,901.03	2,043.38	87,944.41	8,197.27
WHELDON, DAVID	Parks Technician	75,919.73	824.40	76,744.13	-
WHITE, BERNARD	Trainer	77,123.37	909.36	78,032.73	670.59
WICKMAN, MARTIN	Operator 3 - FCPCC	78,680.18	1,314.40	79,994.58	458.57
YAMASAKI, DALE	Transit Dispatch	84,766.39	534.40	85,300.79	-
YONGE, MACKENZIE	Serviceperson Driver	78,735.12	-	78,735.12	-
ZMURCHYK, CRAIG	Serviceperson Driver	79,162.05	1,294.40	80,456.45	-
Total Individual Remuneration Paid over \$75,000		12,469,513.80	353,579.39	12,823,093.19	228,161.78
Total Summary Remuneration Paid under \$75,000		15,031,066.57	213,966.34	15,245,032.91	169,742.16
Total Remuneration and Expenses Paid		\$ 27,500,580.37	\$ 567,545.73	\$ 28,068,126.10	\$ 397,903.94

¹Base remuneration includes any form of salary, wages, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement.

²Other Remuneration includes Medical Services Plan premiums, group life insurance benefits, vehicle benefits, bonuses as well as one time payouts such as retiring allowances. It also includes overtime in relation to an EOC that was compensated by the Province.

³Other Remuneration includes RRSP contributions in lieu of pension contribution.

⁴Expenses as defined by the Financial Information Act includes travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in 'remuneration', is not limited to expenses that are generally perceived as perquisites, or bestowing personal benefit, and may include expenditures required for employees to perform their job functions, and excludes benefits of a general nature applicable to all employees pursuant to an agreement such as medical, dental, counselling, insurance and similar plans. Parking and meals are also included in expenses.

⁵The variance between the financial statements and the total earnings paid on the Statement of Remuneration and Expenses is due to several factors including:

- the Statement of Remuneration and Expenses is based on actual payments made in the year whereas the financial Statement figure is based on accruals.
- the financial statements include employee benefits expenses including Municipal Pension Plan premiums, Employment Insurance premiums, Canada Pension Plan contributions, Long Term Disability, Medical, Dental and Worksafe premiums.

REGIONAL DISTRICT OF NANAIMO
STATEMENT OF SEVERANCE AGREEMENTS

There was one severance agreement under which payments commenced between the Regional District of Nanaimo and its non-unionized employees during fiscal year 2018.

This agreement represent 2 months of compensation based on the value of salary and benefits.

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2018

Supplier	Amount
619048 BC LTD	\$ 26,584.52
A C E COURIER SERVICES	37,877.18
A C TAXI LTD	26,510.65
ABOVE AND BEYOND CUSTOM BUILDING	34,036.95
ACME SUPPLIES LTD	26,096.66
AECOM CANADA LIMITED	1,206,662.03
AQUATECH WEST	106,430.11
ARCHIE JOHNSTONE PLUMBING & HEATING LTD	31,886.49
ARROWSMITH COMMUNITY RECREATION ASSOCIATION	75,323.92
ATS TRAFFIC BC	38,501.40
AURORA ROOFING LTD	64,151.30
AVENSYS SOLUTIONS	36,182.33
BAKER SUPPLY LTD	30,163.03
BC HYDRO	1,506,586.62
BC TRANSIT	3,792,250.00
BEAVER ELECTRICAL MACHINERY LTD	191,225.87
BERK'S INTERTRUCK LTD	91,495.25
BLACK PRESS GROUP LTD	115,535.13
BLUE WAVE DEVELOPMENTS LTD	55,891.34
BOW HORN BAY VOLUNTEER FIRE DEPARTMENT	292,115.20
BRANDT TRACTOR LTD	260,903.65
BRENNTAG CANADA INC	29,353.09
CAN WEST MECHANICAL INC	37,625.20
CANADA POST CORPORATION	39,282.39
CANADIAN UNION OF PUBLIC EMPLOYEES	371,551.27
CASTLE FLOORS CARPET ONE FLOOR & HOME	29,832.47
CCEM STRATEGIES LTD	28,494.82
CH2M HILL CANADA LIMITED	48,419.15
CHEMTRADE CHEMICALS CANADA LTD	322,837.13
CINDY NESSELBECK RI	36,772.84
CINTAS	37,072.69
CITY OF NANAIMO	1,631,693.73
CITY OF PARKSVILLE	4,068,022.51
CLEARTECH INDUSTRIES INC	68,739.69
COAST ENVIRONMENTAL LTD	144,650.86
COASTAL ANIMAL CONTROL SERVICES OF BC LTD	121,800.00
CO-GEN MECHANICAL SERVICES LTD	170,929.52
COPCAN CIVIL LTD	114,930.22
CORIX WATER PRODUCTS LP	48,493.67
CRANBERRY FIRE PROTECTION DISTRICT	60,050.00
CULLEN DIESEL POWER LTD	69,860.90

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2018

Supplier	Amount
DASHWOOD VOLUNTEER FIRE DEPT	426,307.00
DAVID STALKER EXCAVATING LTD	99,389.69
DAVIES PARK & ASSOCIATES(VANCOUVER)INC	43,086.62
DBL DISPOSAL SERVICES LTD	285,667.16
DEBRO CONTRACTING	36,164.95
DELL CANADA INC	328,145.88
DUNCAN ELECTRIC MOTOR LTD	94,294.67
DYNAMIC SPECIALTY VEHICLES LTD	68,085.49
E S R I CANADA LIMITED	51,871.75
EBBWATER CONSULTING	110,239.11
ECONICS SERVICES INC	26,197.50
ELECTION SYSTEMS & SOFTWARE INC	32,441.88
ERRINGTON VOLUNTEER FIRE DEPT	389,748.00
EXTENSION VOLUNTEER FIRE FIGHTERS ASSOCIATION	26,515.09
FINNING CANADA	219,931.48
FOOTPRINTS SECURITY PATROL INC	60,486.34
FORTISBC-NATURAL GAS	110,436.52
FOUNTAIN TIRE STORES	44,367.82
FOUR STAR WATERWORKS LTD	59,415.24
FRASER VALLEY REFRIGERATION LTD	72,987.76
G & G ROOFING LTD	100,423.80
G3 CONSULTING LTD	127,647.54
GABRIOLA ISLAND CHAMBER OF COMMERCE	65,000.00
GABRIOLA RECREATION SOCIETY	80,521.00
GARDAWORLD CASH SERVICES CANADA CORPORATION	26,252.92
GEOWARE INC	35,611.96
GOW GREGORY	25,000.00
GRAEMOND HOLDINGS LTD	54,758.28
GRAND & TOY	72,531.63
GREAT WEST EQUIPMENT	108,065.01
GREATPACIFIC CONSULTING LTD	129,783.31
GREGG DISTRIBUTORS (BC) LTD	99,383.87
GROVER COMMUNICATIONS INC	36,837.83
GUILLEVIN INTERNATIONAL CO	315,572.21
HARRIS COMPUTER SYSTEMS	122,043.45
HARRIS OCEANSIDE CHEVROLET BUICK GMC LTD	80,819.70
HAYLOCK BROS PAVING LTD	37,498.43
HEROLD ENGINEERING LIMITED	82,741.98
HPS POWER LTD	39,509.14
HUB CITY PAVING	26,884.41
HUB FIRE ENGINES & EQUIPMENT LTD	1,344,084.98

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2018

Supplier	Amount
INSURANCE CORPORATION OF BC	328,578.00
ISLAND WESTCOAST DEVELOPMENTS LTD	161,191.52
KAL TIRE	120,146.62
KNAPPETT INDUSTRIES (2006) LTD	80,236.48
KOERS & ASSOCIATES ENGINEERING LTD	133,973.59
KTI LIMITED	25,488.11
LAIRD WHEATON GM	49,566.47
LEUCO CONSTRUCTION INC	80,862.06
LIDSTONE & COMPANY	42,517.37
MAGNUM DISPOSAL SERVICES	356,909.49
MARCEL EQUIPMENT LIMITED	634,725.00
MARK'S WORK WEARHOUSE (BC)	26,387.47
MAXXAM ANALYTICS	44,298.73
MCELHANNEY CONSULTING SERVICES LTD	195,561.73
METRO MOTORS LTD	46,154.08
MICHELIN NORTH AMERICA (CANADA) INC	79,660.60
MICROSOFT CORPORATION	128,437.33
MID ISLAND CONSUMER SERVICES CO-OP	32,348.47
MILESTONE EQUIPMENT CONTRACTING INC	52,513.31
MINISTER OF FINANCE	325,549.49
MNP	62,986.88
MONK OFFICE	63,050.20
MONKEY BUSINESS GYMNASTICS	57,657.90
MOTION CANADA	51,537.08
MUNICIPAL INSURANCE ASSOCIATION OF BC	138,804.62
MUNICIPAL PENSION PLAN	2,175,913.66
NAC CONSTRUCTORS LTD	29,664,336.55
NAI COMMERCIAL CENTRAL VANCOUVER ISLAND LTD	508,335.84
NANAIMO ORGANIC WASTE LTD	1,435,104.83
NOORT INVESTMENTS	81,779.97
NORTH ISLAND 911 CORP	667,725.00
NORTON ROSE FULBRIGHT CANADA LLP	130,424.63
OPUS INTERNATIONAL CONSULTANTS (CANADA)	52,032.32
ORCA HEALTH & SAFETY CONSULTING INC	46,158.45
PACIFIC BLUE CROSS	1,713,252.44
PACIFIC NORTHWEST RAPTORS	108,796.87
PARKLAND REFINING (BC) LTD	408,086.65
PARKSVILLE HEAVY EQUIPMENT	149,218.92
PBX ENGINEERING LTD	33,990.45
PETRO-CANADA (SUPERPASS)	142,997.94
PIPE-EYE VIDEO INSPECTIONS & SERVICES	41,565.83

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2018

Supplier	Amount
PRICE'S ALARM SYSTEMS LTD	31,957.27
PRINT THREE	33,939.85
PURE TECHNOLOGIES	132,273.75
RECEIVER GENERAL FOR CANADA	1,405,634.28
RED WILLIAMS WELL DRILLING LTD	26,704.27
RIDGELINE MECHANICAL LTD	415,517.60
RLC PARK SERVICES	43,091.14
ROCKY POINT ENGINEERING LTD	41,788.03
SCHOOL DISTRICT NO 69 (QUALICUM)	46,128.41
SECURIGUARD SERVICES LIMITED	78,001.43
SHAW CABLE	35,250.06
SHAW ELECTRICAL SERVICES LTD	175,772.43
SHORELINE EQUIPMENT	27,119.16
SMITH CAMERON PROCESS SOLUTIONS	98,165.76
SOUTHWESTERN FLOWTECH & ENVIRONMENTAL LTD	29,274.00
SPARTAN CONTROLS LTD	43,392.16
STANTEC CONSULTING LTD (SCL)	77,724.31
STAR WEST PETROLEUM LTD	54,267.25
STEWART MCDANNOLD STUART	103,974.44
STRAIN LANDSCAPES	118,466.61
STRATEGIC MAPPING INC	58,218.30
SUTTLE RECREATION INC	100,748.62
SYLVIS ENVIRONMENTAL SERVICES INC	481,704.08
TELUS COMMUNICATIONS	114,733.91
TELUS MOBILITY	75,690.43
TELUS SERVICES INC	100,104.31
THE INFORMATION PROFESSIONALS	40,201.80
TIMOTHY PLEY AND ASSOCIATES	34,000.00
TOWN OF QUALICUM BEACH	321,563.46
TREE ISLAND INDUSTRIES LTD	68,208.41
TRINEX INTERNET SOLUTIONS INC	91,950.24
UNIVAR CANADA LTD	78,677.10
UPTIME REFRIGERATION	27,055.71
VADIM COMPUTER MANAGEMENT GROUP	45,372.27
VAN ISLE WATER	34,823.42
VANCOUVER ISLAND UNIVERSITY	29,428.80
VWR INTERNATIONAL CO	53,205.64
WAJAX INDUSTRIAL COMPONENTS LP	29,437.64
WALCO INDUSTRIES LTD	67,753.04
WARMLAND GARAGE DOORS SERVICE	44,475.10
WASTE CONNECTIONS OF CANADA INC	3,118,671.74

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF PAYMENTS FOR SUPPLIES AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2018

Supplier	Amount
WATERHOUSE ENVIRONMENTAL SERVICES CORPORATION	148,779.40
WATT CONSULTING GROUP	32,098.50
WEST BAY MECHANICAL LTD	97,675.24
WESTERN FINANCIAL GROUP	27,620.00
WESTERRA EQUIPMENT LP	191,327.17
WILLIS CANADA INC.	257,116.00
WINDLEY CONTRACTING LTD	416,109.22
WOOD ENVIRONMENT & INFOSTRUCTURE SOLUTIONS	50,654.39
WOODGROVE CHRYSLER	103,581.83
WORKSAFEBC	585,380.09
WORLDSource FINANCIAL MANAGEMENT	30,890.00
XCG CONSULTANTS LTD	128,890.55
YOUNG ANDERSON BARRISTER & SOLICITORS	29,404.86
ZEIDLER ARCHITECTURE	51,010.86
Total Suppliers paid over \$25,000	71,987,440.47
Total Suppliers paid under \$25,000	4,958,103.63
Total Suppliers paid	\$ 76,945,544.10

The Regional District prepares its records using generally accepted accounting principles. This will result in differences between amounts recorded as an expense in the financial statements and the amount paid to a vendor in the year. The amounts reported here represent actual cash outlays in 2018 - some of which relate to goods or services received and recorded in 2017.

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF COMMUNITY GRANTS AND CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2018

Recipient	Amount
893 BEAUFORT SQUADRON AIR CADETS	\$ 4,500.00
ARROWSMITH AGRICULTURAL ASSOCIATION	1,788.00
ARROWSMITH COMMUNITY RECREATION ASSOCIATION	7,331.00
ARROWSMITH SEARCH & RESCUE SOCIETY	10,000.00
BALLENAS SECONDARY SCHOOL	900.00
BARD TO BROADWAY THEATRE SOCIETY	1,590.00
BCSPCA	200.00
BOW HORNE BAY COMMUNITY CLUB	2,500.00
BOWSER TENNIS CLUB	1,399.00
CEDAR COMMUNITY ASSOCIATION	3,160.51
CENTRAL VAN. ISLAND JOB OPPORTUNITIES SOCIETY	20,000.00
COASTAL INVASIVE PLANT SPECIES COMMITTEE	17,000.00
COMMUNITY FUTURES CENTRAL ISLAND	5,000.00
CORCAN MEADOWOOD RESIDENTS ASSOCIATION	4,668.00
DIST 69 MINOR SOFTBALL ASSOCIATION	2,000.00
DIST 69 FAMILY RESOURCE ASSOCIATION	106,617.00
ECHO PLAYERS THEATRE GROUP	7,500.00
ERRINGTON CO-OP PRESCHOOL	1,300.00
ERRINGTON ELEMENTARY SCHOOL	4,300.00
ERRINGTON WAR MEMORIAL HALL ASSOCIATION	6,829.00
FORWARD HOUSE COMMUNITY SOCIETY	8,500.00
GABRIOLA ARTS COUNCIL	5,000.00
GABRIOLA COMMUNITY BUS FOUNDATION	140,200.00
GABRIOLA SENIOR CITIZEN'S ASSOCIATION	42,000.00
HABITAT FOR HUMANITY	3,000.00
INCLUSION PARKSVILLE SOCIETY	2,500.00
INNOVATION ISLAND TECHNOLOGY ASSOCIATION	4,250.00
ISLAND FUTURES SOCIETY	1,000.00
JOHN HOWARD SOCIETY	5,000.00
KWALIKUM SECONDARY SCHOOL	1,000.00
LADYSMITH VICTIM SERVICES	1,000.00
LIGHTHOUSE COMMUNITY CENTRE SOCIETY	36,000.00
LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION	5,900.00
LIGHTHOUSE COUNTRY MARINE RESCUE SOCIETY	10,500.00
MUDGE ISLAND CITIZENS SOCIETY	3,100.00
NANAIMO AND AREA LAND TRUST	35,000.00
NANAIMO DISABILITY RESOURCE CENTRE	1,300.00
NANAIMO FOODSHARE SOCIETY	2,500.00
NANAIMO MARINE RESCUE SOCIETY	17,500.00
NANAIMO RCMP VICTIM SERVICES PROGRAM	10,000.00
NANAIMO SEARCH & RESCUE SOCIETY	5,975.00

REGIONAL DISTRICT OF NANAIMO
SCHEDULE OF COMMUNITY GRANTS AND CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2018

Recipient	Amount
NANAIMO WOMEN'S RESOURCES SOCIETY	2,500.00
NANOOSE BAY ACTIVITIES AND RECREATION SOCIETY	8,935.86
NANOOSE PLACE SENIORS	650.00
OCEANSIDE BUILDING LEARNING TOGETHER SOCIETY	2,000.00
OCEANSIDE COMMUNITY ARTS COUNCIL	1,000.00
OCEANSIDE COMMUNITY SAFETY VOLUNTEERS	64,220.00
OCEANSIDE MINOR LACROSSE ASSOCIATION	2,000.00
OCEANSIDE TRACK & FIELD CLUB	5,000.00
OCEANSIDE WOMENS HOCKEY TRAVEL TEAM	1,555.00
PARKSVILLE & DISTRICT CHAMBER OF COMMERCE	4,286.00
PARKSVILLE CURLING CLUB	4,814.00
PARKSVILLE GOLDEN OLDIES	1,500.00
PARKSVILLE INDOOR SLOW PITCH LEAGUE	1,600.00
PARKSVILLE LIONS CLUB	10,750.00
PARKSVILLE SENIORS ATHLETIC GROUP	1,350.00
PARKSVILLE VOLLEYBALL CLUB	2,500.00
PEOPLE FOR A HEALTHY COMMUNITY	1,500.00
PEOPLE IN PAIN NETWORK SOCIETY	2,000.00
QUALICUM BEACH CHAMBER OF COMMERCE	5,240.00
QUALICUM BEACH COMMUNITY GARDEN SOCIETY	3,817.00
QUALICUM BEACH STREAMKEEPERS SOCIETY	7,824.00
QUALICUM COMMUNITY EDUCATION & WELLNESS	1,500.00
RAVENSONG AQUATIC CLUB	1,500.00
RAVENSONG MASTERS SWIM CLUB	1,200.00
ROYAL CANADIAN LEGION-BRANCH 211	490.00
ROYAL CANADIAN LEGION-BRANCH 49	2,000.00
ROYAL CANADIAN LEGION-BRANCH 76	1,500.00
SCHOOL DISTRICT NO 69 (QUALICUM)	25,000.00
THE GABRIOLA ISLAND HISTORICAL & MUSEUM	12,300.00
THE HOPE CENTRE	750.00
THE MEN'S CENTRE	2,000.00
THE PORT THEATRE SOCIETY	73,124.00
TOWN OF QUALICUM BEACH	1,500.00
TOZAN CULTURAL SOCIETY	1,000.00
TULNUXW LELUM BOWSER CULTURAL LEARNING SPACE	28,975.66
VANCOUVER ISLAND NORTH FILM COMMISSION	50,000.00
WILKINSON HERITAGE HOMESTEAD	150,000.00
YOUNGLIFE CANADA (QUALICUM BEACH)	750.00
Total Community Grants and Contributions	\$ 1,038,439.03

These amounts are not included in Schedule of Payments for Supplies and Services.

TO: Committee of the Whole **MEETING:** June 11, 2019
FROM: Gary Jurasek
 IT Manager **FILE:** 2240-20-MICR
SUBJECT: Microsoft Enterprise Licence Agreement 2019 - 2022

RECOMMENDATION

That the Board approve a three-year Enterprise Licence Agreement with Microsoft for 2019 to 2022 for the use of Microsoft software products by the Regional District of Nanaimo (RDN) for \$146,375 per year at total cost of \$439,125.

SUMMARY

The Regional District of Nanaimo uses the Microsoft platform for its desktop and server-based systems. There are no other cost-effective, enterprise-wide software systems available that would meet the RDN's business needs.

The proposed Enterprise Licence Agreement (ELA) with Microsoft permits the RDN to pay for the cost of software upgrades over the term of the three-year agreement in equal payments to keep software current. This is specifically critical as software providers require the latest versions of software on the enterprise systems are used, as well as there is a need for the RDN to keep current with data and network security.

The total cost of the Microsoft ELA is allocated amongst the RDN departments based on the number of users per department and the specific enterprise software systems required by those departments. By renewing an ELA with Microsoft, it is estimated that organizationally, the average annual cost savings would exceed \$106,098.

BACKGROUND

The Regional District of Nanaimo (RDN) has standardized most of its software on the Microsoft platform for use across the organization. Microsoft software is found on desktop personal computers (PCs), laptops and on server-based software systems with additional licences for each device accessing server-based software and services. Software providers require the use of Microsoft software, and they are regularly upgrading to current versions of Microsoft to be more competitive in the marketplace. Providers also require the RDN to upgrade software for compatibility reasons. Additionally, upgrading Microsoft software allows the RDN to take advantage of increased security measures to ensure proper data integrity and network security.

Without an "Enterprise Licence Agreement" (ELA) with Microsoft, purchased licences can be installed and utilized, but cannot be upgraded. This means that the licence versions you own

are what you are allowed to operate. When they become outdated, you must purchase them again.

The RDN is currently enrolled in a three-year ELA with Microsoft which provides the ability to upgrade to newer versions of software whenever required for a set annual cost. The current ELA expires June 28, 2019. Staff recommend entering into a new three-year agreement with Microsoft. If the RDN does not renew the ELA, the RDN must pay full licence costs for any upgrades which may be required, which would increase our costs and complicate administration of our software licencing. The annual cost of the ELA with Microsoft for software is built into the RDN's departmental operational budgets.

ALTERNATIVES

Provide alternative direction to staff.

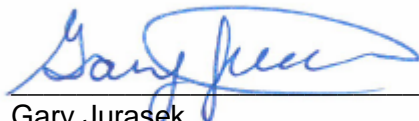
FINANCIAL IMPLICATIONS

The cost of the Microsoft ELA is \$146,375 per year for three years. The three-year total is \$439,125. Our costs have increased by approximately 20 percent overall due to a combination of additional users and services being added to our organization and Microsoft increasing their licencing costs.

Alternative - If the Board does not renew the Microsoft ELA, the cost of operating without an agreement would exceed \$757,421 to repurchase the software upon upgrading. Assuming one upgrade within three years of the agreement will be required, the annual cost would average \$252,473. This would result in a substantial yearly increase to the RDN's operational budget of \$106,098. It is not unlikely that more than one upgrade could be required within the three-year period. It should be noted that the calculations are based on 2018 licenced staff numbers, and the \$106,098 is a conservative number.

STRATEGIC PLAN IMPLICATIONS

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



Gary Jurasek
gjurasek@rdn.bc.ca
June 5, 2019

Reviewed by:

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

TO: Committee of the Whole **DATE:** June 11, 2019

FROM: Nick Redpath
Planner **FILE:** PL2019-043

SUBJECT: Non-Medical Cannabis Retail Store Licence Application No. PL2019-043
3125 Van Horne Road – Electoral Area F
Lot 6, District Lot 7, Cameron District, Plan 22313

RECOMMENDATIONS

1. That the Board receive the Summary of the Public Meeting held on April 16, 2019, Public Submissions and Comments and Petition of Support regarding Non-Medical Cannabis Retail Store Licence Application No. PL2019-043.
2. That the Board adopt the resolution supporting Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 attached to this report as Attachment 2.

SUMMARY

A referral has been received from the Liquor & Cannabis Regulation Branch (LCRB) to consider an application for a non-medical cannabis (NMC) retail store licence for property located at 3125 Van Horne Road in the Hilliers area. The proposed licence would allow for a NMC retail store to operate seven days a week, from 11:00 am to 6:00 pm in an existing building. The proposed NMC retail store licence application requires a resolution from the Regional District of Nanaimo (RDN) Board before it can be processed by the LCRB. If no resolution or a resolution of non-support is provided, the LCRB will not consider the application any further. The RDN is requested by the LCRB to consider the impact the proposed store may have on the community, as well as to consult with neighbouring property owners prior to providing a resolution.

The proposed NMC retail licence application went before the Electoral Area Services Committee (EASC) at its regular meeting held on May 14, 2019. At this meeting, the following motions were defeated by the EASC:

“That the Board receive the Summary of the Public Meeting held on April 16, 2019 and Public Submissions and Comments regarding Non-Medical Cannabis Retail Store Licence Application No. PL2019-043”; and

“That the Board adopt the resolution supporting Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 attached to this report as Attachment 2”

The motions were both defeated by the EASC and at the meeting, no new motions were provided. Following this meeting the applicant requested that final consideration of the referral

be delayed pending local consultation to discuss and address concerns raised by the public at the Public Meeting (PM) on April 16, 2019 and at the EASC. Upon notifying the Province of the outcome of the EASC meeting, they indicated that a motion regarding the referred NMC retail store licence must come from the entire Regional District Board and not a land use planning committee. Based on direction from the province and the request by the applicant to work to address concerns raised by the public, this application is now before the Committee of the Whole for consideration.

Following the May 14 EASC meeting, the applicant has undertaken further public consultation and has submitted a petition in support of the proposed NMC retail store containing 50 signatures from residents of the surrounding community that is attached for Board consideration. The majority of the signatures are within close proximity to the store, 25 of which fall within the 300 metre public notification radius.

The proposed licence application is consistent with Board policies and zoning requirements for NMC retail stores. Through additional outreach by the applicant, steps have been taken to provide information to address the local community concerns and negative impacts are not anticipated from the proposed NMC retail store. Given compliance with Board policies and land use regulations, it is recommended that the prepared resolution in support of the NMC retail store licence be forwarded to the LCRB, pending Board consideration.

BACKGROUND

The LCRB has referred an application to the RDN for a NMC retail store licence from Nicole Richard of Coombs Classy Grass Inc. This application was originally considered at the EASC at its regular meeting held on May 14. At this meeting, the following motions were defeated by the EASC:

“That the Board receive the Summary of the Public Meeting held on April 16, 2019 and Public Submissions and Comments regarding Non-Medical Cannabis Retail Store Licence Application No. PL2019-043”; and

“That the Board adopt the resolution supporting Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 attached to this report as Attachment 2”

The motions were both defeated by the EASC and at the meeting, no new motions were provided. Following this meeting the applicant requested that final consideration of the referral be delayed pending local consultation to discuss and address concerns raised by the public at the PM held on April 16, 2019 and at the EASC. Upon notifying the Province of the outcome of the EASC meeting, they indicated that a motion regarding the referred NMC retail store licence must come from the entire Regional District Board and not a land use planning committee. Based on direction from the Province and the request by the applicant to work to address concerns raised by the public, this application is now before the Committee of the Whole for consideration.

All applications for a NMC retail store licence must be submitted to the LCRB as they are the issuing authority. Once an application is received, the LCRB will notify the local government of the area where the proposed store will be located. If the local government chooses to make a recommendation on the application, the LCRB requests that the local government consider the

community impacts and views of nearby residents of the proposed NMC retail store licence application.

The proposed NMC retail store is to be located within an existing building located at 3125 Van Horne Road Alberni Highway in Hilliers. The property is zoned Commercial 3 (C-3) pursuant to the “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”. The existing C-3 zoning on the property includes ‘Retail Store’ as a permitted principal use. The proposed retail store is compatible with adjacent uses as neighbouring properties along Van Horne Road are also zoned C-3 (see Attachment 6).

The property is located to the north of Van Horne Road and bordered by Jones Road to the west, a commercially zoned property to the east and a commercially zoned property and mobile home park to the north (see Attachment 1 – Subject Property Map).

Other uses on the subject property within the existing building include a clothing store, coffee shop and other commercial businesses that are all serviced by an on-site well and sewage system.

It is important to note that through consultation on the issue of retail cannabis sales by the Province, the RDN Electoral Areas chose to consider this type of sale of goods like other retail sales, not require rezoning for the use and adopted “Board Policy B1.24 - *Non-Medical Cannabis Retail Store Licence Applications*” to ensure that local input was considered in order to inform a resolution on the issuance of a NMC licence.

Proposed Development

The applicant requests a motion of support from the RDN Board as part of their ongoing application with the LCRB to operate a provincially licensed retail store to sell non-medical cannabis out of an existing building located at 3125 Van Horne Road in Hilliers.

The proposed hours of operation for the retail store are from 11:00 am to 6:00 pm, seven days a week. The proposed retail shop will be approximately 167 m² in size and located in unit number eight within the north west portion of the existing building (see Attachment 3 – Proposed Site Plan). The applicant will require a building permit prior to the commencement of construction associated with the proposed retail licence.

Cannabis Retail Implications

Applicants for a NMC retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located. Upon receipt of notice, local governments can choose not to make any recommendation in respect of the application, ending the licence application as the LCRB cannot issue a licence without a positive recommendation from the associated local government. If the local government chooses to make a recommendation on the application, the LCRB requests that the local government gather the views of the nearby residents affected by the NMC retail store application. If the local government makes a recommendation to deny the application then the LCRB may not issue the licence. If the local government makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government’s recommendation.

If the local government decides to consider the notice of application and to provide comments and recommendations on the licence application, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. Recommendations and comments provided from the local government to the LCRB must:

- be in writing;
- show that the local government has considered the location of the proposed store;
- include the views of the local government on the general impact on the community if the application is approved;
- include the views of residents if the local government has gathered resident's views, and a description of how they were gathered;
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based; and
- provide any supporting documents referenced in their comments.

The Board resolution is required to take the form of the resolution included as Attachment 2. The content of the resolution has been prepared for the Board's consideration. This resolution may be amended as deemed necessary by the Board.

Board Policy B1.24 Implications

Board Policy B1.24 also provides the RDN Board criteria for consideration of community impacts including the location of the establishment, proximity to sensitive uses and other existing non-medical cannabis retail stores, size and proposed hours of operation, socio-economic information, OCP and zoning policies and referral responses received through public notification. A community impact statement to address criteria within Board Policy B1.24 was submitted by the applicant (see Attachment 5 – Community Impact Statement).

Parcels directly adjacent to the property with the exception of the manufactured home park to the north east are commercially zoned but currently being used as residential. The area is identified as a village centre and current zoning would allow for the expansion of a wide variety of commercial and light industrial activities along Jones and Rinvold Roads (see Attachment 6 – Zoning Map). The retail and commercial building that is the proposed location of the NMC retail store has been there for several years and the proposed NMC retail store will be occupying an existing vacant unit in the building. The proposed location for the NMC retail store is in an existing building and no new development is required for this proposal.

Board Policy B1.24 establishes a separation distance of 300.0 metres between the proposed NMC retail store and any existing licensed NMC retail stores and sensitive uses, including schools, playgrounds, community centres and daycares, which are in operation at the time the application is made. The proposed NMC retail store meets all of the 300.0 metre separation requirements of Board Policy B1.24.

Related to community impacts and included in Board Policy B1.24 are considerations of parking from the proposed use. The property has adequate existing on-site parking to accommodate the existing commercial building and the proposed NMC retail store. All parking can be accommodated on site and parking on the street is not required.

To address Socio-Economic information related to the proposed NMC retail store, the applicant states that the store will increase business to surrounding businesses and also create employment as workers will be needed to operate the store.

The proposed NMC retail store is in a location that is consistent with Board Policy B1.24 and complies with all zoning regulations. If approved by the LCRB, the proposed NMC retail store will not require further planning approvals from the RDN (a building permit is required to convert the existing space into a retail store).

Intergovernmental Implications

The applicant's proposal has been referred to the RDN Building Department, the local RCMP, local BC Ambulance Service, Coombs-Hilliers Volunteer Fire Department, MOTI, Island Health, Snaw-Naw-As First Nation and School District 69.

A RDN Building Permit will be required prior to commencement of any construction necessary for the proposed NMC retail store. Island Health responded that the existing sewage disposal system must be in compliance with the Sewerage System Regulation. The Ministry of Transportation and Infrastructure responded with no objections to the proposed store. The Coombs-Hilliers Volunteer Fire Department expressed no objections and requested an up to date floor plan in PDF format for pre fire planning purposes, an up to date contact list and co-operation from the applicant during inspection and pre plan visits. No other agencies provided any comment or expressed any concerns with the application.

The Province has indicated that any motion provided by a Regional District must come from its entire Board and not a land use planning committee unless otherwise delegated. Therefore this application is now before the Committee of a Whole for consideration and not the EASC.

Public Consultation Implications

As part of the required public notification process for the PM, pursuant to Board Policy B1.24, a PM was held on April 16, 2019 with sixteen members of the public in attendance. To notify the public of the PM, the applicant is required to post a notice on the subject parcel advertising the date, time and location of the PM and that the property is subject to a NMC retail store licence application. The RDN is required to advertise the PM in two editions of the local newspaper. A notice of application sign was posted on the property on April 5, 2019 and notice was published in the April 9, 2019 and April 11, 2019 editions of the Parksville Qualicum Beach News.

Additionally, property owners and tenants located within a 300.0 metre radius received a direct notice of the PM for the NMC retail store licence application. As part of the public notification process, three responses were received prior to the PM. Of the three responses, two were in opposition and one stated no objection (see Attachment 7 – Public Submissions and Comments). The applicant has satisfied all public notification requirements as set out in Board Policy B1.24.

“Board Policy B1.24 - *Non-Medical Cannabis Retail Store Licence Applications*” outlines the process employed by the RDN in the review and processing of requests for local government resolutions for NMC retail store licence applications. The public consultation component of Board Policy B1.24 requires a Public Meeting (PM), public notice sign on the property, mail out notice to adjacent property owners within 300.0 metres and advertisements in two editions of

the local newspaper. All of the notification requirements were satisfied and a PM took place March 26, 2019 (see Attachment 4 – Summary of Public Meeting).

At the PM, concerns were raised by members of the community surrounding traffic and access to the store off of the Alberni Highway, security, safety and street lighting.

The proposed store is accessed by both Van Horne Road and Jones Road. Access is provided to both Van Horne Road and Jones Road by the Alberni Highway. Access onto Van Horne Road from the Alberni Highway is to the east of the property and is facilitated by an existing left turn lane and deceleration lane. Access onto Jones Road from the Alberni Highway currently has no left turn lane or deceleration lane. The Ministry of Transportation and Infrastructure (MOTI) have jurisdiction over roads and were sent a referral of the licence application for comment. The response from MOTI stated no objection to the proposed NMC retail store and raised no concerns over the impacts on traffic or access that the proposed store may have.

Access concerns off of the Alberni Highway onto Jones Road is a broader issue as this applies to patrons of all businesses on Jones and Van Horne Roads, not just those who will be visiting the NMC retail store. Should this be deemed a significant concern the RDN could request MOTI to either upgrade the intersection or prohibit left turns from Highway 4 to mitigate potential traffic concerns. Many of the existing parcels on Jones and Rinvold Roads are currently being used for residential use but are zoned for commercial/industrial use resulting in increased traffic as those lots are developed for commercial and industrial uses.

Security concerns were raised citing that the store may cause increased crime in the area from attempted theft of the stores product or clientele consuming cannabis and driving impaired. NMC retail stores are required by the LCRB to have stringent security systems and measures in place to deter any type of attempted theft and driving under the influence is illegal and enforced by the RCMP.

Concerns surrounding the influence this store may have on the safety of children who frequent the area were raised. The LCRB has strict rules surrounding store signage to prevent youth being attracted and no one under the age of 19 is permitted to enter a NMC retail store.

Concerns were raised about customers of the store consuming the product in nearby neighbourhoods and increased traffic issues as there is a lack of street lighting in the area surrounding the store. The proposed store hours are 11:00 am to 6:00 pm which will be during daylight hours for the majority of the year. To address the concerns raised by the public, additional street lights on Jones Road and Rinvold Road could be provided through the establishment of a local service area.

Concerns identified at the May 14, 2019 EASC meeting included the location of a nearby school bus stop in relation to the proposed store, concerns raised from neighbouring residents, existing illegal dispensaries in the area and that the area is residential in nature. To address the concerns from neighbouring residents, the applicant has submitted a petition in support of the proposed NMC retail store containing 50 signatures from residents of the area. The majority of the signatures are within close proximity to the store, 25 of which fall within the 300.0 metre public notification radius.

Zoning concerns that the area is residential were raised. The area is designated as a village centre and surrounding properties are also zoned commercial and a large number of

commercial and industrial uses are currently permitted. In the Hilliers Village Centre existing uses are varied and include multi-residential and manufactured homes, large lot single residential, retail and highway commercial services, manufacturing and food production. As is typical in the nodes in Electoral Area F, there is a wide variety of developed uses that reflect the lack of historic zoning regulations. The proposed NMC retail store reflects the OCP policy and zoning for the area.

The bus stop located in the vicinity of the proposed store is operated by School District 69 who were sent a referral of this application and did not express any concerns regarding the location of the existing bus stop in relation to the proposed NMC retail store. Furthermore, through the licensing process, the Province also implements strict parameters around advertisement and signage of these stores to prevent influencing and attracting youth.

Illegal dispensaries exist in the area and throughout the region. The RCMP have created a task force to close any dispensary that is operating without a valid licence issued by the Province. Staff have passed on concerns regarding these dispensaries to ensure the task force is aware of resident concerns in the area.

Following the EASC Meeting, additional public consultation was undertaken by the applicant to address concerns. The applicant visited neighbouring residents to provide information on their concerns, engaged to get feedback and asked to sign a petition of support. In response to this outreach, the applicant has provided a petition containing 50 signatures of support from nearby residents in close proximity to the store which is attached for Board consideration (see Attachment 8 – Petition of Support).

ALTERNATIVES

1. To approve the attached resolution in support of the application.
2. To provide a resolution that does not support the application.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The application has been reviewed and the proposal supports the Board's 2016-2020 Strategic Plan, specifically the Strategic Priority to Focus on Economic Health by supporting business to foster economic development.



Nick Redpath
nredpath@rdn.bc.ca
June 5, 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. Resolution for Coombs Classy Grass Inc. Non-Medical Cannabis Retail Store Licence
3. Proposed Site Plan
4. Summary Report of Public Meeting
5. Community Impact Statement
6. Zoning Map
7. Public Submissions and Comments
8. Petition of Support

Attachment 2
Resolution for Coombs Classy Grass Inc. Non-Medical Cannabis Retail Store Licence

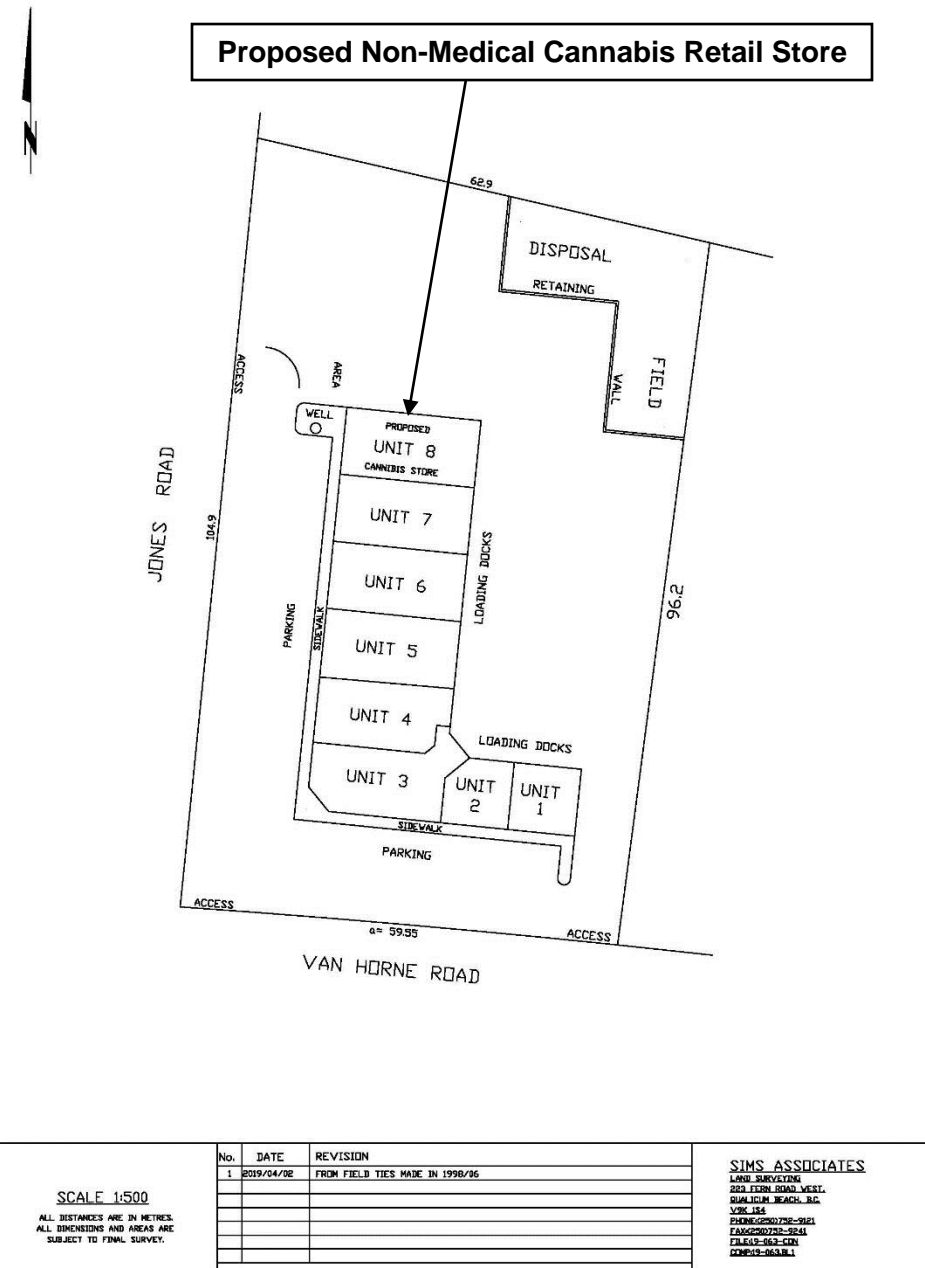
Be it resolved that:

1. The Board of the Regional District of Nanaimo recommends the endorsement of the non-medical cannabis retail store licence application referral from the Liquor and Cannabis Regulation Branch for Coombs Classy Grass Inc.
2. The Board's comments on the prescribed considerations are as follows:
 - a. Community Impact – The proposed non-medical cannabis (NMC) retail store is within the Commercial 3 Zone of Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002, which includes 'Retail Store' as a permitted principal use. Uses directly adjacent to the property are commercially zoned with the exception of a mobile home park to the north east. Uses within the existing building are all commercial in nature and the proposed retail store should not pose any potential impacts to surrounding land uses. Regional District of Nanaimo (RDN) Board Policy B1.24 - *Non-Medical Cannabis Retail Store Licence Applications* establishes a separation distance of 300.0 metres between the proposed NMC retail store and any existing licensed NMC retail stores and sensitive uses, including schools, playgrounds, community centres and daycares, which are in operation at the time the application is made. The proposed NMC retail store meets all of the 300.0 metre separation requirements. Concerns were raised by members of the community surrounding traffic and access to the store off of the Alberni Highway, security, safety and street lighting. The proposed licence application is consistent with Board Policy B1.24 and zoning requirements for NMC retail stores and community concerns have been noted; therefore, if approved by the LCRB, the proposed NMC retail store is not anticipated to have any negative community impacts.
 - b. Public Notification – A Public Meeting (PM) to discuss the proposed NMC retail store licence application was held on April 16, 2019. Sixteen members of the public attended the PM. Concerns expressed by residents in attendance included traffic and access to the store off of the Alberni Highway, security, safety and street lighting (see Attachment 4 – Summary of the Public Meeting). As part of the required public notification process for the PM, pursuant to Board Policy B1.24, the applicant posted a notice of application sign on the subject parcel on April 5, 2019 advertising the date, time and location of the PM and that the property is subject to a NMC retail store licence application. The RDN is required to advertise the PM in two editions of the local newspaper and a notice was published in the April 9, 2019 and April 11, 2019 editions of the Parksville Qualicum Beach News. Additionally, property owners and tenants located within a 300.0 metre radius of the subject property received a direct notice of the PM for the NMC retail store licence application. As part of the public notification process, three responses were received prior to the PM. Of the three responses, two were

in opposition and one stated no objection (see Attachment 7 – Public Notification Responses). The applicant undertook additional public consultation by visiting residents in the surrounding community to provide information on their concerns, engaged to get feedback and asked to sign a petition in support of the proposed store, receiving 50 signatures in total, the majority of which being in close proximity to the propose store (see Attachment 8 – Petition of Support). All public notification requirements within Board Policy B1.24 have been completed and community concerns raised through the public notification process have been noted.

Attachment 3 Proposed Site Plan

SITE PLAN OF LOT 6, PLAN 22313,
D.L. 7, CAMERON DISTRICT,
TO ACCOMPANY PUBLIC MEETING.
LEGEND



Attachment 4
Summary of the Public Meeting (Page 1 of 3)

Held at the Arrowsmith Hall
1014 Ford Road, Coombs
Tuesday, April 16, 2019, at 6:00 pm
Non-Medical Cannabis Retail Store Licence Application No. PL2019-043

Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Meeting.

There were 16 members of the public in attendance at this meeting.

Present for the Regional District of Nanaimo:

Alternate Director Julian Fell, Electoral Area F (the Chair)
Paul Thompson, Manager of Current Planning
Nick Redpath, Planner

Present for the Applicant:

Helen Sims, Sims Associates
Rachel Hamling, Sims Associates
James Wright, Applicant
Nicole Richard, Applicant

The Chair opened the meeting at 6:00 pm, outlined the evening's agenda, and introduced the RDN staff and the applicants in attendance. The Chair then stated the purpose of the Public Meeting and asked RDN staff to provide background information concerning the development application.

Nick Redpath, Planner, provided a brief summary of the proposed non-medical cannabis retail store licence application, supporting documents provided by the applicant, and the application process.

The Chair invited the applicant to give a presentation of the development proposal.

Rachel Hamling of Sims Associates presented an overview of the proposal.

Nicole Richard, Applicant, provided a summary of the process to date and what the Provincial application process entailed and an overview of the security/criminal record checks and building requirements necessary to attain a licence.

Following the presentation, the Chair invited questions and comments from the audience.

Glen Drage, 3073 Rinvold Road, raised concerns about the proposed stores location being in close proximity to a school bus stop and people purchasing the cannabis and smoking it outside of the store.

Attachment 4
Summary of the Public Meeting (Page 2 of 3)

Nick Redpath, Planner, responded that Board Policy B1.24 had separation distances of 300.0 metres from schools and that the provincial building standards for these stores were required to be discreet as to not attract or influence youth.

James Wright, Applicant, stated that he would be providing a safe product and that you are not permitted to smoke the product in front of the store.

Oliver Fisher, 3253 Melon Road, stated that he has lived in the area for a long time and taken the bus that stops in front of this area and does not think the advertisement or existence of the store will influence people.

Daniel Durocher, 3090 Rinvold Road, stated he has been in the area for a long time and had concerns about customers smoking the product right away and driving impaired. He felt that it would also cause traffic issues due to visitors and will not benefit residents in the area and felt the store would be better located in Qualicum and not in a rural area as it would be closer to services. Mr. Durocher also raised concerns about the lack of street lighting in the area and that the response time for police to arrive would be too long at this rural location.

Sarah Oliver, 3253 Melon Road, stated that she was in support of the store and commended the applicant's for going through the proper processes. She also noted that cannabis is legal now and we have to accept it and it is up to the RCMP to enforce illegal behavior and that alcohol is more of a concern.

Glen Drage, 3073 Rinvold Road, asked what will happen to the existing illegal dispensaries.

Nick Redpath, Planner, stated that the RCMP had created a task force to shut down illegal dispensaries but the timeline for this is unknown.

Daniel Durocher, 3090 Rinvold Road, asked how many of these applications the RDN had received.

Nick Redpath, Planner, stated that this was the second licence referral that the RDN had received and that a public meeting for another proposed retail store in Coombs had taken place the previous month.

Daniel Durocher, 3090 Rinvold Road, expressed concern about customers staying in the neighbourhood and smoking cannabis.

James Wright, Applicant, explained that the store will only be open until 6 PM and did not expect that customers would idle in the neighbourhood to consume the product as it is illegal to smoke in a vehicle.

Daniel Durocher, 3090 Rinvold Road, stated that he is against the proposed location of the store as there are no street lights, it will cause traffic issues, it is too close to school bus stops and it will disrupt the neighbourhood. He stated that it should be in a different location in a more populated area.

Attachment 4
Summary of the Public Meeting (Page 3 of 3)

Rachel Sims, Agent, noted that it is difficult to plan stores around bus stops as they are all over and always changing.

David Fisher, 3253 Melon Road, stated that he is in support of the proposed store and that the building was safe, secure and appropriately zoned for the proposed use.

Daniel Durocher, 3090 Rinvold Road, asked what happens if the alarm goes off and expressed concerns with theft.

James Wright, Applicant, explained that a top of the line security system will be installed and that the provincial security requirements were very stringent.

Jack Smith, 110-3105 Rinvold Road, expressed concerns with Jones Road as there is no left turn here and that turning off the highway to go to the store would cause issues as there is no proper turn lane and feels there is a lack of street lighting that needs to be addressed.

The Chair asked if there were any further questions or comments.

Being none, the Chair thanked those in attendance and announced that the Public Meeting was closed.

The meeting was concluded at 6:40 pm.



Nick Redpath
Recording Secretary

Attachment 5
Community Impact Statement (Page 1 of 4)

March 15, 2019

#8 - 3125 Van Horne Rd
Qualicum Beach, BC
V9K 2R3

RE: RDN File No: PL2019-043 Liquor/Cannabis Application Form

Community Impact Statement:

- i) The location of the Non-Medical Cannabis Retail Store (NMCRS) is: #8 - 3125 Van Horne Rd, Qualicum Beach, BC.
- ii) There are no existing NMCRS in operation at this time. In accordance with RDN Policy B1.24, there are no schools, playgrounds, community centres or daycares in operation within 300 metres.
- iii) The store unit is 1800 ft² (167 m²), with anticipated store hours of 11:00am to 6:00pm, 7 days per week.
- iv) There is one liquor primary establishment within a 10km radius.
- v) Traffic is constant along the highway with increased volume during summer months due to tourism. The building is located on the corner of Van Horne Road and Jones Road with safe and convenient access and egress from both roads. There are 34 paved parking spots along the building store fronts and parking is also available along the side streets, if required.
- vi) The Official Community Plan and zoning for this location allows for 'retail store' as a permitted use. This is reflected in the RDN NMCRS Licence Application Policy B1.24. Zoning for this building is Commercial 3 (C-3).

Attachment 5
Community Impact Statement (Page 2 of 4)

- vii) With respect to population, density, and trends in the surrounding community, the Whiskey Creek/Hilliers area primarily consists of rural residential and commercial properties. Although, the population of Whiskey Creek/Hilliers area is not recorded, due to the rural setting, the population is relatively low. This location is the next up and coming area for commercial and residential development. It is the gateway to and the west coast. There are several illegal cannabis locations that have been operating prior to cannabis legalisation and continue to operate without government approval and licencing.
- viii) Relevant socio-economic information:
 - a. A new business will increase employment in the area as two to four employees will be needed to operate the retail outlet, which is expected to increase as business grows.
 - b. A NMCRS will increase traffic to the area. This will be of benefit to other businesses in the area due to the increased volume of consumers.
 - c. The taxes collected from the sale of non-medical cannabis will contribute to local government funding, economy and community.
- ix) Referral responses and comments received through public notification have not been received at this time as the Public Meeting is in the process of being scheduled. We look forward to comments from the community.
- x) The impact on the community if the application is approved:
 - a. This is a government regulated industry which means that the products sold in a legal facility have been through stringent screening and controlled processes which is important from a Health and Safety aspect, and reduces liability for the vendor.

Attachment 5
Community Impact Statement (Page 3 of 4)

- b. A legal dispensary must adhere to the strict security guidelines, whereas illegal dispensaries are not controlled nor screened and, therefore, the potential health risk to consumers is increased.
- c. A legalized dispensary prohibits minors from entering and/or purchasing product, therefore making it difficult for minors to obtain access to cannabis product. It is mandatory that government ID is required to show proof of age.
- d. The proposed location is in a predominantly rural area. The location may deter minors from accessing the NMCRS.
- e. This NMCRS will not make medical claims, meaning any medical claims regarding products must be left to medical professionals and licenced medical distribution facilities. Health Canada provides cannabis products for medical use directly from their distribution network. Patients who use products for medical purposes purchase cannabis through medically licenced facilities, which allows patients to acquire cannabis products related to their specific health concerns.
- f. Government regulated products have a Certificate of Authenticity (COA) itemizing the ingredients and the percentage of THC in every product sold. Illegal dispensaries do not adhere to any standards. Products sold illegally are completely unregulated, posing a risk to the consumer and a liability to the establishment. Illegal dispensaries, in essence, are laundering money and illegally distributing a controlled substance and other contraband products, such as, shatters, extracts, and edibles.
- g. Taxes have been synced up for medical and recreational cannabis and, in so doing, will discourage recreational users from abusing the medical system.

Attachment 5
Community Impact Statement (Page 4 of 4)

- h. There is a very strict set of requirements and guidelines that have to be followed through the application process with the Liquor and Cannabis Regulation Branch this process will eliminate those who are not equipped or prepared to follow the guidelines, adhere to the rules, and unable to pass the security screening processes. Prior to approval of a NMCRS Licence, the facility is required to pass a comprehensive inspection.

For example:

1. There must be ample security in place via cameras which cover all areas of the store.
 2. Cannabis product must be stored in a secured location.
 3. There can be no product directly accessible to the public – Product must be behind counters or in locked display cases.
 4. The facility must be clean.
 5. Windows and doors must be tinted so that products cannot be seen through the glass.
 6. Cannabis products and paraphernalia can only be purchased from government approved distribution facilities.
 7. A licence will only be granted to the owners of a NMCRS when they pass a thorough security screening.
- i. Negative impacts on the community could potentially be that increased taxes may drive users to the black market and illegal dispensaries. The tax dollars earned through legal NMCRS puts funds back into the community which is positive for the economy in general.
- This NMCRS will impact other business in applying for a NMCRS licence within a 300 meter radius. However, this radius is dictated through current RDN Policy.

**Attachment 6
Zoning Map**



Planning and the Province of British Columbia
Concerned citizen

Application no. PL2019-043
3125 Van Horne Rd.
Qualicum beach, BC
Subject Property lot6 dis lot 7
Camron district, plan 22313

This is from a concerned citizen in the area of Hillers. I have grandchildren and children in the area and I feel that non-medical marijuana would be a serious issue to have in our neighborhood for one reason it's very close to the school around the corner. Second reason, kids out in the country are far more impressionable and influenced being so far out of town they get bored and then they get interested in these things. There used to be a situation where kids would go to the neighbours 35 years ago where the dinosaurs are that wasn't good. Third reason is since the dispensary on the highway moved in there's been an influx of very questionable people in the neighbourhood as well as drug paraphernalia found in front of neighbours' homes at the corner as well such as needles being found. I walk my dog and have seen this first hand. I think this would be a problem for families including mine in the area and especially being so close to Morning Glory school where my children attend. I believe there's a family right across the road even of very young people that are known that started a group on Facebook for crime watch since they had been broken into and are worried. Lastly, this is not a very good access from the highway and is very dangerous it would be a lot more dangerous with non-medical high potency. The thing that you all are missing is that it does cause mental illness, anxiety and a host of other issues, most have seen this first hand living it this area since the 70's. I think this is crazy in itself. For medical reasons great but this has gone too far. Wrong neighbourhood and an unsafe spot. Please find somewhere else, thank you for reading. If you want people that are busy trying hard to make ends meet the taxes are very high to voice their concerns have a way for them to do it online or anonymously. I am too tired to go to a meeting to embarrass myself and have people mad at me. I hear no one goes to these meetings for that reason. We need a better system so I can vote online. Like the pipeline or other things that people to help decide make it convenient and you will find the truth people don't want to get involved or have their lives disrupted.

Very concerned citizen

Attachment 7
Public Submissions and Comments (Page 2 of 3)

From: [Hamilton, Karen](#) on behalf of [Planning Email](#)
To: [Redpath, Nicholas](#)
Subject: FW: cannabis store license 3125 van horne, hilliers
Date: Monday, April 08, 2019 2:42:52 PM

fyi

From: Andy Rigg [REDACTED]
Sent: Monday, April 08, 2019 1:09 PM
To: Planning Email
Subject: cannabis store license 3125 van horne, hilliers
I will not attend meeting
I have no objection.
Alex Rigg
3054 rinvold
hilliers

Attachment 7
Public Submissions and Comments (Page 3 of 3)

From: [Planning Email](#)
To: [Redpath, Nicholas](#)
Subject: FW: non-medical cannabis on Van Horne Road application
Date: Monday, April 15, 2019 11:03:45 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.png](#)

Samantha Syme

Board of Variance Secretary, Strategic & Community Development

Regional District of Nanaimo

6300 Hammond Bay Road

Nanaimo, BC V9T 6N2

T: (250) 390-6564 | Email: ssyme@rdn.bc.ca

RDN



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From: Ryan K. [REDACTED]
Sent: Monday, April 15, 2019 8:44 AM
To: Planning Email
Subject: non-medical cannabis on Van Horne Road application

This email is in regards to the application for a non-medical cannabis retail store licence for a Van Horne Road. I do not believe this should proceed as there is currently a cannabis store less than a block away (on highway 4) from this proposed location.

Ryan Kyle

Sent from [Outlook](#)

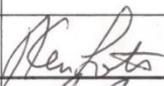


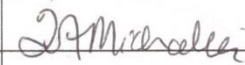
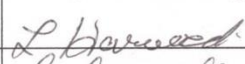

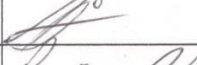
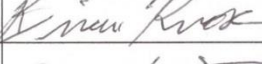

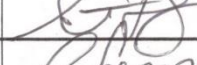
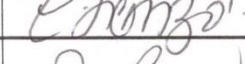


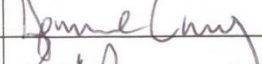
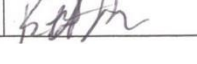
Attachment 8
Petition of Support (Page 1 of 5)

Petition to the Regional District of Nanaimo, Board of Directors

WE, THE UNDERSIGNED, HEREBY PETITION the Regional District of Nanaimo, Board of Directors to adopt the resolution **supporting** Non-Medical Cannabis Retail Store Licence Application No. PL2019-043, located at #8 – 3125 Van Horne Road in Area F.

WE STATE OR BELIEVE:

1. That the petitioners are residents of Area F in the Regional District of Nanaimo.
2. That product sold in a licenced, Non-Medical Cannabis Retail Store is purchased solely from government approved suppliers through the Liquor & Cannabis Regulation Branch.
3. That the cannabis products being sold have been quality tested to ensure they are not laced with any illicit drugs, are safe for human consumption, sold in sealed packages and are traceable from the point of sale all the way back to the facility where it was grown.
4. That the premises will be securely monitored running 24-hour surveillance.
5. That a licenced, legally operated, Non-Medical Cannabis Retail Store, if adopted, could potentially save lives, make it more difficult for minors to obtain illegal and unsafe cannabis, and would drive out any illegally operating dispensaries in the area.

#	SIGNATURE	NAME	LEGAL ADDRESS	DATE
		Ken Lott	3073 Van Horne Road	May 22/2019
		Bill Bokstrom	1005 Hawman Road	May 22, 2019
		Brandie Wark	34567 Gertrude	May 22/2019
		Frankie Michalak	102 3102 Rinvold Rd	May 22/2019
		LIZA HARWOOD	107-3125 RINVOLD RD	MAY 22/19
		Evelyn Olonick	3-3100 Rinvold Rd	May 22/19
		Stewart Corrigan	#4-3100 Rinvold Rd	May 22/19
		Brian Knox	#3-3100 Rinvold Rd	May 22/19
		Bev Merriman	#5-3100 RINVOLD RD	May 22/19
		Steve Dougan	9-3100 Rinvold Rd	May 22/19
		Corinna Leonzio	10-3100 Rinvold Rd	May 22/19
		JACQUELYN ROSS	12-3100 Rinvold Rd	" 22/19
		Alex Grier	3100 #17 Rinvold Rd	May 22/19
		Joanne Cambly	3100 #18 Rinvold	May 22/19
		RICK MENZIES	3097 VAN HORNE	MAY 22/19

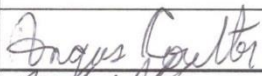

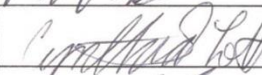
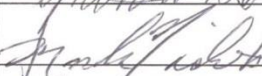
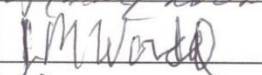
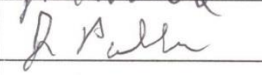
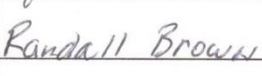
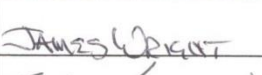
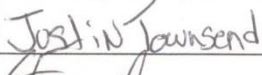
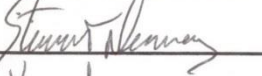

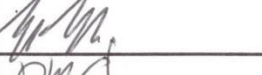


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4. That the premises will be securely monitored running 24-hour surveillance.
5. That a licenced, legally operated, Non-Medical Cannabis Retail Store, if adopted, could potentially save lives, make it more difficult for minors to obtain illegal and unsafe cannabis, and would drive out any illegally operating dispensaries in the area.

#	SIGNATURE	NAME	LEGAL ADDRESS	DATE
		A. COULTER	3091 VAN HORNE RD	05/22/19
		M. CRADDOCK	#1 1278 OCOA AVE	05/22/19
		Cynthia Lott	3073 Van Horne Rd	5/22/19
		A. MICHAELS	3115 Riva Road	5/22/19
		Jim Werdal	3061 Riva Rd	05/22/19
		Joe Pallen	1949 Swayne	05/22/19
		RANDALL BROWN	1280 Winningway	05/22/19
		JAMES WRIGHT	1313 CHATSWORTH	05/23/19
		JUSTIN TOWNSEND	1317 Brooklyn Lane	05/23/19
		STEWART DENNEY	1115 STATION RD	05/23/19
		KRISTIE TOOMBS	347 PARK VIEW PL	05/23/19
		Katlin Toombs	3027 Van Hornerd	05/23/19
		Duncan Coombs	3027 Van Hornerd	05/23/19
		Darren Coombs	3027 Van Hornerd	05/23/19
		CHRISTINE Bales	450 PRATT RD	05/23/19


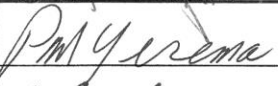
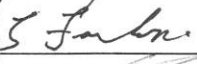






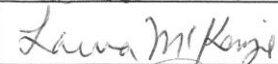




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Petition of Support (Page 4 of 5)

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4. That the premises will be securely monitored running 24-hour surveillance.
5. That a licenced, legally operated, Non-Medical Cannabis Retail Store, if adopted, could potentially save lives, make it more difficult for minors to obtain illegal and unsafe cannabis, and would drive out any illegally operating dispensaries in the area.

#	SIGNATURE	NAME	LEGAL ADDRESS	DATE
		Bill Preston	3243 Melon Rd.	May 22/19
		PAT Jeremina	Box 669 Coombs	" 23/19
		TOM FARKAS	5520 ALBANY HWY	" "
		eamon stinson	1745 PRATT RD	MAY 24/19
		LAUREN STINSON	1745 PRATT RD	MAY 23/19
		Lynn Boyle	3055 RINGOLD RD	MAY 23/19
		Cat MacIsaac	3-3125 Van Horne	MAY 23/19
		JOANNA WELBOURN	3670 Gellert Rd	May 23/19
		Laura McKenzie	2100 Parkway Pl.	May 23/19
		Amy Newson	#3-3125 Van Horne Rd	May 23/19
		Adam Jenkinson	#8-3117 VAN HORNE	MAY 23/19
		Dave Semple	#6 3100 RINGOLD	MAY 23
		Darren Caldwell	3046 Ringold Rd QB	MAY 23/19
		Brooke Bennett	3131 Ringold Rd QB	June 6/19

TO: Electoral Area Services Committee **DATE:** June 11, 2019

FROM: Stephen Boogaards
Planner **FILE:** PL2019-037

SUBJECT: **Zoning Amendment Application No. PL2019-037**
760, 770, 772 and 780 Horne Lake Road – Electoral Area H
Amendment Bylaw 500.427, 2019 – Introduction
Lot 1, Block 347, Newcastle and Alberni Districts, Plan 33670 Except Part in
Plan VIP61037

RECOMMENDATIONS

1. That the Board receive the Summary of the Public Information Meeting held on April 30, 2019.
2. That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.427 being considered for adoption.
3. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019”, be introduced and read two times.
4. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019”, be delegated to Director McLean.

SUMMARY

The applicant proposes to amend the zoning for the subject property from Rural 1 (RU1), Subdivision District ‘B’ to RU1 zone, Subdivision District ‘CC’, to allow a four lot subdivision. A Public Information Meeting was held on April 30, 2019. 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). It is recommended that Amendment Bylaw No. 500.427, 2019 be granted first and second reading.

BACKGROUND

The Regional District of Nanaimo (RDN) has received an application from Fern Road Consulting Ltd., on behalf of Clifford and April Gilchrist, Gordon Price and J&B Enterprises Ltd., to rezone the subject property from RU1, Subdivision District ‘B’ to RU1 zone, Subdivision District ‘CC’, to allow a four lot subdivision. The subject property is approximately 17.55 hectares in area and contains six dwelling units and accessory buildings (see Attachment 3 – Plan of Subdivision). The property is adjacent to Horne Lake Road to the east, the Agricultural Land Reserve (ALR) to the north and west, and 2.0 hectare Rural zoned parcels to the south (see Attachment 1 –

Subject Property Map). The northeastern portion of the property is also affected by a BC hydro statutory right-of-way.

Proposed Development

The applicant proposes to rezone the subject property from RU1, Subdivision District 'B' to RU1 zone, Subdivision District 'CC', to allow a four lot subdivision with a minimum parcel size of four hectares (see Attachment 5 – Proposed Plan of Subdivision). Three of the properties currently contain two dwellings and accessory buildings, many of which are proposed to be removed. Each lot will be serviced by a well and onsite sewage disposal.

The applicant proposes a 12.5 metre wide road dedication along the southern boundary of the subdivision to comply with Ministry of Transportation and Infrastructure access requirements. (see Attachment 3 – Plan of Subdivision). Proposed Lot 4 will need a relaxation of road frontage requirements as required in the *Local Government Act*.

Official Community Plan Implications

The subject property is designated Rural pursuant to the "Regional District of Nanaimo Electoral Area 'H' Official Community Plan Bylaw No. 1335, 2017" (OCP). The Rural designation supports a minimum parcel size of 4.0 hectares for the subdivision of land. Given the 4.0 hectare minimum parcel size, the density of the RU1 zone will also not exceed maximum permitted density in the OCP, being one dwelling unit per 2.0 hectares to a maximum of two per parcel. Therefore, the proposed amendment is consistent with the OCP Rural designation policies.

The OCP also includes direction that zoning amendments should generally be requested to include some public amenity as part of the completed project, in recognition of the increased value conferred on the land in the course of rezoning. The applicant is proposing \$4,000 towards Phase 2 of the Dunsmuir Community Park, which is a project currently underway and approved by the RDN Board. The provision of this amenity contribution is noted as a Condition of Approval in Attachment 2.

Land Use Implications

The existing RU1 zoning of the subject property allows agriculture, aquaculture, home-based business, produce stand, silviculture, secondary suite, and residential use. Currently six dwelling units and accessory buildings are located on the subject property, and are serviced by well and septic field. While many of the dwellings are proposed to be removed, the proposed zoning amendment would permit two dwellings per lot as the parcel does not exceed OCP policy for one dwelling unit per 2.0 hectares.

The applicant has submitted a proposed plan of subdivision to show the potential shape and dimensions of the proposed lots (see Attachment 3 – Proposed Plan of Subdivision). The configuration of proposed Lot 4 will require a relaxation of the 10% road frontage requirements of Section 512 of the *Local Government Act*, as only 5.6% of the parcel perimeter will be fronting on the proposed dedicated road.

The property is adjacent to the ALR to the north and west of the subject property. Due to the depth of the proposed parcels and size of the property, the proposed subdivision would be exempt from the Farmland Protection Development Permit Area and conflicts between agricultural and adjacent residential uses are not expected. However, a nuisance easement is

recommended to advise potential property owners or buyers of the presence of the ALR and the potential for noise and odours related to normal farming practices.

Environmental Implications

As the proposed zoning amendment is required to demonstrate compliance with “Board Policy B1.21 Hydrological (groundwater) assessment requirements for rezoning un-serviced lands and for development permits”, the applicant has provided a Preliminary Hydrological Assessment prepared by Lewkowich Engineering Associates Ltd., dated January 3, 2019. The report concludes that the four lot subdivision will have a negligible impact on the drinking water aquifer and that groundwater wells will be able to meet the required zoning volumes of 3.5 m³ / day. The report also concludes that the subdivision impacts to groundwater quality will be very low, as properly designed septic systems will need to be constructed to Island Health (VIHA) standards. The report recommends that all septic components are at least 30.0 metres from a groundwater well to limit potential contamination. As a condition of approval, it is recommended that the applicant be required to register a Section 219 covenant with the Preliminary Hydrological Assessment and conditions to ensure the wells are constructed and tested at subdivision stage, consistent with Board Policy B1.21.

Due to the presence of a wetland on the property, the applicant has also submitted an Environmental Assessment by Toth and Associates Environmental Services, dated February 5, 2019. The wetland is situated in the southwest corner of the property, and continues onto the neighbouring property. The report identifies that the wetland did not have any surface connection with downstream watercourses and that the *Riparian Area Regulations* would not apply. However, the report does identify that the wetland could provide amphibian breeding habitat and recommended a naturally vegetated buffer within 15.0 metres of the natural boundary of the wetland. As a condition of approval, it is recommended that the applicant be required to register a Section 219 covenant with the Environmental Assessment and conditions for the protection of the 15.0 metre natural boundary of the wetland.

Intergovernmental Implications

The application was referred to the Ministry of Transportation and Infrastructure (MOTI), who indicated that they have no objections to the rezoning application provided that the comments are not construed as subdivision approval and no drainage is directed to MOTI drainage systems. MOTI and the Provincial Approving Officer as part of a formal subdivision application will also consider road construction, stormwater management and geotechnical implications.

The application was referred to VIHA who identified that the septic disposal for the properties must be in compliance with the Sewerage System Regulations and VIHA subdivision standards. VIHA recommends any shared wells must be in compliance with the *Drinking Water Protection Regulation*. Therefore at the time of subdivision, as part of requirements for Policy B1.21, the RDN would require confirmation that any drinking water system for lots containing two dwelling units have an Operating Permit from VIHA.

Given the groundwater protection policies of the OCP, the zoning amendment application was also referred to the Qualicum Bay – Horne Lake Waterworks District. The property is located within the well capture zone for the community water supply. With respect to permitted uses on the property, the improvement district identified concerns with agriculture due to pesticides and fertilizers, and residential uses due to septic systems and abandoned wells. To address concerns with rural residential use, as a condition of approval, the Section 219 covenant will

ensure that any existing wells on the property will be brought into compliance with the *Drinking Water Protection Regulations*, which may include upgrading well heads or decommissioning abandoned wells. Further, septic systems must be designed according to VIHA standards which would mitigate risk by proper design and maintenance. With respect to agricultural use, the existing zoning definition of agriculture already excludes intensive forms of farming, including fur farm, mushroom farm, intensive swine operation, feedlot and cannabis production.

Public Consultation Implications

A Public Information Meeting (PIM) was held on April 30, 2019. Four members of the public attended and no written submissions were received prior to the PIM (see Attachment 4 – Summary Report of the Public Information Meeting). The public in attendance identified a concern related to the impact of stormwater runoff from the proposed road. With respect to this concern, MOTI has been contacted and have identified that drainage to the road and adjacent properties will be addressed through the formal subdivision application process.

In accordance with Section 464 of the *Local Government Act*, should the Board grant first and second reading to the amendment bylaw, a Public Hearing is required to be held or waived prior to the Board's consideration of third reading. The purpose of the Public Hearing is to provide an opportunity for those who believe that their interest in property is affected by the proposed bylaw to be heard by the Regional Board. In addition, the Regional Board may delegate the Public Hearing by resolution in accordance with Section 469 of the *Local Government Act*. Therefore, it is recommended, that should the Board grant first and second reading to the proposed amendment bylaw, that a Public Hearing be held in accordance with Section 464 of *The Local Government Act* and that the Public Hearing be delegated to Director McLean.

ALTERNATIVES

1. To proceed with Zoning Amendment Application No. PL2019-037, consider first and second reading of the Amendment Bylaw and proceed to Public Hearing.
2. To not proceed with the Amendment Bylaw readings and Public Hearing.

FINANCIAL IMPLICATIONS

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

STRATEGIC PLAN IMPLICATIONS

The proposed development has no implications for the 2016 – 2020 Board Strategic Plan.



Stephen Boogaards
sboogaards@rdn.bc.ca
 May 10, 2019

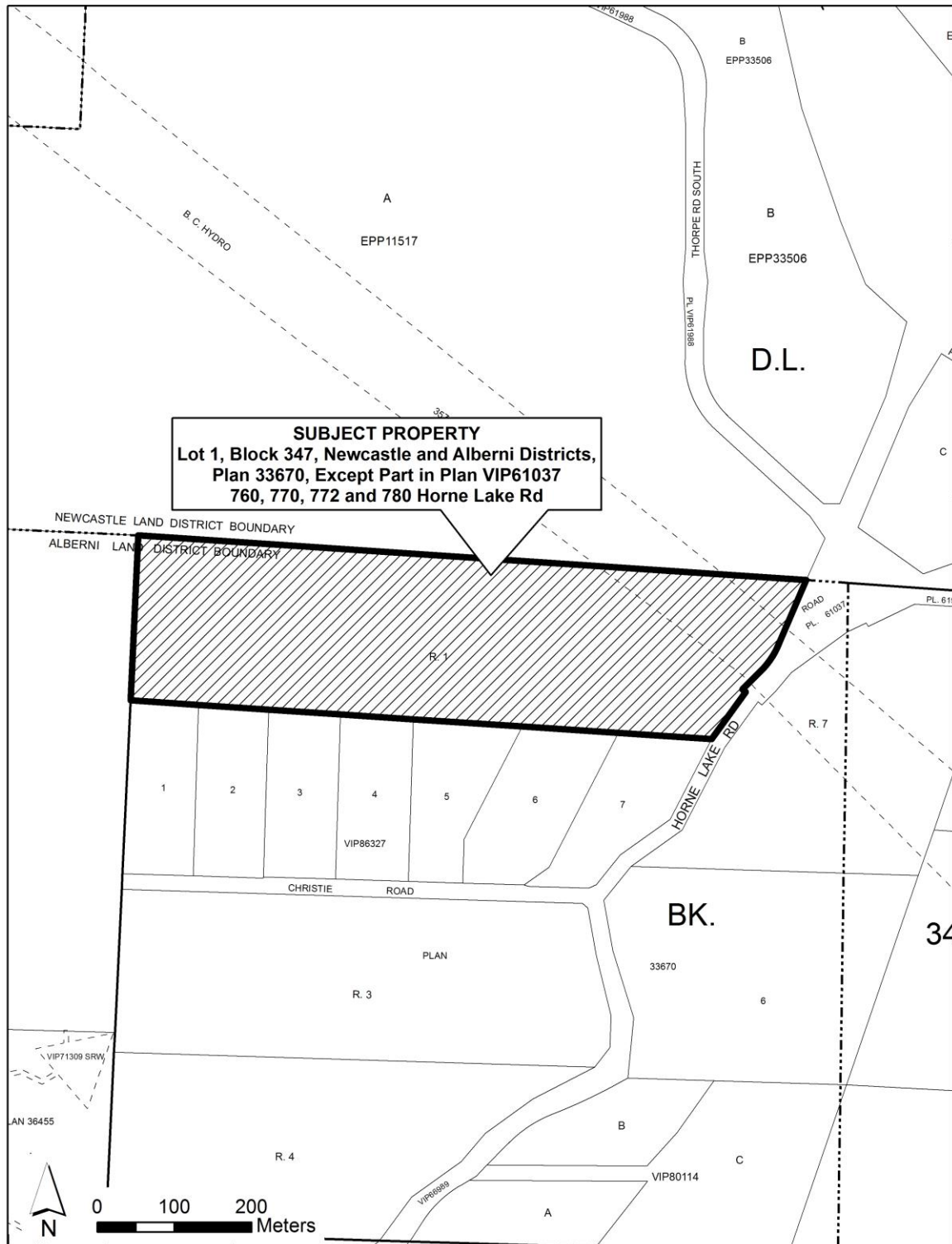
Reviewed by:

- P. Thompson, Manager, Current Planning
- G. Garbutt, General Manager, Strategic & Community Development

Attachments

1. Subject Property Map
2. Conditions of Approval
3. Proposed Plan of Subdivision
4. Summary Report of the Public Information Meeting
5. Proposed Amendment Bylaw No. 500.427, 2019

Attachment 1 Subject Property Map



Attachment 2

Conditions of Approval

The following is required prior to the “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019” being considered for adoption:

Conditions of Approval

1. The applicant shall provide a voluntary community amenity contribution in the amount of \$4,000 for phase 2 of the Dunsmuir Community Park.
2. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property title with the Environmental Assessment by Toth and Associates Environmental Services, dated February 5, 2019, restricting development within the wetland area.
3. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title requiring the development of the land occur in a manner consistent with the Preliminary Hydrological Assessment report prepared by Lewkowich Engineering Associates Ltd., dated January 3, 2019.
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*.
5. The applicant shall register a nuisance easement on the subject property to advise property owners of the presence of the Agricultural Land Reserve and the potential for odour, noise, dust or other disturbance resulting from farm operations.

**PROPOSED SUBDIVISION PLAN OF
LOT 1, BLOCK 347, NEWCASTLE AND ALBERNI DISTRICTS,
PLAN 33670, EXCEPT PART IN PLAN VIP61037.**

LEGEND

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.
ALL DIMENSIONS AND AREA ARE SUBJECT TO FINAL SURVEY.

DL DENOTES DISTRICT LOT
REM DENOTES REMAINDER
RM DENOTES RECTANGLES
R DENOTES RECTANGLES
--- DENOTES OVERHEAD POWER LINE
--- DENOTES BUILDING TO BE REMOVED

SCALE 1:2000

SIMS ASSOCIATES
JAMES SIMS, INC.
223 FERN ROAD W.
VICTORIA, B.C. V8N 1S4
TEL: 250-725-1841
FAX: 250-725-1841
FILE NUMBER: 18-227-S
DRAWING NUMBER: 18-227 PL310
DATE: 2019/07/10

Attachment 4
Summary of the Public Information Meeting
Held at Lighthouse Community Hall
240 Lions Way
April 30, 2019 at 6:30 pm
RDN Application PL2019-037

Note: This summary of the meeting is not a verbatim recording of the proceedings, but is intended to summarize the comments and questions of those in attendance at the Public Information Meeting.

There were four members of the public in attendance at this meeting.

Present for the Regional District of Nanaimo:

Director McLean, Electoral Area 'H' (the Chair)
Greg Keller, Senior Planner
Stephen Boogaards, Planner

Present for the Applicant:

Helen Sims, Fern Road Consulting Ltd.
Laura Lamb, Fern Road Consulting Ltd.
Chris Hudec, Lewkowich Engineering Associates Ltd.

The Chair opened the meeting at 6:30 pm, outlined the evening's agenda, and introduced the RDN staff and the applicants in attendance. The Chair then stated the purpose of the Public Information Meeting and asked RDN staff to provide background information concerning the development application.

The Planner provided a brief summary of the proposed zoning amendment application, supporting documents provided by the applicant, and the application process.

The Chair invited the applicant to give a presentation of the development proposal.

Helen Sims presented an overview of the proposal and professional reports submitted.

Chris Hudec provided an overview of the hydrological assessment and identified the development would have a negligible impact on the aquifer.

Gerry Desmarais, 3005 Christie Road, identified he was concerned with the proposed road and direction of rainwater. He asked if the drainage will affect wetland and adjacent properties.

The Planner explained that at the subdivision stage, after the rezoning, the Ministry of Transportation and Infrastructure would consider road construction and drainage. He will confirm with the Ministry, as the RDN may request more information from the applicant if a concern is not addressed.

Cliff Gilchrist, 760 Horne Lake Road, stated he lives on the property and explained concern with standing water on the existing driveway. He noted he was being asked to move off of the property.

Ed Hughes, Thorpe Road, identified that he did not receive a notice. He also identified that water would flow onto his property.

Chris Hudec spoke to road construction standards and soils in relation to drainage.

Ed Hughes, Thorpe Road, identified he had no objections but the soils contain an impermeable clay base.

Chris Hudec explained his response was general, though the water will drain to the north and the wetland is in a low spot.

Gerry Desmarais, 3005 Christie Road, asked why there was a wetland if there is no overland flow. He believes the wetland will expand due to drainage.

Chris Hudec explained that the paved road will have water running to a ditch and will not significantly change water runoff compared with the current driveway. Culverts can also be included to ensure the road does not become a dam.

Helen Sims explained that the Ministry of Transportation and Infrastructure will review road construction standards and will ensure that drainage will not impact neighbouring properties. It is too early in the process for detailed road design plans.

Gerry Desmarais, 3005 Christie Road, stated he wanted to be on record for his concerns with the impact of water flow.

The Chair asked if there were any further questions or comments.

Being none, the Chair thanked those in attendance and announced that the Public Information Meeting was closed.

The meeting was concluded at 6:57 pm.



Stephen Boogaards
Recording Secretary

Attachment 5
Proposed Amendment Bylaw No. 500.427, 2019

**REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 500.427**

**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. 500.427, 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, Block 347, Newcastle and Alberni Districts, Plan 33670 Except Part in Plan VIP61037

from Rural 1 Subdivision District ‘B’ to Rural 1 Subdivision District ‘CC’

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

Public Hearing held this ____ day of _____ 20XX.

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

Approved by the Minister of Transportation and Infrastructure pursuant to the *Transportation Act* this ____ day of _____ 20XX.

Adopted this ____ day of _____ 20XX.

CHAIR

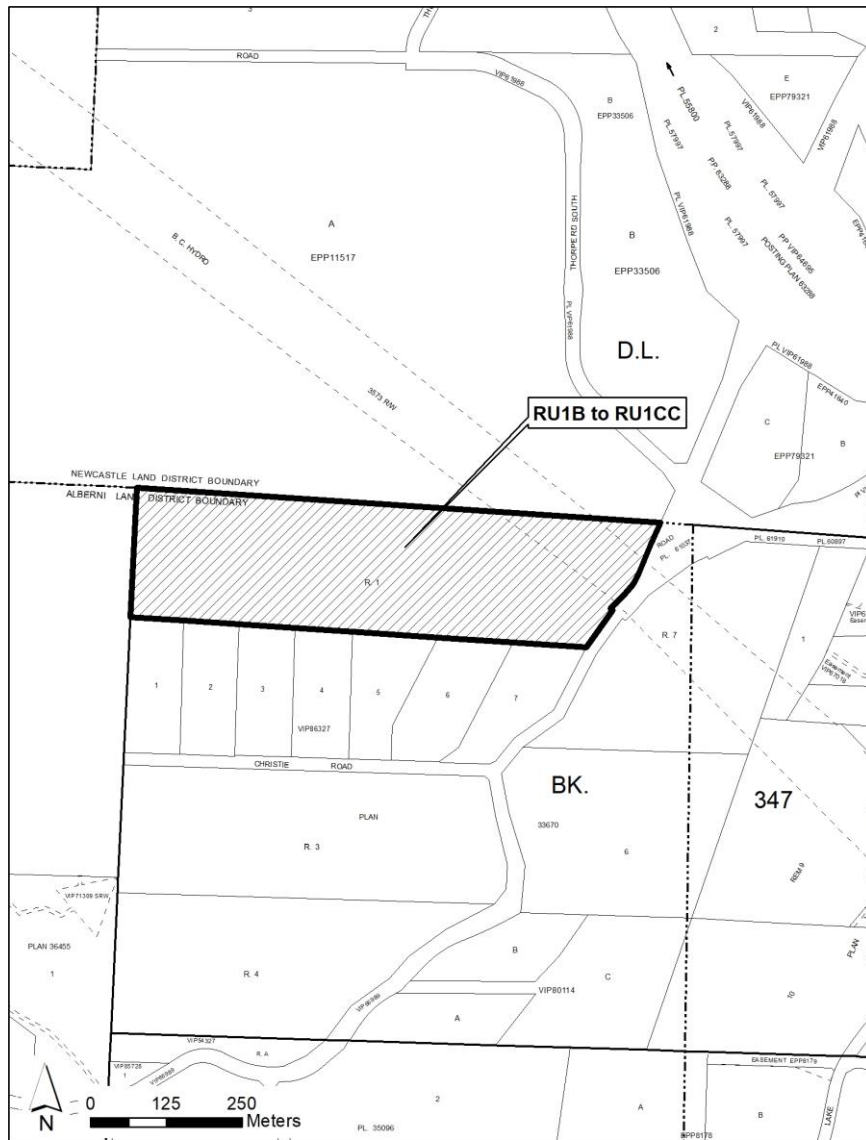
CORPORATE OFFICER

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.427, 2019".

Chair

Corporate Officer

Schedule '1'



TO: Transit Select Committee
FROM: Darren Marshall
Manager Transit Operations

MEETING: May 23, 2019
FILE: 8500 03 ATHS

SUBJECT: Additional Transit Holiday Service

RECOMMENDATION

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

SUMMARY

Regional District of Nanaimo (RDN) Transit Service has enough annual transit hours in the current 2018/2019 Annual Operating Agreement to provide transit service for 362 days a year. The service is currently not provided on New Year's Day, Good Friday, and Christmas Day.

Providing transit service 365 days a year would allow commuters and residents to travel in our region and could be implemented on January 1, 2020. This change would assist with local businesses, as well as customers who rely on transit.

The cost of this change to the Regional District of Nanaimo will be \$47,979 a year commencing 2020.

BACKGROUND

The RDN Transit Service is currently operating on all statutory holidays except for three days: New Year's Day, Good Friday and Christmas Day. On most statutory holidays¹ the RDN Transit Service operates at a Sunday level of service, which equates to 170 hours per Sunday level of service. Implementing three additional statutory days would require an additional 510 annual hours of service and could be implemented with an annual expansion in January 1, 2020 at a net cost share to the RDN of \$47,979.

Improved statutory holiday service is a service improvement frequently requested by customers. With most retail establishments open on Sundays and statutory holidays, both shoppers and retail employees would benefit from this type of service expansion. As an example, limited Boxing Day service was first introduced in 2005, in partnership with the four major malls, and was offered again in 2006. As a result of the overall success and positive feedback received by the public and employees in the retail industry, the RDN Transit now offers service on Boxing Day annually.

¹ Other Sunday level service on statutory holidays provided annually: Family Day, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day and Remembrance Day.

The Province has approved the RDN for a 5900 hour annual expansion for January 2020. With the approval of the additional three statutory holidays for a total of 510 hours, a 2020 detailed expansion plan for the remaining 5,390 service hours will be presented to the July Transit Select Committee for consideration. With the allocation of 510 hours to statutory holidays this will reduce the approved hours for the January 2020 service expansion.

ALTERNATIVES

1. That New Year's Day, Good Friday and Christmas Day be included in the Transit Holiday Schedule at a Sunday level service effective in the 2020 transit expansion plan and that the budget be increased by \$47,979.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

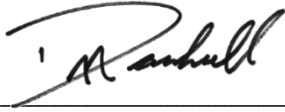
The RDN Transit System funds 53.31% of the costs and retains any additional fare revenues generated by new or increased ridership due to the expansion, which would help offset these costs. The RDN's net cost share will be \$47,979 annually to provide the 510 hours of statutory holidays, as the employees will be compensated at double time for work performed on all statutory holidays.

Statutory Holiday Service Increase Options:

	Current Operating Hours	Proposed Total Increased Annual Statutory Holiday Operating Hours (Current Sunday Level of Service)	Total Labor & Equipment Cost (Gross before BC Transit Cost Sharing)	Total BC Transit Labor & Equipment Cost (46.69% BC Transit shared service model)	Total RDN Labor & Equipment Cost (53.31% BC Transit shared service model)
RDN service increase for three statutory holidays: New Year's Day, Good Friday and Christmas Day	0 hrs.	510 hrs.	\$90,000	\$42,021	\$47,979

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We Will Advocate For Transit Improvements And Active Transportation



Darren Marshall
dmarshall@rdn.bc.ca
May 7, 2019

Reviewed by:

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

TO: Transit Select Committee **MEETING:** May 23, 2019

FROM: Erica Beauchamp
Superintendent, **FILE:** 8600 20 CTRP
Planning & Scheduling Transit

Subject: BC Transit Revised Custom Transit Registration Process Update

RECOMMENDATION

That the BC Transit Revised Custom Transit Registration process for the Regional District of Nanaimo Custom Transit System be approved for implementation in 2020.

SUMMARY

The current Regional District of Nanaimo (RDN) Custom Transit registration process is outdated compared to a number of transit systems across North America, who have moved towards a more personalized approach. In 2015, BC Transit implemented the *Revised Custom Transit Registration Process*, based on best practices in use throughout Canada and recommendations of the Americans with Disabilities Act. This new registration process includes an in-person assessment with a mobility coordinator, enabling an applicants needs and abilities to be matched with the most appropriate type(s) of transit services available. As the population within the RDN grows and more people move towards 'aging in place', the demand on an already inundated Custom Transit service will continue to increase. This increasing demand necessitates the modernization of old processes, bringing practices more in line with current recommendations. Implementation of the revised custom transit process would help ensure that Custom Transit services remain available for those most in need of them as well as to provide an educational opportunity for an individual to learn about the diversified suite of accessible transit services.

BACKGROUND

At the March 21, 2019, Transit Select Committee (TSC) meeting, the following motion was deferred to a future TSC meeting in favour of being provided more clarification to issues and concerns raised:

That the implementation of the BC Transit Revised Custom Transit Registration process for Regional District of Nanaimo Custom Transit (handyDART) be approved.

Rationale

When Custom Transit began, it was the only option for accessible transit since there were no accessible conventional transit alternatives. Since then, there has been diversification within the BC Transit fleet, leading to improvements in accessibility by means of low-floor vehicles capable of transporting persons using wheelchairs, scooters, walkers and other mobility aids. Many persons with disabilities can benefit from this change in transit accessibility, however many are unaware of the changes because the current paper-based, self-assessment application form does not reflect the options in transit services that are available. As well, there is no system or process

currently in place to help persons with disabilities to navigate or be educated about, the options in transit services.

In 2015, BC Transit piloted and implemented the BC Transit *Revised Custom Transit Registration Process* after recognizing that increased transit systems across North America had adopted a more personalized method of registering custom transit riders in accordance with recommendations from the Americans with Disabilities Act (ADA). This new registration process involves a personal approach whereby individual applicant's travel needs and abilities are taken into consideration during a transit-based assessment with a mobility coordinator. The mobility coordinator evaluates both the applicant's cognitive and physical abilities, with regards to using both custom and conventional transit services. An additional focus of this registration process assesses the safety of an applicant's ability to travel alone, and whether their mobility aids are safe for conventional and/or custom transit.

Custom transit is essential for persons with limited mobility and/or cognitive abilities, to ensure they can access services, medical appointments, and attend social gatherings, among other travel reasons. At this time, RDN Custom Transit has over 100 requests for subscription trips that are on a waitlist. A subscription trip means a regularly scheduled trip on one or more days per week at the same time each day, for which a client does not need to continuously call in to book them. Due to the importance of these trips in clients' day-to-day lives, subscription trips are in high demand and there is limited availability, causing some clients to be on a waitlist. As well, the percentage of unmet trips within RDN custom transit (6.62%) exceeds the recommended target of 1%. Add to these factors the population growth within the RDN, and the high demand for custom transit services is evident, emphasizing the need for a process to ensure that they remain focused on and available to customers who require the specialized services the most.

Proposed Implementation

Implementing the revised custom registration process would offer a more accurate, consistent and personalized method of registering potential Custom Transit users and provides a platform to educate applicants about the suite of transit services available. This process would help identify where there may be conditions which would make it difficult for an applicant to use conventional transit all or part of the time, leading to a differentiation in eligibility categories. An applicant may be ineligible, conditionally eligible, unconditionally (fully) eligible, or temporarily eligible. In the case of a temporarily eligible designation, there is a provision for this category to be approved solely by the handyDART office without the use of a mobility coordinator, for up to a three month period (with 1 month extension possibility).

Use of the mobility coordinator to educate applicants about accessible transit service options, broadens the applicants possibilities of finding a transit solution that works best for them. It would also identify those applicants that can use conventional transit all or part of the time, keeping the custom transit services for those with a demonstrated need, helping to reduce the demand for subscription trips as well as reducing unmet trips. Appointments with the mobility coordinator would be coordinated via the custom transit office and will include a custom transit ride to the location, both at no cost to the applicant. The assessment itself would last from 30 to 60 minutes, assessing transit-related skills and abilities, providing transit education, and discussing safety in transit including use of the applicant's mobility aids and the client's ability to travel alone. The objective of this process is to determine if the applicant is more suitable for custom transit, is able to utilize conventional transit or is suited to a mix of both transit services.

At this time, there are several transit properties within British Columbia that use this revised custom registration process, including (but not limited to) Campbell River, Comox Valley,

Cowichan Valley, Central Fraser Valley, Chilliwack, Kamloops, Vernon, Kelowna, Coast and Sunshine Coast.

The RDN Transit Future Plan (adopted in 2014) outlines that the revised custom registration process will help to ensure that limited resources are allocated appropriately and are available for those that most require the service.

Questions raised at the March 21, 2019, TSC are addressed in Attachment 1, to aid in a clarification of the process and provide a better understanding of the motivation behind the change to custom transit registration processes.

ALTERNATIVES

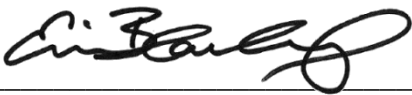
1. That the BC Transit Revised Custom Transit Registration process for the Regional District of Nanaimo Custom Transit System be approved for implementation in 2020.
2. That alternative direction be provided.

FINANCIAL IMPLICATIONS

The funding for the Revised Custom Transit Registration process has been estimated at \$40,000 annually. Using the BC Transit Shared Service Model, BC Transit's cost share would be 66.69% and the RDN's share would be 33.31%, a net cost to the RDN of approximately \$15,000. This cost is due to the contracted mobility coordinator and would thus depend on the successful proponents bid, however based on costs in other systems, it is estimated at \$95 per one hour visit. The assessment and the cost to transport applicants to their mobility assessment would be provided free of charge. These costs will be included in the 2020 financial plan and incorporated into BC Transit's 2020/2021 Annual Operating Agreement.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We Recognize And Plan For The Impact Of Our Aging Population.



Erica Beauchamp
ebeauchamp@rdn.bc.ca
May 6, 2019

Reviewed by:

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

Attachment

1. Question & Answers from March 21, 2019 TSC

Questions & Answers from March 21, 2019 TSC

Questions raised at the March 21, 2019 TSC, are addressed below for clarification of process and to provide a better understanding of the motivation behind the desire to change custom transit registration processes.

1. What is the extent of the problem we are trying to deal with?

The primary purpose of revising the registration process is to preserve the custom transit service for those who have no other option. In-person mobility assessments have been the industry best practice for several years and are in place for the majority of urban transit systems in North America. The issue is not an abuse of the system, but rather the increasing capacity constraints and rising number of unmet trips, resulting in people being unable to get the trips they need. While there have been significant improvements to accessibility of fixed-route transit, many people are unfamiliar with the availability and benefits of the low-floor accessible transit fleet. As well, the in-person mobility assessment is an opportunity to assess an applicant's ability to safely use handyDART without an attendant, ensure their mobility aid is safe and of appropriate size for transport and to provide education regarding what handyDART is.

2. With respect to the self-assessment, will there be a component of demonstrated functional abilities vs. just a subjective report from the individual applying for the service?

Yes. The functional mobility assessment is based on the applicant's demonstrated functional abilities to use fixed-route transit services. The current application process is essentially a self-assessment however the revised registration process is designed to include an assessment from a mobility coordinator. A sample functional skills list can be found on page 3.

3. Is there a standardized assessment protocol in place to assess these individuals?

Yes. A standardized assessment is established during the RFP process, which assesses physical, cognitive, and sensory skills and abilities specifically related to the utilization of fixed-route transit. A 'Sample Functional Skills List' can be reviewed on pages 3 & 4.

4. Concern was expressed about who is going to define impairment, which is usually in the domain of the physician or psychologist, not usually in the domain of the OT.

The process is modeled after the functional model of ability, rather than the previous medical model. It is designed to look at what the individual's abilities are instead of focusing solely on diagnoses. The medical model tends to reduce the individual to a classification of ailments, whereas the functional model is more individualized and is a more accurate depiction of what the person needs and is able to do. Thus, mobility coordinators are trained to determine what transit –specific tasks (physical and cognitive) the applicant is able to do, instead of using a predefined set of blanket categories. The physician/GP is not intended to be a part of the revised handyDART application process as the process is not to diagnose but rather see what they are capable of from a transit perspective.

5. What if a person has everything except a driver's license, would they qualify for the program?

A person is only eligible for custom transit if they have a disability (physical or cognitive) that prevents them from using fixed-route conventional transit without the help of another person. Ability to drive is not a factor in determining eligibility for handyDART.

6. Is there an appeal process?

Yes, if the applicant does not agree with the eligibility determination, they can appeal the decision. An appeal form is included with all letters (other than those of unconditional eligibility).

7. What would be the time frame for seeing the mobility coordinator (occupational therapist, physical therapist or nurse/nurse practitioner)?

The maximum time allowable for a patient to be assessed by the mobility coordinator can be specified within the RFP documentation. In discussion with Comox transit, who has adopted the Revised Custom Registration Process, the maximum allowable time is 10 days, before which the applicant needs to have been assessed.

8. Where will the mobility coordinator be located, we don't want someone from the far reaches of the district to have to travel to the other end of the district?

Location of the mobility coordinator(s) is dependent on who applies for the contract. It is certainly a consideration to look at issuing two contracts, one in the North area of the RDN, and another in the South, depending on responses to the RFP.

9. What will be the provisions for a re-assessment if someone has a decline in cognitive or physical abilities?

Often, a decline in abilities (cognitive or physical) is noted by handyDART drivers. When this occurs, an assessment (for previously registered handyDART clients) or re-assessment can be scheduled with the mobility coordinator. This second stage of assessment will ensure a client's mobility aids remain adequate for their needs, as well as determining when a client would be safest traveling with an attendant.

10. How many applicants a year apply in the RDN?

In 2018 there were 507 new applicants for handyDART transit. Of those applicants, roughly 25% did not continue or take rides on handyDART, leaving an average of 380 new handyDART applicants for 2018.

SAMPLE FUNCTIONAL SKILLS LIST

From BC Transit document: RFP 18.58 Custom Transit Registration Program

The following sample list is used in assessing abilities to use fixed route transit services. Tasks must be performed independently or with assistance of a mobility aid.

With a reasonable level of effort or risk, can the applicant consistently:

1. Get and Remember Transit System Information
2. Walk/Wheel to and from Transit Stop/Station
 - Throughout area - up to 1,250 metres
 - Over various surfaces
 - Over various terrain
 - Up/down curbs
 - Up/down curb-cuts
 - Cross streets of various widths and with various controls
 - Find way in familiar and unfamiliar settings
3. Enter and Exit Transit Stations / Major Exchanges
 - Navigating complex stations / major exchanges
4. Wait at a Stop/Station for Transit Vehicle
 - With and without benches/shelters
5. Locate and Recognize Bus/Train to Take
 - Single route and multiple routes with transfers
6. Board and Exit Vehicle
 - Inaccessible vehicles
 - Accessible vehicles (lift, ramp)
7. Pay Fare
8. Get to Seat/Securement Area
9. Ride in Seated or Standing Position
10. Recognize Destination
11. Signal for Stop
12. Perform Above Tasks in Various Weather and Environmental Conditions
 - Snow, ice, rain, heat, humidity, cold, smog
 - Bright light, low light, background noise
13. Handle Unexpected Situations
14. Travel Safely in the Community

PHYSICAL FUNCTIONAL SKILLS

Physical functional abilities needed to perform tasks required to use fixed route transit system.

1. Walking speed
2. Endurance
3. Coordination
4. Strength
5. Balance
6. Gait
7. Range of Motion
8. Dexterity

COGNITIVE FUNCTIONAL SKILLS LIST

Cognitive functional abilities needed to perform tasks required to use fixed route transit system.

1. Orientation to Person, Place and Time
2. Judgment and Safety Skills
3. Problem Solving
4. Coping Skills
5. Short and long-term memory
6. Concentration (Attention to Task)
7. Ability to Seek and Act on Directions
8. Ability to Process Information
9. Ability to Communicate Needs
10. Consistency
11. Behavioral Skills

SENSORY FUNCTIONAL SKILLS LIST

Sensory functional abilities needed to perform tasks required to use fixed route transit system.

1. Orientation to Place
2. Directional Wayfinding
3. Ability to Detect Changes on Surfaces
4. Ability to Detect Environmental Cues (Hearing)
5. Proficiency in Using Mobility Aids

May 22, 2019

The Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations & Rural Development
Parliament Buildings
Victoria, BC, V8V 2C2

RE: Shift in Provincial Policy on Cannabis Production in the ALR

Dear Minister Donaldson,

In June 2018, the president of the Union of BC Municipalities (UBCM) met with you to discuss emerging concerns about the production of cannabis in the Agricultural Land Reserve (ALR). At that time Minister Popham had declared a conflict of interest in relation to cannabis production.

Although UBCM was pleased with the outcomes of that meeting, we now have concerns about the position that the provincial government has recently taken on this file. Specifically, UBCM is concerned with the legislative and regulatory amendments that were made in February 2019 and which shifted provincial policy on cannabis production in the ALR.

In early May the Agricultural Land Commission (ALC) released their “Revised Information Bulletin 04 – Cannabis Production in the ALR.” At that time UBCM became aware that, effective February 22, 2019, the *Agricultural Land Commission Act* and the ALR Use, Subdivision and Procedure Regulation (now the ALR General Regulation) were amended, and the ALR Use Regulation was created.

Within these amendments, the provincial policy on cannabis production in the ALR shifted in order to recast all cannabis production in the ALR as farm use – meaning that applications to the ALC are no longer required for any form of cannabis production.

The UBCM Executive discussed this issue at their May 2019 meeting and would like to identify our key concerns as well as a number of questions that we have.

Lack of Consultation

UBCM was not consulted on the legislative and regulatory changes that have changed the characterization of cannabis production in the ALR. We understand that the changes did not directly impact the *Local Government Act*, but we strongly believe that the amendments have significant impacts on our members and that UBCM should have been consulted.

Based on this, we would like clarification on:

- The rationale for the changes to consider all cannabis production in the ALR as farm use
- The reason that UBCM and/or local governments were not consulted in advance of the amendments

In addition, the Minister's Advisory Committee on the Revitalization of the ALC and ALR conducted a consultation process to gain local government and other stakeholder feedback. Based on this, the committee recommended in its December 2018 final report that an immediate moratorium on non-soil bound production be established and that the ALC be provided with the authority to consider all cannabis-related applications. We understand from discussions with Ministry of Agriculture staff why a moratorium was not considered, but we could like clarification as to:

- Why the Committee's recommendation to provide the ALC with the authority to consider all cannabis-related applications was not pursued

Delay in Informing Local Governments

As it appears that many local governments were unaware of the change to consider all cannabis production as farm use, and that consequently the ALC would no longer be considering applications for cannabis production, the amendments have had the effect of creating a 3-month gap in which some forms of cannabis production may have been unregulated in terms of ALC oversight and/or local government land use regulation. Given the requirements for creating or amending local government bylaws, it is foreseeable that this gap could continue to exist for many more months.

Based on this, we would like clarification on:

- Why the change was not immediately communicated to local governments
- The general status of applications that may have been made to the ALC for non-farm use cannabis production since February

Monitoring & Enforcement

As the ALC no longer has a vetting role in proposals for cannabis production on the ALR, it is implied that monitoring and enforcement of allowable land use will increasingly be a local government responsibility.

Based on this, we would like clarification on:

- The extent to which local governments are now expected to provide monitoring and enforcement of allowable ALR land use in relation to cannabis production
- How the Minister's Bylaw Standards, or other guidance documents, will be revised or developed to support local governments in this role

Please note that separate correspondence is being prepared for Minister Popham in regards to the impacts of Bill 15 on our members, and the lack of consultation on that file.

UBCM supports collaboration as the best means to develop policy solutions to address concerns. As such, we look forward to your response to the concerns we have raised and the specific issues that we have asked for clarification on.

Sincerely,

A handwritten signature in black ink, appearing to read 'Arjun Singh', with a stylized, cursive script.

Arjun Singh

President, UBCM

cc: Jennifer Dyson, Chair, Agricultural Land Commission

Lorie Hrycuik, Executive Director, Corporate Governance, Policy & Legislation Branch, Ministry of Agriculture

Mary Shaw, Executive Director, Cannabis Legalization and Regulation Secretariat

Arlene Anderson, Manager - Legislation, Corporate Governance, Policy and Legislation Branch, Ministry of Agriculture

TO: Regional District of Nanaimo Board **MEETING:** June 25, 2019
FROM: Murray Walters **FILE:** 5500-22-SP-01
 Manager, Water Services
SUBJECT: Proceed to Petition – San Pareil Water Service Area Expansion

RECOMMENDATION

That the San Pareil Water Service Area Expansion project proceed to a petition of the affected property owners.

SUMMARY

There are 41 properties in the San Pareil area of Electoral Area G that are not connected to the community water system operated by Regional District of Nanaimo (RDN) in that area. Connecting these properties was identified as a priority in 2017, and the work has been in progress since then. The design of the expansion was completed in 2017 along with a construction cost estimate. A Capital Cost Charge Bylaw was enacted in February 2019 to set the cost for joining the system. In April 2019, a public information meeting was held on the subject of expanding the water service area to include the additional 41 properties. Before the meeting, information packages were mailed to all property owners already in the water service area and those currently not connected. The next step in the San Pareil Water Service Area Expansion project, is the distribution of a formal petition to the 41 affected property owners. The petition is currently being developed by Water Services and Corporate Services staff.

BACKGROUND

In 2017, requests were received by the RDN to investigate the inclusion of 41 properties in the San Pareil neighbourhood that are not currently part of the RDN's San Pareil Water Service Area. The 41 properties are adjacent to and even surrounded in some cases by properties in the service area. Each of the 41 properties is currently served by a typically shallow private well. All the properties in this area have individual septic fields for sewage disposal which also makes these private wells susceptible to contamination.

With funds provided from Community Works, the engineering design for the expansion of the service area was completed in 2017 along with a construction cost estimate.

In 2019, a capital cost charge bylaw was finalized and enacted to set the cost for new properties to join the service area. This charge is calculated by determining the total current value of the common assets within the water service area divided by the number of properties in the service area. It represents the value held by each property owner in the service area and is the amount payable by new additions on entry to the service area.

Following the approval of the Capital Charge Bylaw, a public information session on the project was held in Parksville in April 2019. An invitation to the session, including substantial background material, was mailed to all the properties currently in the water service area and the 41 properties outside the service area. 40 to 50 residents attended the information session and there was general support from them for the project. Since then, Water Services and Corporate Services staff have been preparing for the release of a formal petition.

ALTERNATIVES

1. San Pareil Water Service Area Expansion project proceed to a petition of the affected property owners.
2. San Pareil Water Service Area Expansion project not proceed to a petition of the affected property owners, and alternative direction be provided to staff.

FINANCIAL IMPLICATIONS

Moving forward with a petition will require RDN staff resources to prepare, issue, and process the petition to the property owners.

If the petition is successful, each of the 41 property owners will be responsible for paying an equal share of the common construction costs for the expansion and the capital cost charge, along with their own costs to connect their houses to the community water system at the curb. The total cost to each property owner will be in the order of \$25,000. The RDN will take on debt on the property owners' behalf to finance the common construction portion of this cost.

STRATEGIC PLAN IMPLICATIONS

Facilitating access to safe drinking water for the region's residents while reducing risks of aquifer contamination is consistent with the Vision, Mission, and Values described in the RDN Strategic Plan 2019-2022.



Murray Walters
Mwalters@rdn.bc.ca
June 6, 2019

Reviewed by:

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

TO: Regional District of Nanaimo Board **MEETING:** June 25, 2019
FROM: Duncan Taylor
Manager, Engineering Services **FILE:** 5330-20-CRFU&PSU
Subject: Chase River Forcemain No.1 Replacement – Construction Contract Award

RECOMMENDATIONS

1. That the Board award the contract for the Chase River Forcemain No. 1 Replacement and Haliburton Street Utility Upgrades to Milestone Contracting Inc. for a total contract value of \$2,987,730 (excl. GST).
2. That the Board approve the Construction Management contract with Jacobs Engineering with a value of \$245,000 for the Chase River Forcemain No.1 Replacement and Haliburton Street Utility Upgrades Project.
3. That the Board approve the addition of \$1,285,257 to the Chase River Forcemain No. 1 Replacement and Haliburton Street Utility Upgrades Project budget which will be reimbursed by the City of Nanaimo through a cost-sharing agreement.

SUMMARY

Jacobs Engineering completed the detailed design on the Chase River Forcemain No. 1 (CRFM1) Replacement and Haliburton Street Utility Upgrades. The construction scope was put out to public tender on May 7, 2019. The tender closed on June 6, 2019, and five tenders were received. The lowest bid received was from Milestone Contracting Inc. for \$2,987,730 (excluding GST). Jacobs Engineering reviewed the tenders for compliance and recommend that the construction of this project be awarded to Milestone Contracting Inc. Staff concur with Jacob's review.

The construction project will be funded through Wastewater Services approved 5 year capital plan and reimbursement from the City of Nanaimo (CoN) respectively. The net cost for the construction project for the Regional District of Nanaimo (RDN) is \$1,702,473 and for the CoN is \$1,285,257.

BACKGROUND

The Chase River Pump Station and Forcemains are critical infrastructure components of the southern communities wastewater infrastructure that receives wastewater from the south end of the CoN. Wastewater from the pump station is conveyed approximately 1.1 kilometres northward beneath Haliburton Street to the Nanaimo Interceptor Pipeline through twin 450 mm diameter ductile iron pipes (Chase River Force Mains No. 1 and 2). The forcemains were installed in 1980 and 1998 respectively.

Serious leaks in the Chase River Forcemain No. 1 have required that it be shut down and replaced on an expedited emergency basis. This project was advanced as a high priority for completion of the forcemain portion of the project in 2019 before the wet weather season to eliminate the current risk of wastewater spills from the system. Replacement of the ageing piping and electrical switchgear inside the pump station will be completed under a separate construction contract in the summer of 2020.

Following the award of the engineering services contract, an opportunity was identified to partner with the CoN to coordinate CoN watermain replacement and road upgrades along this stretch of Haliburton Street. Combining these activities into one coordinated construction project allows the RDN and CoN to reduce overall cost and disruption to the taxpayer by coordinating engineering, procurement and construction resources.

City of Nanaimo Scope of Work.

The CRFM1 installation beneath Haliburton Street will require the removal of the asphalt surface and road closure during construction. The CoN Transportation Masterplan identifies the same section of Haliburton Street for a dedicated pedestrian/cycling path and the CoN Capital Plan includes replacement of the ageing asbestos cement watermain. The CoN has elected to undertake the multi-use path and water main replacement work on Haliburton Street to correspond with the timing of the RDN forcemain replacement, in order to reduce overall cost and disruption to the taxpayer.

The RDN and the CoN have agreed to cost share the engineering design and construction for the three projects.

RDN Scope of Work (2019)

The 2019 Construction scope of this project is to install a new 650mm High-Density Polyethylene Forcemain from the CRFM1, 1 km across the Chase River and under Haliburton Street to connect with the existing gravity interceptor pipeline which transports wastewater from the Southern portion of Nanaimo to the Greater Nanaimo Pollution Control Centre.

Five tenders for the construction of the CoN and RDN 2019 scope of work were received. The list of tenders is summarized in Table 1 below:

Table 1: List of Tenders Received

Company Name	Tender Price (Exclusive of Tax)
Milestone Contracting Inc.	\$ 2,987,730
Copcan Civil Ltd.	\$ 3,150,748
Hazelwood Construction Services, Inc.	\$ 3,329,583
Windley Contracting Ltd.	\$ 3,303,104
Knappett Industries (2006) Ltd.	\$ 3,542,515

Milestone Contracting Inc. submitted the lowest tender price of \$2,987,730. RDN staff, in collaboration with Jacobs Engineering, has reviewed the tenders for compliance and recommend awarding the contract to Milestone Contracting Inc.

ALTERNATIVES

1. That the Board:
 - Award the contract for the CRFM1 Replacement and Haliburton Street Utility Upgrades to Milestone Contracting Inc. for a total contract value of \$2,987,730 (excl. GST).
 - Approve the Construction Management contract with Jacobs Engineering for a value of \$245,000 for the CRFM1 Replacement and Haliburton Street Utility Upgrades Project.
 - Approve the addition of \$1,285,257 to the CRFM1 Replacement and Haliburton Street Utility Upgrades Project budget which will be reimbursed by the CoN through a cost-sharing agreement.
2. That the Board provide alternative direction regarding the project.

FINANCIAL IMPLICATIONS

The CRFM1 Replacement and Haliburton Street Utility Upgrades Project will be funded through Wastewater Services approved 5 year capital plan and reimbursement from CoN respectively. The total value of the construction contract award is \$2,987,730(excl. GST). The net cost for the construction project for the RDN is \$1,702,473 and for the CON is \$1,285,257.

Although the CoN will be reimbursing the RDN for their portion of the project, the RDN is required to increase the budget to cover these costs in advance. An increase of \$1,285,257 to the CRFM1 Replacement and Haliburton Street Utility Upgrades Project budget is required to accommodate the incremental cost associated with the CoN scope of work.

STRATEGIC PLAN IMPLICATIONS

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

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

People and Partnerships - Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and objectives.



Duncan Taylor
dtaylor@rdn.bc.ca
13 June 2019

Reviewed by:

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

TO: Regional District of Nanaimo Board **MEETING:** June 25, 2019

FROM: Phyllis Carlyle
Chief Administrative Officer **FILE:** 6430-01

Geoff Garbutt
General Manager, Strategic and
Community Development

SUBJECT: 2019 Strategic Plan Alignment Review

RECOMMENDATION

That the Board approve the 2019 Strategic Plan Alignment.

SUMMARY

The Regional District of Nanaimo Board Strategic Plan 2019-2022 (Strategic Plan) was adopted May 28, 2019. The Goals and Actions included in the Strategic Plan are summarized in Attachment 1.

The 2019 Operational Plan was approved under the provisions of the previous Board Strategic Plan. As a result, future alignment is required between the Operational Plan and the new Board Strategic Plan.

A review has been completed of the required alignment between the 2019 Operational Plan and the Strategic Plan (Attachment 2). The highlights in the Alignment Review will guide the preparation of the new Operational Plan, which will fully detail how the Strategic Plan will be implemented. The new Operational Plan will be presented in the fall of 2019.

BACKGROUND

The purpose of the Strategic Plan is to express the vision and set the priorities of the Board of Directors for their current term of office, and to advance the long term vision for the RDN. The Regional District of Nanaimo Board Strategic Plan 2019-2022 was adopted May 28, 2019. With adoption of the new Strategic Plan, the RDN Board of Directors has charted a course for the remainder of its term and has laid the foundation for the future. Attachment 1 summarizes the Goals and Actions included in the Strategic Plan.

Due to the Provincial deadlines for budget approval, the Strategic Plan approval occurred after completion of the 2019 Operational Plan. Accordingly, there is alignment required between the Operational Plan and the Strategic Plan. The Operational Plan summarizes service delivery initiatives, outlines strategically important services and projects, while incorporating a reporting cycle for project accountability.

A 2019 Alignment Review (Attachment 2) highlights the key initiatives under the Strategic Plan, as well as identifies areas for future alignment. The achievements under the Strategic Plan will be presented to the Board in late 2019 to permit the Board to further adjust and refine the Strategic Plan and make the necessary provisions in the 2020 budget.

ALTERNATIVES

1. That the Board approve the 2019 Strategic Plan Alignment.
2. That the Board provide alternate direction to staff.

FINANCIAL IMPLICATIONS

The 2019 Strategic Plan Alignment Review will guide the 2020 budget preparations.

STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Goal: Improve the governance and awareness of RDN activities for citizens throughout the Region.

The 2019 Strategic Plan Alignment Review highlights the realignment required between Strategic Plan 2019-2022 and the Operational Plan while providing assurance that resources are dedicated to the advancement of the Board's strategic priorities.



Phyllis Carlyle, Chief Administrative Officer
pcarlyle@rdn.bc.ca
June 17, 2019



Geoff Garbutt, General Manager
Strategic and Community Development
ggarbutt@rdn.bc.ca
June 17, 2019

Attachments:

1. RDN Strategic Plan 2019-2022: Goals and Actions
2. 2019 Alignment Review

RDN STRATEGIC PLAN 2019-2022: GOALS AND ACTIONS

Key Strategic Area	Goals and Actions		Timeline
Climate Change	Goal: <i>Be leaders in climate change adaptation and mitigation, and become net zero by 2032.</i>		
	Actions	1.1 Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate actions towards adaptation and mitigation	2019
		1.2 Review and update corporate emissions plan and greenhouse gas (GHG) reduction strategy	2020
		1.3 Develop a regional strategy for electric vehicle charging	2020
		1.4 Complete a Net Zero strategy for building efficiency and localized energy generation	2022
Environmental Stewardship	Goal: <i>Protect and enhance the natural environment, including land, water, and air quality for future generations.</i>		
	Actions	2.1 Protect and acquire lands for environmental protection and parkland	2019
		2.2 Update the Drinking Water and Watershed Protection Program Action Plan	2019
		2.3 Achieve the 90% waste diversion target as per the Solid Waste Management Plan	2032
		2.4 Continue to improve the quality of treated wastewater in the Region	Ongoing
Housing	Goal: <i>Promote affordable housing for residents.</i>		
	Actions	3.1 Advocate for additional funding support for housing from senior governments	2019
		3.2 Develop a Regional Housing Strategy, including support/tools for affordable housing	2019-2020
		3.3 Advocate for alternative regulations in the BC Building Code to support innovation	2020
Growth Management	Goal: <i>Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.</i>		
	Actions	4.1 Protect agricultural lands and promote agriculture and food production in the region	2019
		4.2 Fully Develop of Asset Management Plan	2019-2020
		4.3 Conduct a full review of the Regional Growth Strategy to protect and enhance rural and urban communities	2020-2021
Transportation and Transit	Goal: <i>Provide opportunities for residents to move effectively through and around the Region.</i>		
	Actions	5.1 Enhance dialogue with the Ministry of Transportation and Infrastructure (MOTI) for on- and off-road pedestrian and active transportation	2019
		5.2 Develop a Regional Transportation Plan, considering all modes of travel	2020
		5.3 Work with BC Transit to expand transit service (e.g. transit hours) to connect important community hubs	2020
		5.4 Develop an active transportation network linking the Regional Districts in central Vancouver Island (eg RDN, CVRD, CVRD, ACRD)	Ongoing
Economic Coordination	Goal: <i>Set the table to enable diverse economic development opportunities across the Region.</i>		
	Actions	6.1 Develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners	2019
		6.2 Review the resources required in order to coordinate business development and retention throughout the Region	2020
People and Partnerships	Goal: <i>Improve the governance and awareness of RDN activities for citizens throughout the Region.</i>		
	Actions	7.1 Explore webcasting and/or live-streaming of RDN Committee and Board meetings	2019
		7.2 Review the resources required in order to maximize current and future grant and other funding opportunities	2019
		7.3 Develop a Communications Strategy to improve and enhance community engagement and public outreach	2020
		7.4 Continue to build and enhance relationships with First Nations based on the specific needs of each community's leaders	Ongoing
		7.5 Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and initiatives	Ongoing
Social Well-Being	Goal: <i>Make the Region a safe and vibrant place for all, with a focus on children and families in planning and programs.</i>		
	Actions	8.1 Update the Parks and Trails Master Plan, including funding options for parkland acquisition and development	2019-2020
		8.2 Prepare a Social Needs Assessment study, which identifies the broad range of social service providers at the local level, and develop a strategy to identify the RDN's role where appropriate	2020

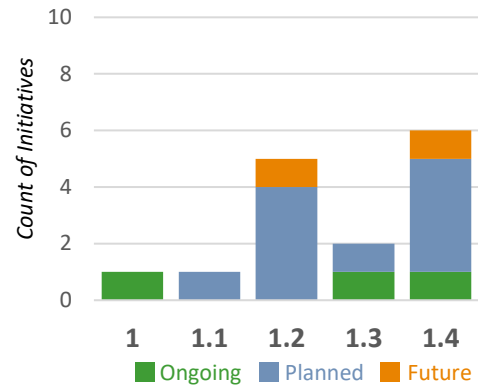


CLIMATE CHANGE



Goal: Be leaders in climate change adaptation and mitigation, and become net zero by 2032.

STATUS OVERVIEW



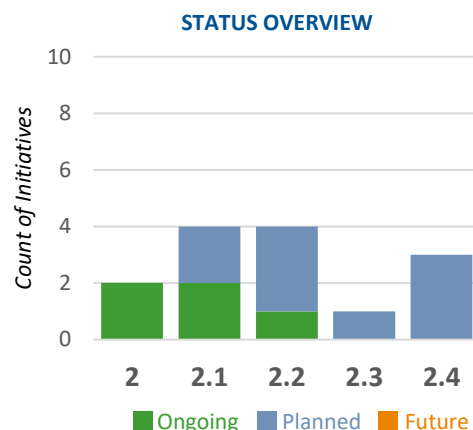
#	Action	Timing	Status	Key Initiatives
1.1	Strike a Technical Advisory Committee to develop and advance the RDN Climate Change Strategy and recommend immediate actions towards adaptation and mitigation	2019	Planned	<ul style="list-style-type: none"> New Technical Advisory Committee – Terms of Reference and Scope of Work to be presented to the Executive Committee
1.2	Review and update corporate emissions plan and greenhouse gas (GHG) reduction strategy	2020	Planned Future	<ul style="list-style-type: none"> Develop a Climate Change Strategy; Update existing Green Fleet Policy; Update the Corporate Climate Action Plan; Develop renewable energy on Regional District of Nanaimo (RDN) facilities Update Corporate and Community Action Plans – Resilience, renewable energy, fleet management, facilities and purchasing
1.3	Develop a regional strategy for electric vehicle charging	2020	Ongoing Planned	<ul style="list-style-type: none"> Electric vehicle charging network service establishment bylaw Community Amenity Contribution – District energy for and electric vehicle charging
1.4	Complete a Net Zero strategy for building efficiency and localized energy generation	2022	Ongoing Planned Future	<ul style="list-style-type: none"> Green stewardship and examine building rebates and efficiencies Develop Net Zero Strategy for buildings; Review delivery of rebates program; Examine Integrated Resource Recovery; Implement solar and recovery energy at RDN facilities Review Building Rebates to address technology, energy generation, site development; examine district energy systems
Related Initiatives			Ongoing	<ul style="list-style-type: none"> Climate Adaptation and Floodplain Mapping



ENVIRONMENTAL STEWARDSHIP



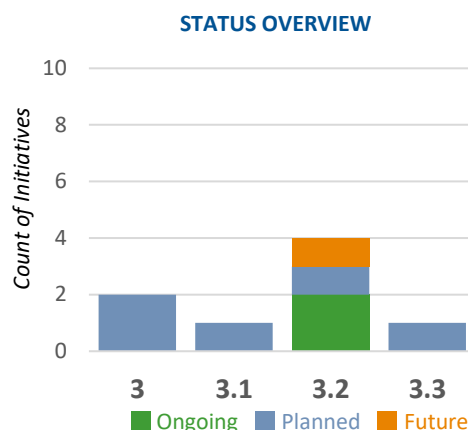
Goal: Protect and enhance the natural environment, including land, water, and air quality for future generations.



#	Action	Timing	Status	Key Initiatives
2.1	Protect and acquire lands for environmental protection and parkland	2019	Ongoing Planned	<ul style="list-style-type: none"> Update Official Community Plans (OCP) for Nanaimo Airport and Electoral Area (EA) F; Develop Community Amenity Policy Develop Parks and Trails Strategic Plan (2019-2020); Refine and prioritize parkland acquisition (2019-2020)
2.2	Update the Drinking Water and Watershed Protection Program Action Plan	2019	Ongoing Planned	<ul style="list-style-type: none"> Update the Drinking Water and Water Protection (DWWP) Action Plan in 2019 Joint groundwater study with Snaw-Naw-As; Partner with Provincial resources to support Water Risk Assessment; Increase technical & analytical support from RDN IT/GIS to DWWP
2.3	Achieve the 90% waste diversion target as per the Solid Waste Management Plan	2032	Planned	<ul style="list-style-type: none"> Province approval of RDN Solid Waste Management Plan
2.4	Continue to improve the quality of treated wastewater in the Region	Ongoing	Planned	<ul style="list-style-type: none"> Completion of Greater Nanaimo, and expansion of French Creek, Pollution Control Centres to secondary treatment and odour control; Repair and upgrade Chase River Pumpstation; Municipal partnership for Inflow and Infiltration reduction
	Related Initiatives		Ongoing	<ul style="list-style-type: none"> Bylaw 500 Commercial and Industrial Zones Review; Business License Service Review

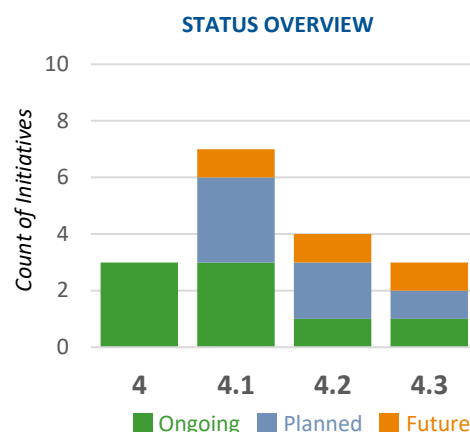


Goal: Promote affordable housing for residents.



#	Action	Timing	Status	Key Initiatives
3.1	Advocate for additional funding support for housing from senior governments	2019	Planned	· Advocate
3.2	Develop a Regional Housing Strategy, including support/ tools for affordable housing	2019-2020	Ongoing	· Housing Needs Assessment and Regional Housing Service review and recommendations; Review Secondary Suite Requirements – Building standards and parcel size
			Planned	· Housing Needs Assessment and Regional Housing Service review, service establishment recommendations 2019-2020
			Future	· Professional expertise in Social Planning to implement housing strategy
3.3	Advocate for alternative regulations in the BC Building Code to support innovation	2020	Planned	· Advocate
Related Initiatives			Planned	· Participation in Provincial and Regional Development Approval Review Project – Develop local response to recommendations; Report on Development Cost Charges (DCC) and Development Amenities Policy

Goal: Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.



#	Action	Timing	Status	Key Initiatives
4.1	Protect agricultural lands and promote agriculture and food production in the region	2019	Ongoing	<ul style="list-style-type: none"> · RDN Agricultural Advisory Committee (AAC); Northern Community Economic Development Grant Application; Review household poultry regulations
			Planned	<ul style="list-style-type: none"> · Board Policies on Agricultural Land Commission (ALC) applications and processing; Review AAC Terms of Reference; Support and review Cannabis Production and Retail Applications
			Future	<ul style="list-style-type: none"> · Review RDN Agriculture Area Plan – Organization and promotion of agriculture as economic sector: research, expansion of production, value added and marketing
4.2	Fully Develop of Asset Management Plan	2019-2020	Ongoing	<ul style="list-style-type: none"> · Asset Replacement Cost Study
			Planned	<ul style="list-style-type: none"> · Asset Condition Assessment Study; Continue in-house Training in Asset Management
			Future	<ul style="list-style-type: none"> · Implement Asset Management Plan – Software, Procedures, Internal Tracking and Financial Planning
4.3	Conduct a full review of the Regional Growth Strategy to protect and enhance rural and urban communities	2020-2021	Ongoing	<ul style="list-style-type: none"> · Targeted Regional Growth Strategy (RGS) Review 2019
			Planned	<ul style="list-style-type: none"> · Consider a full RGS review in 2021
			Future	<ul style="list-style-type: none"> · Subdivision approval authority
	Related Initiatives		Ongoing	<ul style="list-style-type: none"> · EA F OCP review; Subdivision Servicing Bylaw and Approving Officer Service Review; Infrastructure Servicing analysis for priority Village Centres

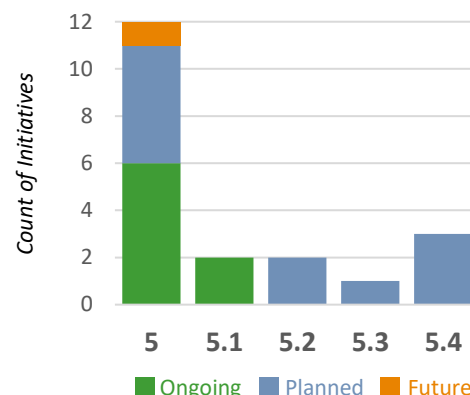


TRANSPORTATION AND TRANSIT



Goal: Provide opportunities for residents to move effectively through and around the Region.

STATUS OVERVIEW

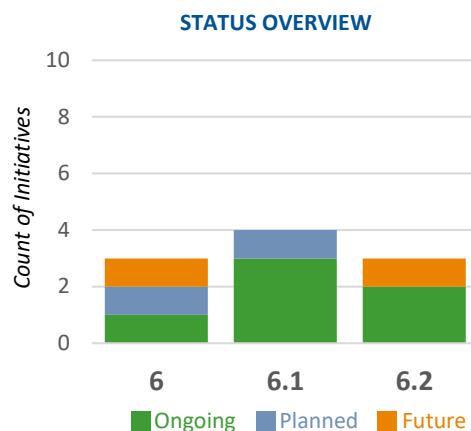


#	Action	Timing	Status	Key Initiatives
5.1	Enhance dialogue with the Ministry of Transportation and Infrastructure (MOTI) for on- and off-road pedestrian and active transportation improvements	2019	Ongoing	· Active Transportation planning exercise with the Ministry of Transportation and Infrastructure (MOTI); Active Transportation Infrastructure Memorandum of Understanding with MoTI
5.2	Develop a Regional Transportation Plan, considering all modes of travel	2020	Planned	· Work with City of Nanaimo, BC Transit and MOTI to develop a regional transportation plan; Report on Transit Service Plan for 27,500 service hours over the next 3 years
5.3	Work with BC Transit to expand transit service (e.g. transit hours) to connect important community hubs	2020	Planned	· Transit system review including fare analysis and fleet alignment
5.4	Develop an active transportation network linking the Regional Districts in central Vancouver Island (eg RDN, CVRD, CVRD, ACRD)	Ongoing	Planned	· Report to consider the creation of a Transportation Service; Nanaimo Airport OCP and Zoning project – Accommodate transport/inter regional transit; Advocate for a Provincial Island Transportation Plan
Related Initiatives			Ongoing	· Nanaimo Airport OCP and Zoning project; EA F OCP Review; Subdivision Servicing Bylaw; Regional and Community Parks and Trails strategy; French Creek Harbour and Estuary redevelopment; Development Amenity Policy
			Planned	· EA F OCP Review; Subdivision Servicing Bylaw; Parks and Trails Strategic Plan; French Creek harbour and estuary redevelopment; Development Amenity Policy
			Future	· Subdivision Approving Authority



ECONOMIC COORDINATION

Goal: Set the table to enable diverse economic development opportunities across the Region.



#	Action	Timing	Status	Key Initiatives
6.1	Develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners and electoral areas	2019	Ongoing	<ul style="list-style-type: none"> Northern Community Economic Development Service; EA B Local Economic Development Service; Economic Development Service Review – Report and options
			Planned	<ul style="list-style-type: none"> Role of RDN in Regional Economic Development – Coordination with local government, industry and partners
6.2	Review the resources required in order to coordinate business development and retention throughout the Region	2020	Ongoing	<ul style="list-style-type: none"> Business License Service Review; Cannabis License Process Implementation
			Future	<ul style="list-style-type: none"> Telecommunication service expansion in unserved areas utilizing grants
	Related Initiatives		Ongoing	<ul style="list-style-type: none"> InFilm Grant In Aid Funding
			Planned	<ul style="list-style-type: none"> Social Procurement Policy 2020
			Future	<ul style="list-style-type: none"> Review RDN Agriculture Area Plan – Organization and promotion of agriculture as economic sector: research, expansion of production, value added and marketing

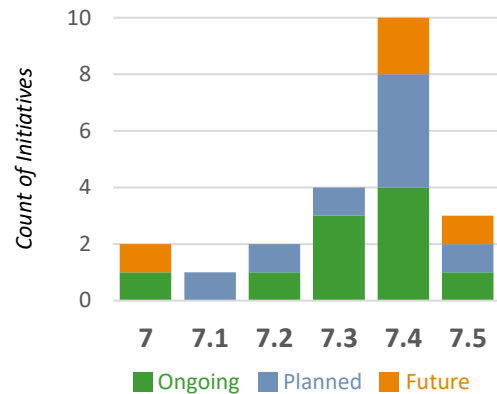


PEOPLE AND PARTNERSHIPS



Goal: Improve the governance and awareness of RDN activities for citizens throughout the Region.

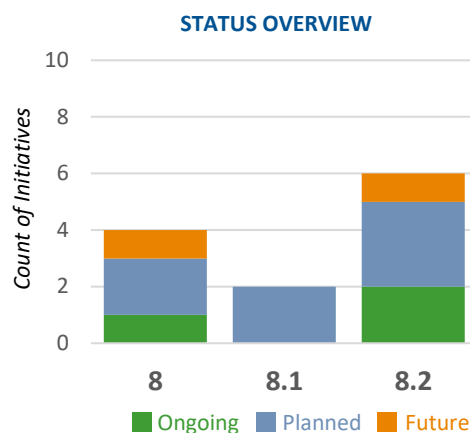
STATUS OVERVIEW



#	Action	Timing	Status	Key Initiatives
7.1	Explore webcasting and/or live-streaming of RDN Committee and Board meetings	2019	Planned	<ul style="list-style-type: none"> Webcasting – Livestream Board, EA Services Committee, Committee of the Whole and Oceanside Services Committee meetings
7.2	Review the resources required in order to maximize current and future grant and other funding opportunities	2019	Ongoing Planned	<ul style="list-style-type: none"> Utilize staff resource and consultant on grant coordination Report on Grant Applications
7.3	Develop a Communications Strategy to improve and enhance community engagement and public outreach	2020	Ongoing Planned	<ul style="list-style-type: none"> RDN engagement strategy – staff and Board training and internal resources; Graphic standards and RDN branding; Social media user guide and training RDN engagement strategy – Staff and elected official training
7.4	Continue to build and enhance relationships with First Nations based on the specific needs of each community's leaders	Ongoing	Ongoing Planned Future	<ul style="list-style-type: none"> Truth and Reconciliation Commission (TRC) Calls to Action: staff and Board training; Qualicum First Nation Protocol Agreement; UBCM Community to Community (C2C) grant funding for Qualicum First Nation Engagement, Snuneymuxw Protocol Agreement TRC Calls to Action: Implement formalized ongoing staff training strategy; Qualicum First Nation Protocol Agreement; UBCM C2C Funding for Snuneymuxw First Nation Engagement; Continue to develop service agreements and explore opportunities for shared services Continue Indigenous and community training strategy; First Nations Referrals Management Program and Liaison
7.5	Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and initiatives	Ongoing	Ongoing & Planned Future	<ul style="list-style-type: none"> Continue to develop service agreements and explore opportunities for shared services with Member Municipalities Explore partnerships for service delivery: Non-Governmental Organizations, Island Health, Provincial Agencies and First Nations
Related Initiatives			Ongoing Future	<ul style="list-style-type: none"> Annual RDN Operational Plan and Forecast Consider northern service delivery model and customer service strategy



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



#	Action	Timing	Status	Key Initiatives
8.1	Update the Parks and Trails Master Plan, including funding options for parkland acquisition and development	2019-2020	Planned	· Develop Parks and Trails Strategic Plan; Parkland DCC Review 2019-2020
8.2	Prepare a Social Needs Assessment study, which identifies the broad range of social service providers at the local level, and develop a strategy to identify the RDN's role where appropriate	2020	Ongoing	· Oceanside Community Health Network; Childcare Needs Assessment
			Planned	· Review the future of Oceanside Community Health Network; Support Childcare Needs Assessment led by the City of Nanaimo and review results; Revisit transit service feasibility study for unserved electoral area village centres and rural areas from an economic and social welfare lens
			Future	· Consider in-house Social Planning expertise to address emerging service needs
Related Initiatives			Ongoing	· EA F OCP Review
			Planned	· Complete and implement fire governance review; Review expansion of Ravensong Aquatic Centre
			Future	· Explore partnerships for service delivery – Island Health, Provincial Agencies, First Nations

TO: Regional District of Nanaimo Board **MEETING:** June 25, 2019
FROM: Gary Jurasek
IT Manager **FILE:** 19-041
SUBJECT: Supply and Delivery of Computer Hardware

RECOMMENDATION

That the Regional District of Nanaimo Board approve Microserve, Island Key Computer Ltd. and Think Communications to supply and deliver computer hardware and peripherals.

SUMMARY

A Request for Qualifications (RFQ) was conducted and the three highest scoring vendors are recommended for the future supply and delivery of computer hardware and peripherals. The three vendors will be requested to provide the RDN with quotations for computer hardware and peripheral products as needed.

BACKGROUND

Pursuant to the *Regional District of Nanaimo Delegation of Authority Bylaw No. 1661* and the *Authorization to Purchase and Pay Accounts Policy No. A2.9*, procurement contracts which exceed a value of \$150,000 (exclusive of taxes) require the approval of the Board of Directors.

The recommendation is to authorize the award of the RFQ for computer hardware and peripheral products to three vendors.

Project Background

Six responses to the request for qualifications were received and evaluated. Three vendors are recommended for the RDN to use for future computer hardware and peripheral products purchases.

Project Description

There are no specific products being purchased at this time. The purpose of this process was to select vendors to be used by the RDN for future computer hardware, technology and services on an as needed basis. This RFQ was necessary to ensure that the RDN had transparent access to a diverse range of current technology that will be able to meet the ongoing needs of the various services the RDN provides. This establishment of preferred vendors will provide the RDN access to consistent support from reliable and experienced vendors providing the best technological solutions to meet changing demands.

Project Timeline

A three-year agreement with each of the three vendors shortlisted is recommended.

Evaluation and Selection

Each submission was evaluated based on the following criteria:

- Customer Sales, Service & Onsite Support
- Breadth of Major Brands
- Corporate Profile, Background, Experience & References
- Returns and Warranty Service/Extended Warranties
- Professional Services Offering
- Supply Chain Network/Delivery Lead Times
- Value Added Initiatives

Ranking	Company Name
1	Microserve
2	Island Key Computer Ltd.
3	Think Communications
4	PCM Canada
5	CDW Canada
6	Origen

ALTERNATIVES

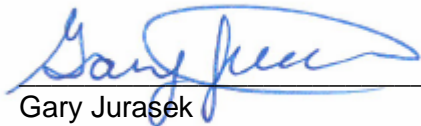
1. That the Regional District of Nanaimo Board approve Microserve, Island Key Computer Ltd. and Think Communications to supply and deliver computer hardware and peripherals.
2. That the Regional District of Nanaimo Board declines to authorize staff to award the RFQ for Supply and Delivery of Computer Hardware and Peripherals and directs staff to report back to the Regional District of Nanaimo Board with options for an alternative course of action.

FINANCIAL IMPLICATIONS

Computer hardware and peripheral products will be purchased as needed by requesting quotations from the approved vendors, and the most competitive quotation will be selected. The amount that the RDN spends on equipment and technology is influenced by many factors including new construction, legislation, growth and technology advancements. The projected expenditure on this RFQ ranges from \$200,000 to \$500,000 per year.

STRATEGIC PLAN IMPLICATIONS

This report supports the Board 2019-2022 Strategic Plan Values of Fiscal Responsibility, Collaboration and Relationships and Good Governance by ensuring that a publicly transparent, efficient, cost effective method is used for the procurement of computer hardware and peripherals.



Gary Jurasek
gjurasek@rdn.bc.ca
June 18, 2019

Reviewed by:

- K. Felker, Purchasing Manager
- J. Bradburne, Director of Finance
- D. Wells, General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer