

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

**Tuesday, April 23, 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**  
(All Directors - One Vote)  
That the following minutes be adopted:
  - 3.1 Regular Board Meeting - March 26, 2019** 7
  - 3.2 Special Board Meeting - April 9, 2019** 18
- 4. PRESENTATION**
  - 4.1 Canadian Award for Financial Reporting presented to the Finance Department of the Regional District of Nanaimo for the 2017 Annual Financial Report** 21
- 5. DELEGATIONS - AGENDA ITEMS**
- 6. CORRESPONDENCE**  
(All Directors - One Vote)  
That the following correspondence be received for information:
  - 6.1 Ed Mayne, Mayor, City of Parksville, re Request for Funding - Canada Goose Management Strategy** 23
- 7. COMMITTEE MINUTES**  
(All Directors - One Vote)  
That the following minutes be received for information:

7.1	Electoral Area Services Committee - April 9, 2019	24
7.2	Committee of the Whole - April 9, 2019	28
7.3	Transit Select Committee - March 21, 2019	32

## 8. COMMITTEE RECOMMENDATIONS

### 8.1 Electoral Area Services Committee

8.1.1	Development Permit with Variance Application No. PL2018-204 - 6588, 6590 and 6592 Island Highway West, Electoral Area H	35
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**Delegations Wishing to Speak to Development Permit with Variance Application No. PL2018-204 - 6588, 6590 and 6592 Island Highway West, Electoral Area H**

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

That the Board approve Development Permit with Variance No. PL2018-204 to relax the requirements for washroom facilities in a Campground subject to the terms and conditions outlined in Attachments 2 to 4.

8.1.2	Request for Relaxation of Perimeter Frontage Requirement and Acceptance of Cash-in-lieu of Parkland Dedication in relation to Subdivision Application No. PL2018-130 - Tralee Road and Chatsworth Road, Electoral Area F	44
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(Electoral Area Directors, except EA B - One Vote)

1. That the Board approve the request to relax the minimum frontage requirements for proposed Lots 3, 4, and 5 in relation to Subdivision Application No. PL2018-130.

2. That the Board accept five percent (5%) cash-in-lieu of parkland dedication in conjunction with Subdivision Application No. PL2018-130.

8.1.3	Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-142 - 2120 Nanaimo River Road, Electoral Area C	50
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(Electoral Area Directors, except EA B - One Vote)

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2016-142.

**8.1.4 Community Work Funds Allocation for Final Village Way Path Design – Electoral Area B 56**

(All Directors - One Vote)

That pending project approval by the Union of BC Municipalities, up to \$20,000 of unallocated 2019 Electoral Area B Community Works Funds be allocated to the Village Way path project in order to conclude a Ministry of Transportation and Infrastructure approved final project design and operating plan.

**8.1.5 Dashwood Fire Hall Replacement 58**

(All Directors - One Vote)

1. That “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

(All Directors - Weighted Vote)

2. That “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

(All Directors - One Vote / 2/3)

3. That the participating area approval is to be obtained for the entire proposed service area.

(All Directors - One Vote)

4. That the Board approve the Elector Response Form as provided in Attachment 3, establish 4:00 p.m. on Friday, July 26, 2019 as the deadline for receiving elector responses for the alternative approval process, and determine the total number of electors to which the approval process applies to be 1751.

**8.2 Committee of the Whole**

**8.2.1 Continuing the Conversation: Best Practices for RDN Communications and Engagement 70**

(All Directors - One Vote)

That the Board approve the communications and engagement tools.

**8.2.2 Performance Monitoring of New Waste Technology – Sustane Chester 74**

(All Directors - Weighted Vote)

That the Board partner with the Comox Valley Regional District and the Cowichan Valley Regional District for:

1. participation in the performance monitoring program of new waste technology – Sustane Chester;
2. contribution of \$7,500 from the Regional District of Nanaimo in the cost sharing of the performance monitoring program; and
3. preparation of a staff report to the Board at the conclusion of the performance monitoring program.

**8.2.3 Liquid Waste Management Plan Monitoring Committee Terms of Reference 82**

(All Directors - One Vote)

That the Board approve the Draft Liquid Waste Management Plan Monitoring Committee Terms of Reference.

**8.3 Transit Select Committee**

**8.3.1 2018 - 2019 Conventional Transit Annual Operating Agreement Amendment No.1 89**

(All Directors - Weighted Vote)

That the 2018 – 2019 Conventional Transit Annual Operating Agreement Amendment No. 1 be approved.

**8.3.2 Custom Transit (handyDART) Cancellation Policy Implementation 108**

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

That the implementation of the handyDART Cancellation Policy be approved.

**9. REPORTS**

**9.1 Revisions to Policy B1.21 Groundwater Assessment Requirements for Rezoning Unserved Lands and for Development Permits 112**

(All Directors - One Vote)

That the Board endorse the revised Policy B1.21 to improve clarity and streamline requirements for groundwater assessments for rezoning un-served lands and for development permits.

- 9.2 Zoning Amendment Application No. PL2019-069 – Pitt Road – Electoral Area H – Amendment Bylaw 500.425, 2019 – Introduction** 124
- (Electoral Area Directors, except EA B - One Vote - Must be taken separately)
1. That the condition set out in Attachment 2 of the staff report be completed as a condition of Amendment Bylaw No. 500.425, 2019 being adopted.
  2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.425, 2019”, be introduced and read two times.
  3. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.425, 2019”, be waived and notice of the Board’s intent to consider third reading and adoption be given in accordance with Section 467 of the *Local Government Act*.
- 9.3 Oceanside Services Committee** 133
- (All Directors - One Vote)
1. That the Terms of Reference for the new Oceanside Services Committee be approved.
  2. That the
    - a. District 69 Recreation Commission Bylaw No. 1777 be repealed.
    - b. District 69 Community Justice Select Committee and the Northern Community Economic Development Select Committee be dissolved.
    - c. Regional District of Nanaimo Board Procedure Bylaw No. 1754 be amended to update the Committees listed on Schedule A.
  3. That the Parks and Open Space Advisory Committee (POSAC) Terms of Reference for Electoral Areas E, F, G and H add a Member at Large position to replace the Commission appointee.
- 10. BYLAWS - WITH NO ACCOMPANYING REPORT**
- 10.1 Southern Community Economic Development Service Amendment Bylaw No. 1648.02, 2019 – For Adoption** 138
- (All Directors - One Vote)
- That "Southern Community Economic Development Service Amendment Bylaw No. 1648.02, 2019" be adopted.
- 11. DELEGATIONS - ITEMS NOT ON THE AGENDA**
- 11.1 Michael Banning, Station 27 Interagency Officer, Royal Canadian Marine Search and Rescue – Station 27 Nanaimo, re 2018 Annual Activities Report** 140
- 11.2 Paul Liddy, Cedar Road Bioenergy Inc., re Update on Nanaimo Bioenergy Centre** 141

**12. BUSINESS ARISING FROM DELEGATIONS**

**13. NEW BUSINESS**

**14. IN CAMERA**

(All Directors - One Vote)

That pursuant to Sections 90 (1) (a) and (e) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to Board appointments and the acquisition of land.

**15. ADJOURNMENT**

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

**Tuesday, March 26, 2019  
7:03 P.M.  
Board Chambers**

In Attendance:	Director I. Thorpe Director B. Rogers Director K. Wilson Director V. Craig Director M. Young Alternate Director J. Fell Director C. Gourlay Director S. McLean Director S. Armstrong Director D. Bonner Director T. Brown Director B. Geselbracht Director E. Hemmens Director J. Turley Alternate Director D. O'Brien Alternate Director T. Patterson Director M. Swain Director T. Westbroek	Chair Vice Chair Electoral Area A Electoral Area B Electoral Area C  Electoral Area F Electoral Area G Electoral Area H City of Nanaimo City of Nanaimo City of Nanaimo City of Nanaimo City of Nanaimo City of Nanaimo City of Parksville  City of Parksville District of Lantzville Town of Qualicum Beach
Regrets:	Director L. Salter Director L. Krog Director E. Mayne Director A. Fras	Electoral Area F City of Nanaimo City of Parksville City of Parksville
Also in Attendance:	P. Carlyle R. Alexander T. Osborne D. Wells D. Pearce T. Armet L. Gardner G. Keller T. Mayea C. Golding	Chief Administrative Officer Gen. Mgr. Regional & Community Utilities Gen. Mgr. Recreation & Parks Gen. Mgr. Corporate Services Director of Transportation & Emergency Services A/Gen. Mgr. Strategic & Community Development Mgr. Solid Waste Services A/Mgr. Current Planning A/Mgr. Administrative Services 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 Patterson and O'Brien to the meeting.

## **APPROVAL OF THE AGENDA**

19-097

It was moved and seconded that the agenda be approved, as amended, to include the following items under Correspondence, and to consider Item 13.1 Northern Communities Select Committee and Item 13.1.1 Oceanside Recreation and Sport Infrastructure Sub-Committee Report after the In Camera meeting:

6.2 Marlene Lunn, re Development Variance Permit Application No. PL2018-215 - 2515 Island Highway East, Electoral Area

6.3 Brent, re Development Variance Application PL2019-024 - 2254 Alberni Highway, Electoral Area F

6.4 Leona Zajes, re Development Variance Application PL2019-024 - 2254 Alberni Highway, Electoral Area F

6.5 Carin Ekeröth, re Development Variance Application PL2019-024 - 2254 Alberni Highway, Electoral Area F

6.6 Petition received March 25, 2019, re Development Variance Application PL2019-024 - 2254 Alberni Highway, Electoral Area F

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Regular Board Meeting - February 26, 2019**

19-098

It was moved and seconded that the minutes of the Regular Board meeting held February 26, 2019, be adopted.

CARRIED UNANIMOUSLY

## **INVITED PRESENTATIONS**

### **Regional District of Nanaimo Draft Strategic Plan 2019 - 2022**

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

19-099

It was moved and seconded that the Revised Draft Strategic Plan be received for information, and further, that public consultation on the Revised Draft Strategic Plan proceed with the results of such consultation reported to the Board at the May 28, 2019 Regular Board meeting.

Opposed (1): Director Fell

CARRIED

## **CORRESPONDENCE**

19-100

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

Tali Campbell, Nanaimo Clippers Junior 'A' Hockey Club, re Request for funding for the RBC Cup

Marlene Lunn, re Development Variance Permit Application No. PL2018-215 - 2515 Island Highway East, Electoral Area E

Brent, re Development Variance Application PL2019-024 - 2254 Alberni Highway, Electoral Area F

Leona Zajes, re Development Variance Application PL2019-024 - 2254 Alberni Highway, Electoral Area F

Carin Ekeroth, re Development Variance Application PL2019-024 - 2254 Alberni Highway, Electoral Area F

Petition received March 25, 2019, re Development Variance Application PL2019-024 - 2254 Alberni Highway, Electoral Area F

CARRIED UNANIMOUSLY

## **COMMITTEE MINUTES**

19-101

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

Electoral Area Services Committee - March 12, 2019

Committee of the Whole - March 12, 2019

Solid Waste Management Select Committee - March 5, 2019

Northern Community Economic Development Select Committee - February 21, 2019

CARRIED UNANIMOUSLY

## **COMMITTEE RECOMMENDATIONS**

### **Electoral Area Services Committee**

#### **Development Variance Permit Application No. PL2019-024 - 2254 Alberni Highway, Electoral Area F**

Brent Galtsman, Coombs business owner, spoke in opposition to the application.

Donna Mark, resident of Qualicum, Coombs business owner, spoke in opposition to the application.

John Miller, Realtor, on behalf of Ray Zajes, spoke in opposition to the application.

Rachel Hamling, agent for applicant, spoke in favor of the application.

John Murray, applicant, spoke in favor of the application.

Ray Zajes, 2260 Alberni Highway, business owner, spoke in opposition to the application.

19-102

It was moved and seconded that the Board approve Development Variance Permit No. PL2019-024 to reduce the minimum parking and other lot line setback requirements subject to the terms and conditions outlined in Attachments 2 and 3.

Opposed (2): Director Wilson, and Director Gourlay

CARRIED

#### **Development Variance Permit Application No. PL2018-215 - 2515 Island Highway East, Electoral Area E**

19-103

It was moved and seconded that the Board approve Development Variance Permit No. PL2018-215 to reduce the interior lot line setback from 2.0 metres to 0.15 metres subject to the terms and conditions outlined in Attachments 2 and 3.

CARRIED UNANIMOUSLY

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

19-104

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

CARRIED UNANIMOUSLY

**Revisions to Policy B1.21 Groundwater Assessment Requirements for Rezoning Un-serviced Lands and for Development Permits**

It was moved and seconded that the Board endorse the revised Policy B1.21 to improve clarity and streamline requirements for groundwater assessments for rezoning un-serviced lands and for development permits.

19-105

It was moved and seconded that the Revisions to Policy B1.21 Groundwater Assessment Requirements for Rezoning Un-serviced Lands and for Development Permits Report be referred back to staff.

CARRIED UNANIMOUSLY

**Bylaw Enforcement Overview**

19-106

It was moved and seconded that staff be directed to undertake a review of regulatory services and procedures, and report back to the Board with recommendations to address gaps that may exist in bylaw enforcement in the Electoral Areas as well as cost recovery mechanisms.

Opposed (1): Director Fell

CARRIED

**Committee of the Whole**

**District 69 Youth Recreation Grants**

19-107

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

- Bowser Elementary School - spring field trip - \$2,500
- Arrowsmith Community Recreation Association - Youth Week events - \$461
- Mid-Island Distance Youth Running Club - equipment purchase - \$1,054
- Errington War Memorial Hall Association - World Music Youth Camp - \$1,000
- Oceanside Community Arts Council - summer school creative art supplies - \$1,000
- Ravensong Aquatic Club - equipment - \$1,275
- Errington Elementary School - field coach equipment - \$2,219

Total - \$9,509

CARRIED UNANIMOUSLY

### **District 69 Community Recreation Grants**

19-108

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

- Errington Elementary School - Grade 3 swim program - \$1,675
- Forward House Community Society - program costs - \$2,215
- Bow Horn Community Club - fall fair - \$2,500
- Qualicum Beach Weavers & Spinners Guild - materials, promotions, meeting space - \$2,000
- Parksville Golden Oldies Sports Association - meeting space - \$800
- Oceanside Building Learning Together Society - Dad's night out - \$650
- Town of Qualicum Beach - Beach Day event - \$1,000
- Bowser Tennis Club - repair court surface, purchase ball machine - \$2,253
- Arrowsmith Community Recreation Association - Country Picnic event supplies - \$1,250
- Parksville Curling Club - LED lighting upgrade project - \$2,000
- Canadian Paraplegic Association (BC) - Spinal Cord Injury BC event equipment rental - \$1,000

Total - \$17,343

CARRIED UNANIMOUSLY

### **Ministry of Forests, Lands, Natural Resource Operations and Rural Development Wildfire Response Agreement 2019-2022**

19-109

It was moved and seconded that the 2019-2022 Wildfire Response Agreement with the Ministry of Forest, Lands, Natural Resource Operations and Rural Development be approved for execution.

CARRIED UNANIMOUSLY

### **French Creek Pollution Control Centre, Engineering Services**

19-110

It was moved and seconded that the Board approve an additional \$222,172 (excluding GST) to AECOM Engineering Services contract for Thickener Facility Upgrade engineering and Landscape Architecture design.

CARRIED UNANIMOUSLY

**Cedar Community Hall Association, re Requesting Community Works Funds for Accessibility Improvements**

It was moved and seconded that pending project approval from Union of BC Municipalities, staff be directed to complete an agreement with the Cedar Community Hall Association for up to \$5,520.56 from the Electoral Area A Community Works Fund allocation and that the 2019 to 2023 Financial Plan Bylaw be amended accordingly.

It was moved and seconded that the main motion be amended by replacing \$5,520.56 with \$78,625.

CARRIED UNANIMOUSLY

19-111

The vote was taken on the main motion as amended:

That pending project approval from Union of BC Municipalities, staff be directed to complete an agreement with the Cedar Community Hall Association for up to \$78,625 from the Electoral Area A Community Works Fund allocation and that the 2019 to 2023 Financial Plan Bylaw be amended accordingly.

CARRIED UNANIMOUSLY

**Solid Waste Management Select Committee**

**Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 1784**

19-112

It was moved and seconded that the "Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 1784, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

19-113

It was moved and seconded that the "Regional District of Nanaimo Tipping Fee and Solid Waste Disposal Regulation Bylaw No. 1784, 2019" be adopted.

CARRIED UNANIMOUSLY

19-114

It was moved and seconded that when approval is received from the Ministry of Environment of the Solid Waste Management Plan, that staff prepare a financial plan to coincide with the Plan to reduce solid waste.

CARRIED UNANIMOUSLY

**Out of Region Waste Disposal Request from qathet Regional District**

19-115

It was moved and seconded that the Board approve the request from the qathet Regional District to accept municipal solid waste from residents of Lasqueti Island at Regional District of Nanaimo Solid Waste Management Facilities with the following conditions:

1. municipal solid waste from Lasqueti Island will be charged the prevailing Regional District of Nanaimo municipal solid waste tipping fee rate plus a 20% premium;
2. acceptance will be approved until March 1, 2026; and
3. the Board direct staff to amend Regional District of Nanaimo Solid Waste Management Bylaw No. 1531, 2007, Schedule 'D' to include these conditions.

CARRIED UNANIMOUSLY

**Transit Select Committee**

**Licence of Occupation and Use**

19-116

It was moved and seconded that the Regional District of Nanaimo enter into a licence of occupation and use with the City of Nanaimo and Seaspam Ferries Corporation for a portion of 1 Port Drive commencing April 7, 2019 and ending September 30, 2019.

CARRIED UNANIMOUSLY

**REPORTS**

**Oceanside Place Energy Upgrades and Chiller Replacement Tender Award**

19-117

It was moved and seconded that the Board award the contract for the Oceanside Place Energy Upgrades and Chiller Replacement Project to Fraser Valley Refrigeration Ltd. for \$380,920 (excluding GST).

CARRIED UNANIMOUSLY

**Ravensong Aquatic Centre Mechanical Equipment Replacement Tender Award**

19-118

It was moved and seconded that the Board award the contract for the Ravensong Aquatic Centre Mechanical Equipment Replacement Project to Archie Johnstone Plumbing and Heating Ltd. for \$699,250 (excluding GST).

CARRIED UNANIMOUSLY

**BYLAWS - WITH NO ACCOMPANYING REPORT**

**Electoral Area 'G' Community Parks Service Amendment Bylaw No. 805.07, 2019 - Adoption**

19-119

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

CARRIED UNANIMOUSLY

**French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.55, 2018 - Adoption**

19-120

It was moved and seconded that "French Creek Sewerage Facilities Local Service Boundary Amendment Bylaw No. 813.55, 2018" be adopted.

CARRIED UNANIMOUSLY

**Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.73, 2018 - Adoption**

19-121

It was moved and seconded that "Regional District of Nanaimo Northern Community Sewer Local Service Boundary Amendment Bylaw No. 889.73, 2018" be adopted.

CARRIED UNANIMOUSLY

**Regional District of Nanaimo Regional Parks and Trails Service Amendment Bylaw No. 1231.06, 2019 - Adoption**

19-122

It was moved and seconded that "Regional District of Nanaimo Regional Parks and Trails Service Amendment Bylaw No. 1231.06, 2019" be adopted.

Opposed (1): Director Westbroek

CARRIED

**MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

**Webcasting of Regional District of Nanaimo Meetings**

19-123

It was moved and seconded that staff be directed to prepare a report on the cost of implementing the webcasting of Committee of the Whole and Board meetings; and also the cost of implementing the webcasting of all public meetings in the Board Chambers.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Motion to Reconsider - Regional District of Nanaimo Regional Parks**

19-124

It was moved and seconded that the following motion passed at the February 26, 2019 Regular Board meeting be brought back for reconsideration:

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

Opposed (2): Director Young, and Director Turley

CARRIED

The motion being reconsidered was put before the assembly.

It was moved and seconded that the main motion be amended to add the words "and for Electoral Area Community Parks for review by the Electoral Area Services Committee".

Opposed (1): Director Young

CARRIED

19-125

The vote was taken on the main motion as amended:

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

Opposed (1): Director Young

CARRIED

## **IN CAMERA**

19-126

It was moved and seconded that pursuant to Sections 90 (1) (c), (e), (k) and 90 (2) (b) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to other employee relations, the acquisition, disposition or expropriation of land or improvements, the provision of a proposed service, and the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government and a third party.

CARRIED UNANIMOUSLY

RECESS: 8:44 PM

RECONVENED: 10:53 PM

It was moved and seconded that item 13.1 Northern Communities Select Committee and item 13.1.1 Oceanside Recreation and Sport Infrastructure Sub-Committee Report be deferred to a Special Board meeting to be held April 9, 2019.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 10:54 PM

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CHAIR

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CORPORATE OFFICER

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

**Tuesday, April 9, 2019  
4:14 P.M.  
Board Chambers**

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

**CALL TO ORDER**

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

## **APPROVAL OF THE AGENDA**

19-127

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

CARRIED UNANIMOUSLY

## **IN CAMERA**

19-128

It was moved and seconded that pursuant to Section(s) 90 (1) (a) and (i) of the *Community Charter* the Board proceed to an In Camera meeting for discussions related to board appointments and solicitor-client privilege.

CARRIED UNANIMOUSLY

TIME: 4:16 PM

Director Brown left the meeting at 5:05 PM

## **UNFINISHED BUSINESS**

### **Northern Communities Select Committee**

It was moved and seconded that staff be directed to report on establishing a new Northern Communities (Oceanside) Select Committee comprised of the Regional District of Nanaimo Directors for Parksville, Qualicum Beach and Electoral Areas E, F, G, and H to replace the roles and responsibilities of the District 69 Community Justice Select Committee, the Northern Community Economic Development Select Committee and the District 69 Recreation Commission.

It was moved and seconded that the main motion be amended by removing the words "and the District 69 Recreation Commission"

Opposed (14): Director Thorpe, Director Rogers, Director Wilson, Director Craig, Director Gourlay, Director Krog, Director Armstrong, Director Bonner, Director Geselbracht, Director Turley, Director Mayne, Director Fras, Director Swain, and Director Westbroek

DEFEATED

19-129

The vote was taken on the main motion:

That staff be directed to report on establishing a new Northern Communities (Oceanside) Select Committee comprised of the Regional District of Nanaimo Directors for Parksville, Qualicum Beach and Electoral Areas E, F, G, and H to replace the roles and responsibilities of the District 69 Community Justice Select Committee, the Northern Community Economic Development Select Committee and the District 69 Recreation Commission.

Opposed (2): Director Fell, and Director McLean

CARRIED

19-130

It was moved and seconded that future meetings of the District 69 Recreation Commission be suspended until the staff report is received at the Regular Board Meeting on Tuesday, April 23, 2019.

Opposed (1): Director Fell

CARRIED

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 5:31 PM

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CHAIR

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CORPORATE OFFICER



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

February 25, 2019

Ms. Wendy Idema  
Director of Finance  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, British Columbia V9T 6N2

Dear Ms. Idema:

We are pleased to notify you that your annual financial report for the fiscal year ended December 31, 2017, qualifies for a Canadian Award for Financial Reporting (CAnFR). The Canadian Award for Financial Reporting recognizes excellence in governmental accounting and financial reporting and represents a significant accomplishment by a municipal government and its management.

When a Canadian Award for Financial Reporting is awarded to a government, a Canadian Award for Financial Reporting Achievement is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the CAnFR. Accordingly, an Award for Financial Reporting Achievement for the **Finance Department** is enclosed.

We hope that you will arrange for a formal presentation of both the CAnFR and the Canadian Award for Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. To assist you in this regard, a sample news release is enclosed.

We hope that your example will encourage other government officials in their efforts to achieve and maintain excellence in their own financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services Center

Enclosures



Government Finance Officers Association  
of the United States and Canada

presents this

**CANADIAN AWARD FOR  
FINANCIAL REPORTING ACHIEVEMENT**

to

**FINANCE DEPARTMENT**

**REGIONAL DISTRICT OF NANAIMO, BRITISH COLUMBIA**

*The Canadian Award for Financial Reporting Achievement is presented by Government Finance Officers Association to those individuals who have been instrumental in their government unit's achieving a Canadian Award for Financial Reporting. A CAnFR is presented to those government units whose annual financial reports are judged to adhere to program standards.*

Executive Director

*Christopher P. Moirrell*

Date

**FEBRUARY 25, 2019**



City of Parksville  
*Office of the Mayor*

April 8, 2019

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

Attention: Ian Thorpe, Board Chair

Dear Mr. Thorpe,

**Re: Request for Funding - Canada Goose Management Strategy**

This is to advise that at the April 1, 2019, regular meeting of Council, the following resolution was passed:

- 19-106      1. THAT staff be directed to write a letter to the RDN requesting support in the amount of one-third of the expenses for the Goose Management Program.

For many years, the City of Parksville has worked to address the over population of non-migratory Canada geese in our area with support from the Regional District.

It is our hope the Regional District will see its way clear to continue contributing to this important initiative as we look forward to establishing a more manageable population and reduction in the environmental degradation we currently experience in our estuaries (Englishman River, Little Qualicum, Nanoose and Craig Creek).

Thank you in advance for your consideration of our request.

Yours truly,

ED MAYNE  
Mayor

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

**Tuesday, April 9, 2019  
1:30 P.M.  
Board Chambers**

In Attendance:	Director B. Rogers	Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Alternate	
	Director J. Fell	Electoral Area F
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
Regrets:	Director L. Salter	Electoral Area F
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	R. Alexander	Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	T. Osborne	Gen. Mgr. Recreation & Parks
	D. Wells	Gen. Mgr. Corporate Services
	D. Pearce	Director of Transportation & Emergency Services
	P. Thompson	Mgr. Current Planning
	T. Mayea	Legislative Coordinator
	S. Commentucci	Recording Secretary

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Electoral Area Services Committee Meeting - March 12, 2019**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held March 12, 2019, be adopted.

CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **Bruce Gibbons, Merville Water Guardians, re Prohibition of Water Bottling**

Bruce Gibbons from the Merville Water Guardians provided a presentation regarding prohibiting the bottling of ground water and requested that the Board take steps to implement bylaws that limit ground water extraction for bottled water.

## **COMMITTEE MINUTES**

That the following minutes be received for information:

Electoral Area F Parks and Open Space Advisory Committee - March 6, 2019

CARRIED UNANIMOUSLY

## **PLANNING**

### **Development Permit with Variance**

#### **Development Permit with Variance Application No. PL2018-204 - 6588, 6590 and 6592 Island Highway West, Electoral Area H**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-204 to relax the requirements for washroom facilities in a Campground subject to the terms and conditions outlined in Attachments 2 to 4.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-204.

CARRIED UNANIMOUSLY

### **Request for Frontage Relaxation in Relation to a Subdivision**

#### **Request for Relaxation of Perimeter Frontage Requirement and Acceptance of Cash-in-lieu of Parkland Dedication in relation to Subdivision Application No. PL2018-130 - Tralee Road and Chatsworth Road, Electoral Area F**

It was moved and seconded that the Board approve the request to relax the minimum frontage requirements for proposed Lots 3, 4, and 5 in relation to Subdivision Application No. PL2018-130.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board accept five percent (5%) cash-in-lieu of parkland dedication in conjunction with Subdivision Application No. PL2018-130.

CARRIED UNANIMOUSLY

**Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-142 - 2120 Nanaimo River Road, Electoral Area C**

It was moved and seconded that the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2016-142.

CARRIED UNANIMOUSLY

**COMMUNITY PARKS**

**Community Work Funds Allocation for Final Village Way Path Design – Electoral Area B**

It was moved and seconded that pending project approval by the Union of BC Municipalities, up to \$20,000 of unallocated 2019 Electoral Area B Community Works Funds be allocated to the Village Way path project in order to conclude a Ministry of Transportation and Infrastructure approved final project design and operating plan.

CARRIED UNANIMOUSLY

**FIRE PROTECTION**

**Dashwood Fire Hall Replacement**

It was moved and seconded that “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

It was moved and seconded that “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.

CARRIED UNANIMOUSLY

It was moved and seconded that the participating area approval is to be obtained for the entire proposed service area.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board approve the Elector Response Form as provided in Attachment 3, establish 4:00 p.m. on Friday, July 26, 2019 as the deadline for receiving elector responses for the alternative approval process, and determine the total number of electors to which the approval process applies to be 1751.

CARRIED UNANIMOUSLY

**Directors' Roundtable**

The Directors' Roundtable included discussions related to Electoral Area matters.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

TIME: 2:08 PM

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CHAIR

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

**Tuesday, April 9, 2019  
3:00 P.M.  
Board Chambers**

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

## **CALL TO ORDER**

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

## **APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Regular Committee of the Whole Meeting - March 12, 2019**

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held March 12, 2019, be adopted.

CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **Dr. Paul Hasselback, Island Health, re Role of the Medical Health Officer**

Dr. Paul Hasselback advised the Board on the role of the Medical Health Officer and current health issues in the region.

### **Sharon Welch, Chair, Oceanside Health and Wellness Network, and Bobbi Coleman, member of Oceanside Local Action Team and Educator, re Trauma-Informed Community**

Sharon Welch, Bobbi Coleman and Rosalinda Bose provided a presentation about becoming a Trauma-Informed Community.

## **CORPORATE SERVICES**

### **Continuing the Conversation: Best Practices for Regional District of Nanaimo Communications and Engagement**

It was moved and seconded that the Board approve the communications and engagement tools.

CARRIED UNANIMOUSLY

## **REGIONAL AND COMMUNITY UTILITIES**

### **Performance Monitoring of New Waste Technology – Sustane Chester**

It was moved and seconded that the Board partner with the Comox Valley Regional District and the Cowichan Valley Regional District for:

1. participation in the performance monitoring program of new waste technology – Sustane Chester;
2. contribution of \$7,500 from the Regional District of Nanaimo in the cost sharing of the performance monitoring program; and
3. preparation of a staff report to the Board at the conclusion of the performance monitoring program.

Opposed (1): Director Westbroek

CARRIED

### **Liquid Waste Management Plan Monitoring Committee Terms of Reference**

It was moved and seconded that the Board approve the Draft Liquid Waste Management Plan Monitoring Committee Terms of Reference.

CARRIED UNANIMOUSLY

## **TRANSPORTATION AND EMERGENCY PLANNING SERVICES**

### **Emergency Services Update**

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

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

The Chair acknowledged the following people for their personal and professional accomplishments:

- Staff who organized the two volunteer appreciation events this week
- Larry Gardner, Mgr. Solid Waste Services for the international recognition he has received for his expertise and a successful trip to Vietnam
- Phyllis Carlyle, CAO and Geoff Garbutt, GM Strategic & Community Development for being invited to work at the Ministry because of their knowledge and expertise
- Director Westbroek for his contributions over the years as a Director on the Regional District Board.

The Vice Chair thanked Julie Pisani, Drinking Water & Watershed Protection Coordinator for her expertise and the excellent presentation at the Water Stewardship Symposium in Parksville.

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:14 PM

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CHAIR

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

**Thursday, March 21, 2019  
10:00 A.M.  
Board Chambers**

In Attendance:	Director T. Brown	Chair
	Director K. Wilson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	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 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
Also in Attendance:	Director I. Thorpe	City of Nanaimo
	P. Carlyle	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
	S. Phillips	Marketing & Communications, BC Transit
	J. Dyck	Communications Manager, BC Transit
	K. Sihota	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 - January 24, 2019**

It was moved and seconded that the minutes of the Transit Select Committee meeting held January 24, 2019, be adopted.

CARRIED UNANIMOUSLY

## **BC TRANSIT UPDATES**

### **Marketing & Communications Presentation**

S. Phillips and J. Dick provided a visual and verbal presentation regarding the marketing and communications aspect of BC Transit.

### **Kevin Shubert, handyDART Provincial Changes**

M. Moore provided a verbal overview regarding the changes to handyDART on a provincial scale.

## **REPORTS**

### **2018 - 2019 Conventional Transit Annual Operating Agreement Amendment No.1**

It was moved and seconded that the 2018 – 2019 Conventional Transit Annual Operating Agreement Amendment No. 1 be approved.

CARRIED UNANIMOUSLY

### **Licence of Occupation and Use**

It was moved and seconded that the Regional District of Nanaimo enter into a licence of occupation and use with the City of Nanaimo and Seaspans Ferries Corporation for a portion of 1 Port Drive commencing April 7, 2019 and ending September 30, 2019.

CARRIED UNANIMOUSLY

### **Revised Custom Transit (handyDART) Registration Process Implementation**

It was moved and seconded that the following motion be deferred to a future Transit Select Committee meeting:

That the implementation of the BC Transit Revised Custom Transit Registration process for Regional District of Nanaimo Custom Transit (handyDART) be approved.

CARRIED UNANIMOUSLY

**Custom Transit (handyDART) Cancellation Policy Implementation**

It was moved and seconded that the implementation of the handyDART Cancellation Policy be approved.

CARRIED UNANIMOUSLY

**RDN Transit Verbal Update**

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

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

Time 11:48 AM

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CHAIR

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**TO:** Electoral Area Services Committee      **DATE:** April 9, 2019

**FROM:** Nick Redpath  
Planner      **FILE:** PL2018-204

**SUBJECT: Development Permit with Variance Application No. PL2018-204  
6588, 6590 and 6592 Island Highway West – Electoral Area H  
Lot C, District Lot 85, Newcastle District, Plan 22770**

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## **RECOMMENDATIONS**

1. That the Board approve Development Permit with Variance No. PL2018-204 to relax the requirements for washroom facilities in a Campground subject to the terms and conditions outlined in Attachments 2 to 4.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-204.

## **SUMMARY**

An application for a development permit with variance has been submitted to recognize a five space campground that was developed without a permit. The recently constructed five space campground is within the Aquifer Development Permit Area (DPA) and Rural Commercial DPA. The applicant is also requesting a variance to the campground regulations and standards in "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" which requires that washroom facilities be provided for a five space campground. The proposed variance is to reduce the bylaw requirements for a washroom facility with two toilets, two showers, two washbasins and a urinal to one toilet, one shower, one washbasin and no urinal. Given that the Development Permit guidelines have been met and no negative impacts are anticipated as a result of the proposed variance, it is recommended that the Board approve the development permit with variance pending the outcome of public notification and subject to the terms and conditions outlined in Attachment 2.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received a development permit with variance application from Fern Road Consulting Ltd. on behalf of Lauren Ogloff and Janice Thevargue for a recently constructed five space campground. The campground was constructed within the Aquifer and Rural Commercial DPAs without a development permit. The development was brought to the attention of the RDN through a complaint and the applicant was instructed to apply for the required development permit. A further review of the property took place and it was

identified that the development was not compliant with Bylaw 500 as the required washroom facilities had not been constructed. The applicant subsequently submitted a development permit with variance application to relax the washroom facilities requirements.

The subject property is approximately 0.77 hectares in area and is zoned Commercial 5 (CM5), Subdivision District M, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located at the corner of Noonday Road and Island Highway West, and adjacent to residentially zoned properties (see Attachment 1 – Subject Property Map).

The property contains a residential dwelling, restaurant and tourist store on the north section of the property and a recently constructed five space campground on the center section. The campground section of the property is accessed by two recently constructed culverted driveways that are permitted by the Ministry of Transportation and Infrastructure (MOTI). The property is serviced by the Bowser Waterworks District and an onsite, Type 2 sewage disposal system.

The proposed development is subject to the following DPAs as per the “Regional District of Nanaimo Electoral Area H Official Community Plan Bylaw No. 1335, 2017”:

1. Aquifer Protection DPA; and
2. Rural Commercial DPA.

The applicant has applied to vary the campground regulations and standards which requires that two separate washroom facilities be constructed, each containing its own toilet, shower and washbasin with one of the facilities containing a urinal. The applicant indicates that camping spaces will be restricted to only recreational vehicles (RVs) that each contain their own washroom facilities and have individual water and sewer connections. The applicant contends that constructing a single washroom facility containing one toilet, one washbasin and one shower is sufficient to accommodate the users of the campsite.

### ***Proposed Development and Variance***

The development includes five recently constructed campground spaces within the Aquifer and Rural Commercial DPA. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987, Schedule ‘3C’ Campground Regulations and Standards”:

- **Section 2.2(c) - Section 2** - to vary the quantity of toilets, showers and washbasins from two to one and urinal from one to zero for washroom facilities associated with five existing campground spaces as shown on the Survey Plan prepared by Sims Associates Land Surveying Ltd, dated March 5, 2019 (See Attachment 3 – Survey Plan and Proposed Variance).

### ***Land Use Implications***

The existing campground was constructed within the Aquifer and Rural Commercial DPAs without a development permit. The applicant has submitted information to demonstrate how the existing development meets the DPA guidelines. To address the Aquifer DPA guidelines, an Aquifer Protection Assessment prepared by ThorConsult Ltd. dated January 21, 2019 has been submitted. The Assessment concludes that based on the natural conditions, the low risks

associated with the campground development/use, and provided that the Type 2 wastewater treatment system meets applicable regulatory standards and requirements, no unusual site measures are necessary for the adequate protection of the underlying aquifer.

With respect to the Rural Commercial DPA, the applicant has developed the property in accordance with the DPA guidelines. A site visit confirmed that the applicant has already landscaped the property in accordance with the DPA guidelines and “Regional District of Nanaimo Bylaw 500, 1987 Schedule ‘3C’ Landscaping Regulations and Standards”, creating a sufficient vegetative buffer between campground spaces and neighbouring uses while still maintaining existing mature trees on the subject property (See Attachment 4 – Landscaping Plan). Adequate onsite and off-street parking is available and the driveway will have a one inch low voltage pipe light rope from the entrance to exit to define the driveway area with no additional signage being proposed on the property. The current development permit application satisfies both the Aquifer and Rural Commercial DPA guidelines.

The applicant proposes to vary the campground standards of Bylaw 500 requiring two separate washroom facilities each with a toilet, shower, washbasin and one with a urinal to a single washroom facility containing one toilet, one shower, one washbasin and no urinal to service the existing campground. “Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Floodplain Exemption Application Evaluation” provides guidance as to acceptable land use justification for evaluating development permit with variance applications. The applicant’s rationale to support the variance application is that the existing campground spaces will be restricted to RVs that have self-contained washroom facilities with individual water and sewer connections, therefore providing a washroom facility with a toilet, shower and washbasin should sufficiently accommodate all campground users. The bylaw requirement for a washroom facility to service any campground is to assure basic sanitary needs of occupants are met. Given that the applicant has provided sufficient rationale and the variance will not result in negative sanitary implications, the variance is not anticipated to have negative impacts.

### ***Environmental Implications***

The Aquifer Protection Assessment concludes that the minor local aquifer has a low to moderate vulnerability in relation to the campground development at the subject site and the existing development is not anticipated to have a negative environmental impact.

### ***Intergovernmental Implications***

The application was referred to the local fire department, Vancouver Island Health Authority (VIHA) and the Ministry of Transportation and Infrastructure. The referral response from VIHA stated that they have no formal interests in regards to the variance proposal. However, they are supportive of any measures that improve access to handwashing and other sanitary services and encourage the RDN to ensure campground users have access to these services. MOTI and the local fire department expressed no concerns with the development and proposed variance.

### ***Public Consultation Implications***

Pending the Electoral Area Services Committee’s recommendation and pursuant to the *Local Government Act* and the “Regional District of Nanaimo Development Application and Notification Procedures Bylaw No. 1776, 2018”, property owners and tenants of parcels located within a 50.0 metre radius of the subject property will receive a direct notice of the proposal and will have an opportunity to comment on the proposed variance prior to the Board’s consideration of the application.

## **ALTERNATIVES**

1. To approve Development Permit with Variance No. PL2018-204 to permit an existing campground with reduced washroom facility requirements subject to the terms and conditions outlined in Attachments 2 to 4 and to direct staff to complete the required public notification.
2. To deny Development Permit with Variance No. PL2018-204.

## **FINANCIAL IMPLICATIONS**

The existing development has no implications related to the Board 2018 – 2022 Financial Plan.

## **STRATEGIC PLAN IMPLICATIONS**

The existing development has been reviewed and has no implications for the 2016 – 2020 Board Strategic Plan.



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Nick Redpath  
nredpath@rdn.bc.ca  
March 20, 2019

Reviewed by:

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

Attachments

1. Subject Property Map
2. Terms and Conditions of Permit
3. Survey Plan and Proposed Variance
4. Landscaping Plan



## **Attachment 2**

### **Terms and Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2018-204:

#### Bylaw No. 500, 1987 Variances

With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987, Schedule ‘3C’ Campground Regulations and Standards”:

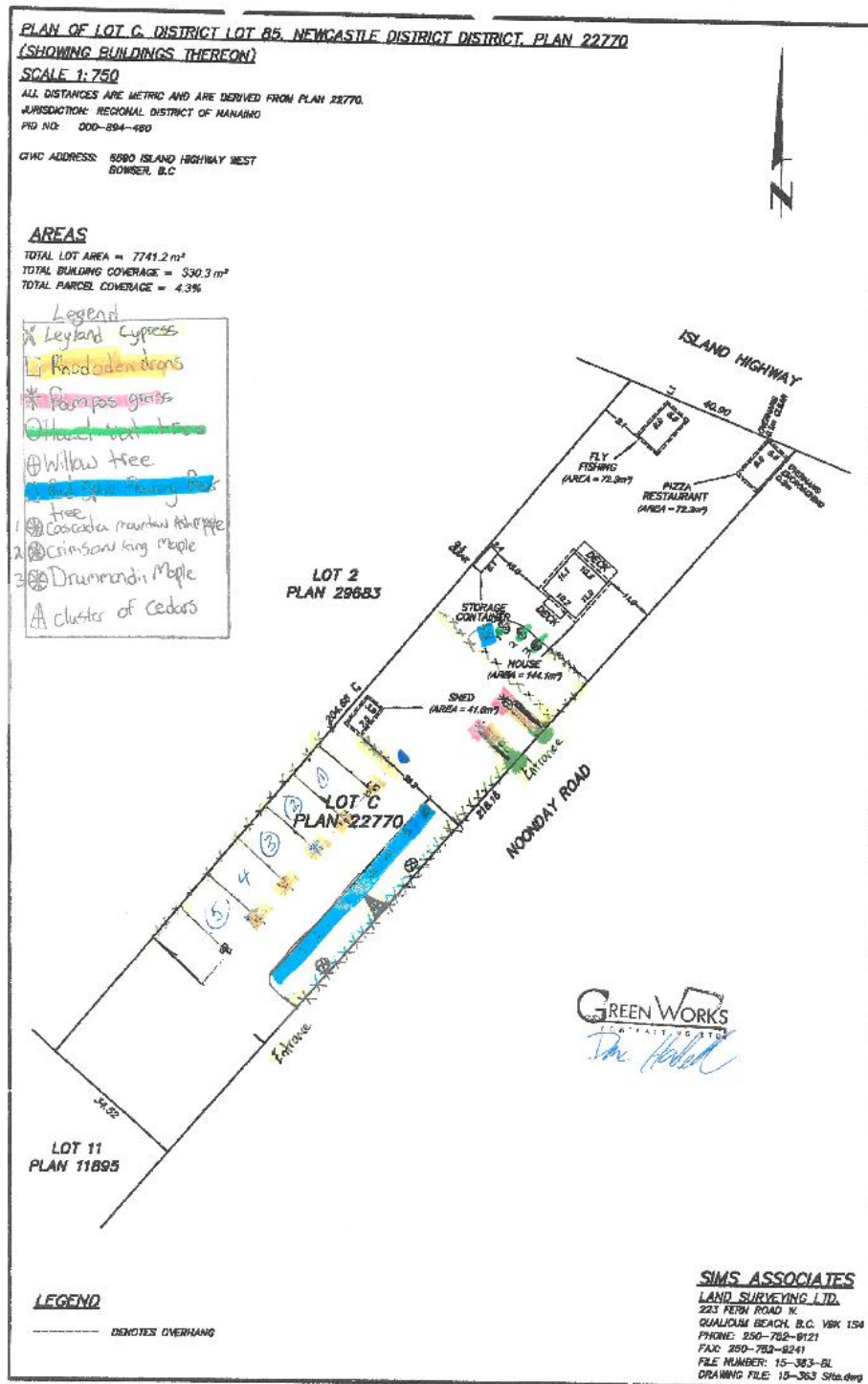
**Section 2.2(c) - Section 2** - to vary the quantity of toilets, showers and washbasins from two to one and urinal from one to zero for washroom facilities associated with five existing campground spaces.

#### Conditions of Approval

1. The site remains in general compliance with the Survey Plan prepared by Sims Associates Land Surveying Ltd, dated March 5, 2019 and attached as Attachment 3.
2. The landscaping remains in general compliance with the Landscaping Plan prepared by Green Works Contracting Ltd. dated October 22, 2018 and attached as Attachment 4.
3. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.



# Attachment 4 (Page 1 of 2) Landscaping Plan



**Attachment 4 (Page 2 of 2)**  
**Landscaping Plan**

To whom it may concern

This letter is to inform that Dane Hasell owner operator professional landscaper of Green Works Contracting Ltd attended ~~203 Elm St~~ <sup>6590 Wisconsin Hwy</sup> West the following observations were made.

There is adequate planting separating Noonday road and site using Leyland cypress and is provided with adequate irrigation and separation to maintain a 1-3 ft growth a year which in turn will provide excellent coverage from public view. In addition owner has planted Leyland cypress between each pad site and on the back side of property as well as surrounding the septic field with a total being 200 counted.

Upon entering the site there are five Rhododendrons on each side mix matching between Catawbiense, Jean Marie de Montague as well as Roseum Elegans. Owner has planted one of each at the end of each Pad site in a cluster. In total 30 were counted 10 of each kind. There are 2 Hazel nut trees and 2 pampas grasses as well in the entrance planting.

In the Common area of site there are 10 Red spire flowering pear trees 2 willow trees and a cluster of 3 cedar trees averaging in height between 40-60 feet in height.

On far side of site there is 1 Red spire flowering pear tree 1 Cascadia mountain ash, 1 Crimson king maple and 1 Drummondii Maple.

<sup>6590 Wisconsin Hwy</sup>  
After attending site at ~~203 Elm St~~ <sup>6590 Wisconsin Hwy</sup> west Bowser, I conclude there is sufficient planting on site with adequate irrigation to provide complete coverage in 1-2 years once plants has taken root. In total my observations are 200 Leyland cypress. 30 Rhododendrons. 10 Jean Marie Montague. 10 Catawbiense and 10 Roseum elegans. 2 pampas grass. 2 Hazel nut trees. 2 willow trees. 3 cedar trees. 1 Cascadia mountain ash maple. 1 Crimson king maple. 1 Drummondii maple. 12 red spire Flowering pear. In conclusion I accept the site being landscaped according to plan and adequately to sustain future growth.

Sincerely, Dane Hasell



Date: October 22 2018

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**TO:** Electoral Area Services Committee      **DATE:** April 9, 2019

**FROM:** Greg Keller  
Senior Planner      **FILE:** PL2018-130

**SUBJECT:** Request for Relaxation of Perimeter Frontage Requirement and Acceptance of Cash-in-lieu of Parkland Dedication in relation to Subdivision Application No. PL2018-130  
Tralee Road and Chatsworth Road – Electoral Area F  
Lot 1, District Lots 9 and 10, Cameron District, Plan 2729 and Lot 6, District Lots 9 and 10, Cameron District, Plan 2020, Except Part in Plan VIP634488

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## **RECOMMENDATIONS**

1. That the Board approve the request to relax the minimum frontage requirements for proposed Lots 3, 4, and 5 in relation to Subdivision Application No. PL2018-130.
2. That the Board accept five percent (5%) cash-in-lieu of parkland dedication in conjunction with Subdivision Application No. PL2018-130.

## **SUMMARY/CONCLUSIONS**

The applicant proposes an eight-lot subdivision on lands located south of Tralee Road in Electoral Area F. The applicant has requested a relaxation of the minimum frontage requirements for proposed Lots 3, 4, and 5. All proposed parcels will exceed the minimum parcel size requirements and provide adequate site area for the permitted uses. Ministry of Transportation & Infrastructure (MOTI) staff have not expressed any concerns with the requested frontage relaxation. The recommendation is for the requested frontage relaxation to be approved.

Parkland dedication or cash-in-lieu is required in relation to the proposed subdivision to satisfy the statutory requirements of Section 510 of the *Local Government Act*. Given the site conditions, limited opportunities for connectivity to nearby parks and trails, and close proximity to Malcom Community Park, the provision of cash-in-lieu is recommended.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Timberlake-Jones Engineering on behalf of 609188 BC Ltd. for an eight-lot subdivision. The subject property is approximately 8.76 hectares in area and is zoned Mixed Use Chatsworth Road 1 (MU-1), pursuant to "Regional District of Nanaimo Electoral Area F Zoning and Subdivision Bylaw 1285, 2002". The property is a reclaimed gravel pit primarily devoid of native vegetation and is

proposed to be serviced by individual on-site wells and sewage disposal systems (see Attachment 1 – Subject Property Map).

Parkland dedication or cash-in-lieu is required, pursuant to Section 510 of the *Local Government Act*. In accordance with the policies contained in Section 6 of the Electoral Area F Official Community Plan Bylaw No. 1152, 1999, the RDN shall determine if the developer is to provide park in a location acceptable to the local government, cash-in-lieu representing five percent value of the parent parcel, or a combination of land and cash-in-lieu. In this case, the applicant proposes to provide cash-in-lieu of parkland dedication.

### ***Proposed Development***

The applicant proposes to subdivide the parent parcel into eight fee simple lots (see Attachment 2 - Proposed Plan of Subdivision). All parcels exceed the minimum parcel size (1.0 ha) and will be serviced with individual private water wells and sewage disposal systems.

### ***Minimum Perimeter Frontage Requirement***

In accordance with Section 512 of *The Local Government Act*, the minimum frontage must be 10% of the perimeter of the parcel or the minimum frontage that is specified by the bylaw, whichever is greater. The MU-1 zone requires a minimum lot frontage of 50 metres. Proposed Lots 3, 4, and 5 do not meet the minimum perimeter frontage requirements. The applicant has requested approval of the RDN Board to reduce the frontage requirements as follows:

<b><i>Proposed Lot No.</i></b>	<b><i>Required Frontage (m)</i></b>	<b><i>Proposed Frontage (m)</i></b>	<b><i>% of Perimeter</i></b>
3	50.0	26.86	5.7
4	50.0	46.78	10.2
5	50.0	50.00	9.0

The requested frontage relaxations for proposed Lots 3, 4, and 5 are a result of access being proposed off of a cul-de-sac. Adequate road frontage is provided to support access and no negative development implications are anticipated as a result of the requested frontage relaxation. The lot configuration as proposed will meet minimum parcel size requirements and provide adequate site area to support the permitted uses of the MU-1 zone.

It should be noted that the MU-1 zone permits a range of heavy industrial uses including Concrete and Asphalt Batch Plant, Marshalling Yard, Primary Mineral Processing, and Wood Processing. In addition, a dwelling unit is also a permitted principal use.

### ***Park and Open Space Advisory Committee Implications***

The Electoral Area F Parks and Open Space Advisory Committee (POSAC) visited the property on January 9, 2019. During the site visit, the committee discussed dedication of parkland, but suggested that due to site conditions, minimal opportunities for connections to nearby parks and trails, and close proximity to Malcom Community Park, that a park in this location would not be desirable.

In addition, the POSAC considered the proposal at its March 6, 2019 meeting and is recommending that the Board accept cash-in-lieu of parkland dedication.

Five percent parkland dedication on the total area of the land amounts to 4,380 m<sup>2</sup>, which would be large enough to provide a small useable park space. However, in consideration of the site conditions, the uses permitted in the MU-1 zone, lack of native vegetation, and previous use as a gravel pit, cash-in-lieu of parkland is recommended.

### ***Intergovernmental Implications***

MOTI is reviewing the subdivision application, but has not issued a Preliminary Layout Approval (PLA) for the proposed subdivision. MOTI staff have not expressed any concerns with respect to the proposed frontage relaxation.

### **ALTERNATIVES**

1. To approve the request for relaxation of the minimum perimeter frontage requirements and the request to pay cash-in-lieu of parkland dedication in conjunction with Subdivision Application PL2018-130.
2. To deny the request for relaxation of the minimum perimeter frontage requirements for to pay cash-in-lieu of parkland dedication and provide further direction.

### **FINANCIAL IMPLICATIONS**

The subject properties have a combined assessed value of \$724,000.00 according to the 2019 assessment roll. The valuation of the property for 5% cash-in-lieu of parkland charges would be based on a certified appraisal of the land at the time of Preliminary Layout Approval (PLA). As per the requirements of the *Local Government Act*, if cash-in-lieu of parkland is accepted it may only be used for parkland acquisition within Electoral Area F. If cash-in-lieu of parkland were to be required, it is anticipated that the appraised market value would result in approximately a \$36,200.00 contribution (based on a full 5%) to the Electoral Area 'F' Community Parks Fund.

### **STRATEGIC PLAN IMPLICATIONS**

The proposed cash-in-lieu of parkland dedication in relation to the 2016-2020 Board Strategic Plan and the proposal is in compliance with the Strategic Priority for Focus on Service and Organization Excellence by directing sources of funding to priority recreational amenities.



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Greg Keller  
gkeller@rdn.bc.ca  
March 19, 2019

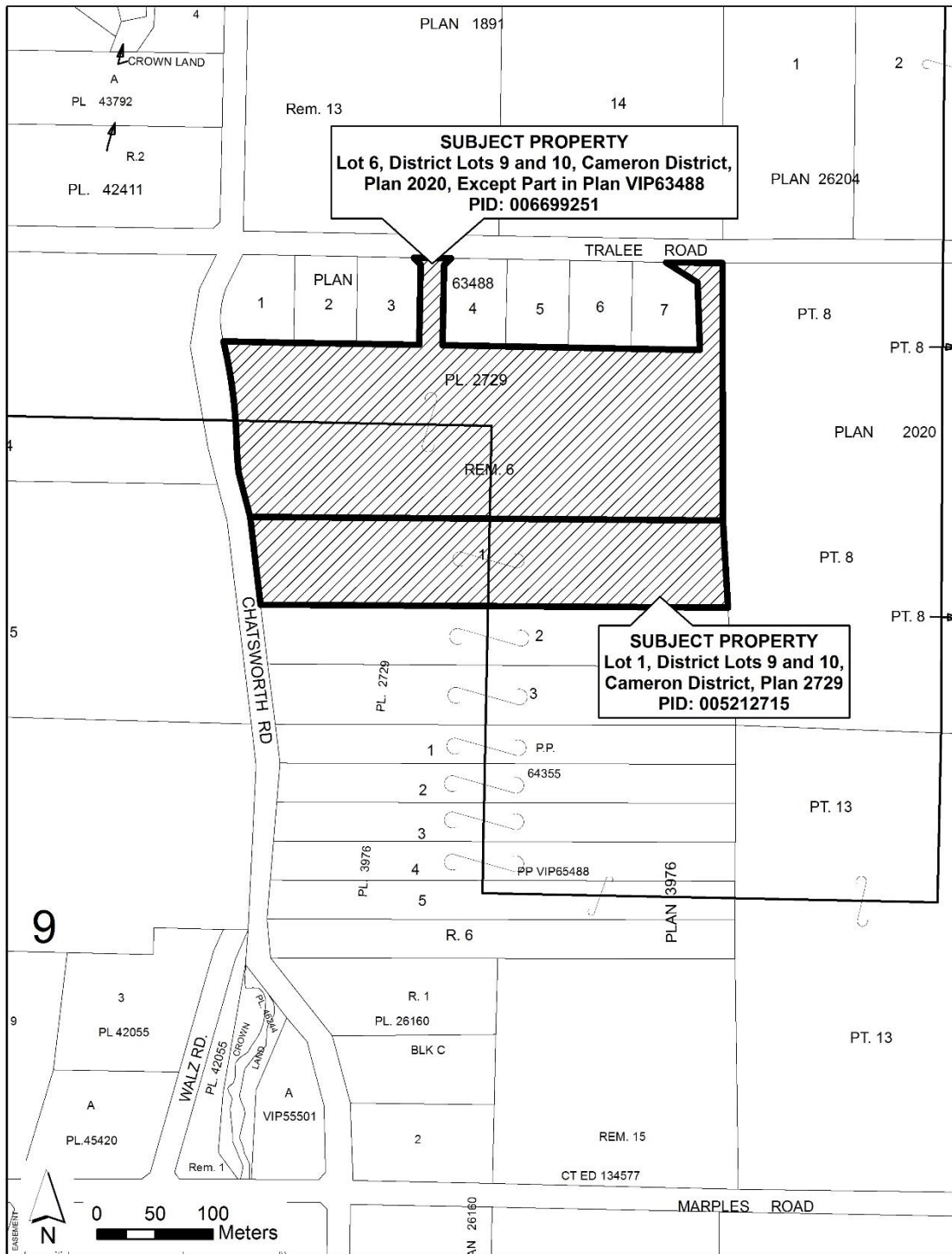
Reviewed by:

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

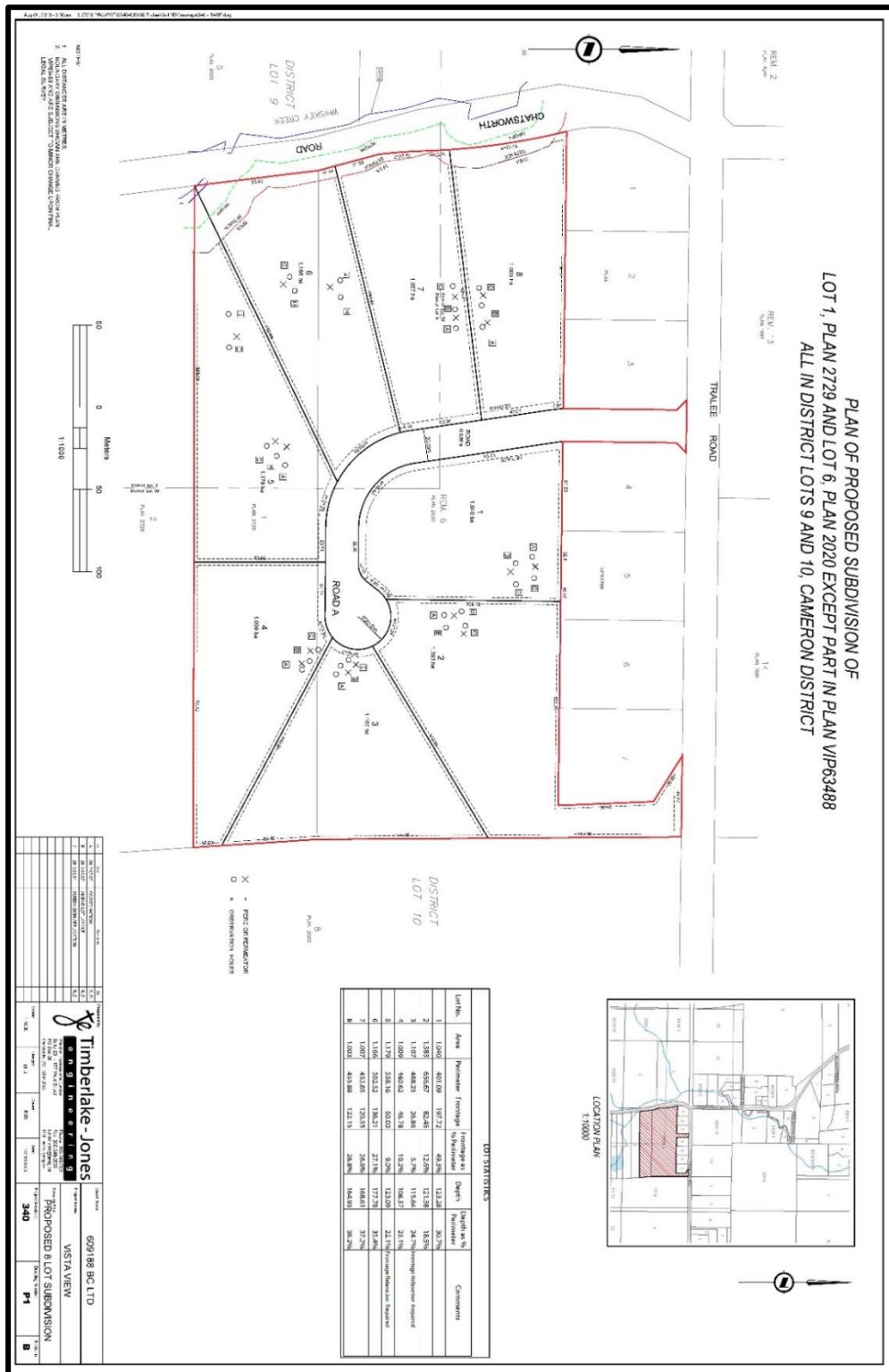
Attachments

1. Subject Property Map
2. Proposed Plan of Subdivision

## Attachment 1 Subject Property Map



## Attachment 2 Proposed Plan of Subdivision



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**TO:** Electoral Area Services Committee      **DATE:** April 9, 2019

**FROM:** Angela Buick  
Planner      **FILE:** PL2016-142

**SUBJECT:** **Request for Relaxation of the Minimum 10% Perimeter Frontage Requirement in Relation to Subdivision Application No. PL2016-142**  
**2120 Nanaimo River Road – Electoral Area C**  
**Lot A, District Lot 7, Douglas District, Plan, VIP86286**

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## **RECOMMENDATION**

That the Board approve the request to relax the minimum 10% perimeter frontage requirements for proposed Lot 2 in relation to Subdivision Application No. PL2016-142.

## **SUMMARY/CONCLUSIONS**

The applicant has requested a relaxation of the 10% perimeter frontage requirement for proposed Lot 2 in relation to a two-lot subdivision of the subject property. All proposed parcels will meet the minimum parcel size requirements and provide adequate site area. Given that no negative impacts are anticipated as a result of the proposed frontage relaxation, it is recommends that the requested frontage relaxation be approved.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from the owners Joseph E. Gogo, Lawrence S. Gogo and Paul R. Gogo to relax the minimum 10% perimeter frontage requirement pursuant to Section 512 of the *Local Government Act* in relation to a proposed two lot subdivision. The subject property is approximately 18.79 hectares in area and is zoned Rural 9 (RU9) Zone, Subdivision District 'D', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" (Bylaw 500). The subdivision would result in two new lots; Lot 1 and Lot 2 (2.01 and 16.78 hectares in size respectively). The property is located to the north of Nanaimo River Road, and south/east/west of other large heavily forested RU9 zoned lots (see Attachment 1 – Subject Property Map).

### ***Proposed Development***

The applicant proposes to subdivide the parent parcel into two lots (see Attachment 3 – Proposed Plan of Subdivision). All parcels exceed the minimum parcel size of 2.0 hectares (see Attachment 3 – Proposed Plan of Subdivision). The property is currently vacant land and will be serviced by well and onsite sewage disposal systems.

**Minimum 10% Perimeter Frontage Requirement**

Proposed Lot 2 does not meet the minimum 10% perimeter frontage requirement pursuant to Section 512 of the *Local Government Act*. The applicant has requested approval of the RDN Board to reduce the frontage requirement as follows:

<b>Proposed Lot No.</b>	<b>Required Frontage (in metres)</b>	<b>Proposed Frontage (in metres)</b>	<b>Requested % of Perimeter reduced from 10%</b>
2	220.52	42.26	1.92

**Land Use Implications**

The proposed two-lot subdivision consists of Lot 1 being 2.01 hectares in size, intended to be developed for rural residential use, and the remainder Lot 2 being 16.78 hectares in size, intended to be further subdivided in the future. The subject property is a deep and relatively narrow lot that is bisected by Boulder Creek, which runs the length of the lot; north to south. Lot 2 is proposed to have two panhandles, one either side (east and west) of proposed Lot 1 to provide access to either side of Boulder Creek (see Attachment 3 – Proposed Plan of Subdivision). The panhandles are proposed at 20.18 and 26.08 metres in width, exceeding the 10 metre minimum width requirement for lots with future subdivision potential pursuant to Bylaw 500.

To ensure that the Rural 9 zone bylaw provisions will be upheld, a covenant is to be registered on title restricting the number of dwellings on proposed lots one and two. Lot 1 will be restricted to one dwelling and upon future subdivision of Lot 2, all future lots are limited to a maximum of one dwelling unit only. This provision is a requirement of subdivision approval under requirement number 5 of the local Government Report dated April 28, 2018.

The proposal addresses the evaluation criteria in “Board Policy B1.4 Frontage Requirements for Rural Lots”. If approved, proposed Lot 2 will have a road frontage of 1.92 % of the perimeter of the lot. Due to the site-specific features of the parent parcel, being deep and relatively narrow, bisected by a deep and wide ravine containing Boulder Creek, and available road frontage along the southern lot line (Nanaimo River Road), a frontage request cannot be avoided by way of reconfiguration. Proposed Lot 1 and Lot 2 will be using existing accesses and will remain unchanged. This subdivision proposal would create two large rural lots compatible with rural character of the surrounding properties. The two panhandles for Lot 2 are wide enough to provide road access should Lot 2 be subdivided in the future. Based on these points the proposal addresses the evaluation criteria in “Board Policy B1.4 Frontage Requirements for Rural Lots”.

**Environmental Implications**

As part of the subdivision the proposed development is subject to the Freshwater and Fish Habitat Protection Development Permit Areas (DPA) as per the “Regional District of Nanaimo Arrowsmith Benson – Cranberry Bright Official Community Plan Bylaw No. 1148, 1999”. The applicant shall submit a development permit application to be considered pursuant to “Regional District of Nanaimo Delegation of Authority Bylaw No. 1759, 2017” to ensure that the development will meet the DPA guidelines and that the development will pose no anticipated negative impacts as a result of the subdivision.

### ***Intergovernmental Implications***

MOTI has reviewed the application and has issued a Preliminary Layout Approval for the proposed subdivision. MOTI staff have confirmed that they have no concerns with the proposed frontage. Proposed Lot 2 has future subdivision potential; therefore, a future fee simple subdivision would likely require additional road dedication. To achieve additional road frontage for any future lots Ministry of Transportation & Infrastructure (MOTI) is requesting that the applicant enter into a Section 219 covenant agreement in favor of MOTI and RDN to restrict subdivision of proposed Lot 2 until such time that the applicant can demonstrate access to future lots along the two proposed panhandles (each providing access to each side of Boulder Creek) being a minimum of 20 metres wide for future road dedication, one to each part of the parcel separated by the creek, and no less than 20 metres in width.

### **ALTERNATIVES**

1. To approve the request for relaxation of the minimum 10% perimeter frontage requirement for proposed Lot 2 as shown on Attachment 3.
2. To deny the request for relaxation of the minimum 10% perimeter frontage requirement.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC PLAN IMPLICATIONS**

The proposed development has no implications for the 2016 – 2020 Board Strategic Plan.



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Angela Buick, Planner  
abuick@rdn.bc.ca  
March 21, 2019

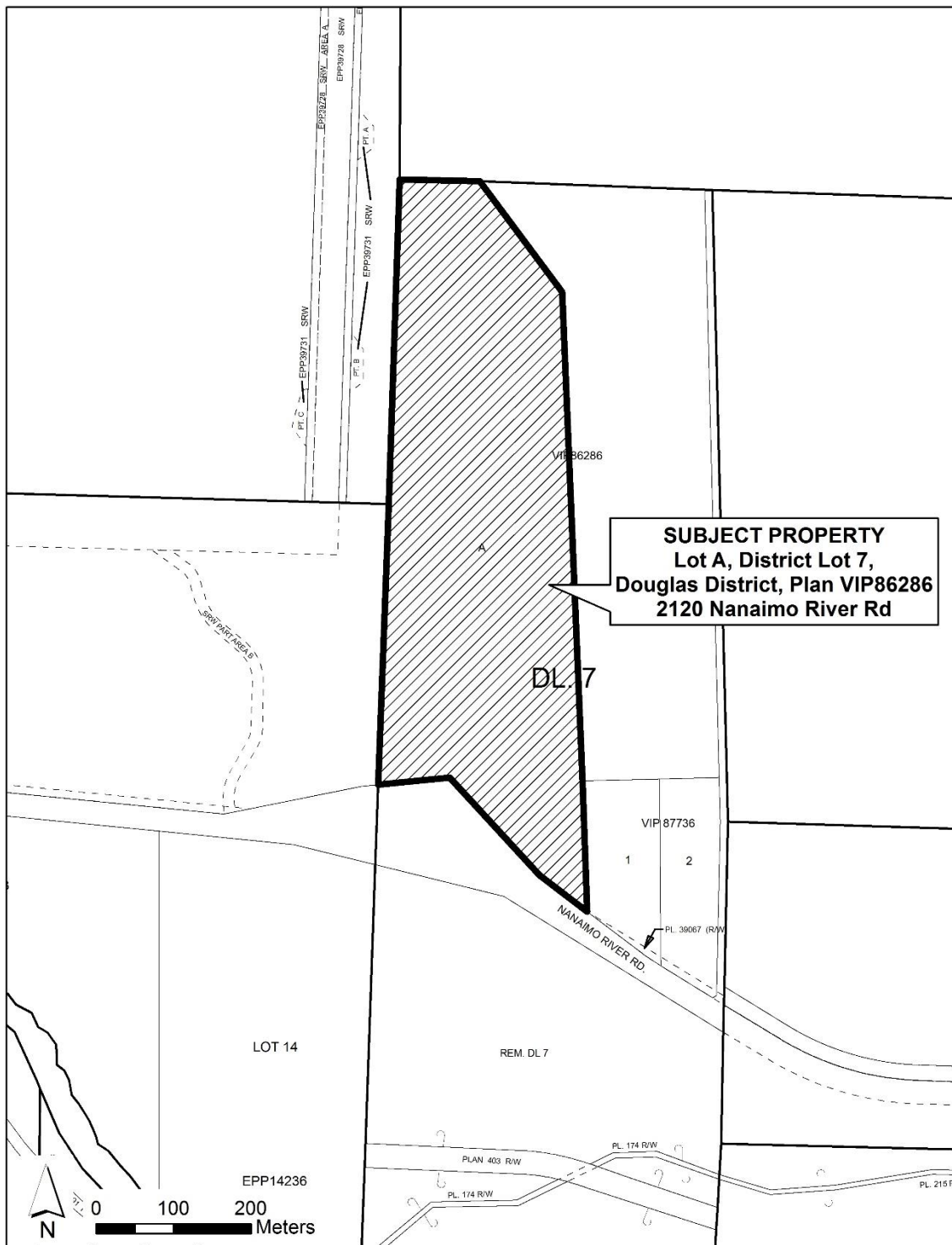
#### **Reviewed by:**

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

#### **Attachments**

1. Subject Property Map
2. Conditions of Permit
3. Proposed Plan of Subdivision

**Attachment 1**  
**Subject Property Map**



**Attachment 2**  
**Conditions of Permit**

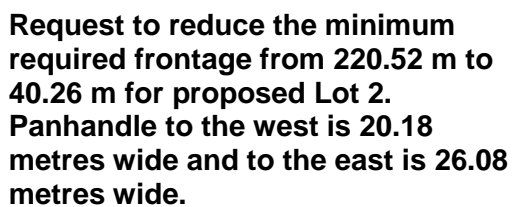
The following sets out the conditions of Development Permit No. PL2016-142:

Conditions of Approval

1. The site is developed in accordance with the Survey Plan prepared by Tom Hoyt, dated November 13, 2018 and attached as Attachment 3.
2. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

## Attachment 3

### Proposed Plan of Subdivision



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**TO:** Electoral Area Services Committee      **MEETING:** April 9, 2019

**FROM:** Joan Michel  
Parks and Trails Coordinator      **FILE:** 2015-001

**SUBJECT:** Community Work Funds Allocation for Final Village Way Path Design – Electoral Area B

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## **RECOMMENDATION**

That, pending project approval by the Union of BC Municipalities, up to \$20,000 of unallocated 2019 Electoral Area B Community Works Funds be allocated to the Village Way path project in order to conclude a Ministry of Transportation and Infrastructure approved final project design and operating plan.

## **SUMMARY**

In early March 2019, the Ministry of Transportation and Infrastructure (MoTI) confirmed support for the Regional District's updated Village Way path design. The RDN can now proceed with final design, updating of development cost estimates and preparation of an operating plan.

## **BACKGROUND**

The Village Way path project was initiated in 2014 with the assistance of Electoral Area B Community Works Funds. In late 2015, MoTI rejected the RDN's design for safe passage by pedestrians and cyclists because of the extent of proposed infrastructure within the vehicle-active roadway. In the spring of 2018, MoTI and the RDN came to terms on a modified infrastructure approach that should provide for safe passage without over-taxing the Ministry's ability to accommodate non-vehicular works within the roadway.

The draft Village Way design calls for approximately 1.5 km of 2 m wide path separated from the drivable surface of North Road by an asphalt curb and a 0.3 m gravel buffer. The road shoulder will be repaved and provide 0.9 m of clean asphalt from fog line to curb for use by road cyclists. Road drainage will be managed by a system of spillways and shallow catchbasins, manholes, infiltration trenches and culverts. The path surface, which sits at grade with the top of the asphalt curb and starts 0.3 m from top of curb, will be hard surface along business frontages and carpath gravel beyond. A series of retaining walls and slope will separate path from private property.

The RDN's Village Way engineer Newcastle Engineering Ltd. has submitted a fee proposal in the amount of \$15,000 to assist the Region in developing final design and operating plan. Because design requirements may yet change and there is no template for the operating plan, a project budget envelope of \$20,000 is recommended to ensure a thorough design can be achieved in a timely manner. It is forecast that this work can be completed by late summer 2019. Recommendations are expected to be presented to the Regional Board in the fall of 2019 on the proposed MoTI licence, funding of path construction and advancing to tender phase.

An operating plan for the path will address ongoing funding, regulation, maintenance and future repairs, and will provide the basis for the RDN budgeting for annual operating expenses and asset management. After approval of a final design and operating plan, MoTI's role will be to issue a permit or licence allowing the RDN to construct the Village Way.

## **ALTERNATIVES**

1. That, pending project approval by the Union of BC Municipalities, up to \$20,000 of unallocated 2019 Electoral Area B Community Works Funds be allocated to the Village Way path project in order to conclude a Ministry of Transportation and Infrastructure approved final project design and operating plan.
2. That conclusion of design and operational plan work be deferred to 2020 and required funds to complete the work be allocated within the Electoral Area B Community Parks operating budget approved for that year.
3. That alternate direction be provided.

## **FINANCIAL IMPLICATIONS**

Cost to complete the design and operating plan phase of Village Way planning is estimated at \$20,000. Currently, there is \$197,162 in unallocated 2019 Area B Community Works Funds (CWF).

To date, \$712,822 in Electoral Area B CWF have been allocated for path construction. Combining the \$197,162 in unallocated 2019 CWF and the approximately \$171,466 in 2020 future CWF, a total of \$1,081,450 in CWF are potentially available to complete the Village Way project. At this time, the estimated cost to complete project design, proceed through tender phase and build the Village Way path, engineering services included, is \$875,000 to \$1,000,000.

## **STRATEGIC PLAN IMPLICATIONS**

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



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Joan Michel  
jmichel@rdn.bc.ca  
March 26, 2019

Reviewed by:

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

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**TO:** Electoral Area Services Committee      **MEETING:** April 9, 2019  
**FROM:** Daniel Pearce      **FILE:** 0810 03 DFH  
Director, Transportation and  
Emergency Services  
**Subject:** Dashwood Fire Hall Replacement

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### **RECOMMENDATIONS**

1. That “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
2. That “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” be introduced, read three times, and forwarded to the Inspector of Municipalities for approval.
3. That the participating area approval is to be obtained for the entire proposed service area.
4. That the Board approve the Elector Response Form as provided in Attachment 3, establish 4:00 p.m. on Friday, July 26, 2019 as the deadline for receiving elector responses for the alternative approval process, and determine the total number of electors to which the approval process applies to be 1751.

### **SUMMARY**

To obtain the approval of the Board to initiate an alternative approval process (AAP) in order to obtain elector approval to establish a service and loan authorization bylaw to borrow for the replacement of the Dashwood Fire Department main fire hall. Detailed conceptual plans for the replacement of the Dashwood fire hall have been completed and cost to construct the fire hall is estimated at \$4,000,000.

As part of the AAP, the Board must provide three readings to both the Service Establishment bylaw and the Loan Authorization bylaw, set the deadline for receiving elector response forms, approve the elector response form, and determine the number of electors of the area to which the AAP applies (part of Electoral Areas, F, G and H).

For consideration of Board approval, “Dashwood Fire Hall Service Area Establishment Bylaw 1785, 2019” (Attachment 1) and “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” (Attachment 2) is attached for the Board’s review. If the Board gives Bylaw No. 1785 and Bylaw No. 1789 three readings and adopts the recommendations, the bylaws will be forwarded to the Ministry of Municipal Affairs and Housing for the approval of the Inspector. Following approval, the notice of the AAP will be published. The deadline for receiving elector response forms must be established by the Board and be at least 30 days after the second publication of the notice. The recommended date is Friday, July 26, 2019. A drafted elector response form for the Board’s consideration is included in Attachment 3.

Pursuant to section 86(1) of the Community Charter, approval of the electors has been obtained if, at the end of the time period for receiving elector response forms, the number of response forms received is less than 10% of the number of electors of the area to which the approval process applies. This AAP process applies to a portion of Electoral Areas F, G and H, and the total number of electors of the participating areas is determined to be 1,751. Therefore, if less than 175 elector response forms are received prior to Friday, July 26, 2019, elector approval is deemed to have been obtained and the Board can proceed to adopt Bylaw No. 1785 and Bylaw No. 1789.

## **BACKGROUND**

In 2012, a seismic assessment of the Dashwood Fire Hall was completed by Herald Engineering Limited outlining the potential seismic risks, upgrade solutions, and estimated retrofit costs. The report included construction options to either retrofit or replace the fire hall with a completely new building. Costs to retrofit and renovate the fire hall to meet building code requirements and add additional space were estimated above the costs of replacing the fire hall. The original two bay fire hall was constructed in 1985 and a third bay addition was built onto the side of the original structure in 1996. Each bay currently has space to hold one piece of apparatus. The most recent additions to the building are 23 years old and much of the building is more than 35 years old. In September 2015, the Dashwood Fire Department Board of Directors requested to open discussion with the Regional District of Nanaimo (RDN) regarding the design and construction of the replacement fire hall.

There are six volunteer fire departments under the authority of the RDN with six main and three satellite fire halls. Over the next 5 to 10 years, the RDN may build as many as six new fire halls. As part of the design process for the Dashwood fire hall, the RDN collaborated with the local fire chiefs during regional fire chief meetings to initiate the standardization of fire halls project. Main fire hall and satellite fire hall design requirements and framework were developed to provide for a standardized concept design. The standardized design is expected to reduce architectural and engineering costs for future fire hall projects. The standardization of fire halls project was endorsed by the RDN Board of Directors at the June 26, 2018 Regular Board meeting.

Zeigler Architecture and Praxis were the selected consultants and with input from the six fire departments and the RDN, conceptual design plans were developed. The project update was endorsed by the RDN Board of Directors at the September 18, 2018 Regular Board meeting with an anticipated timeline of April-May 2019 for informational open houses. The completed design was presented to the Dashwood Fire Department Board Committee in September 2018.

The Dashwood conceptual main hall design includes:

- Two drive through bays that can hold a total of four pieces of apparatus
- Designed to permit for future expansion of one additional bay that can hold two more pieces of apparatus
- An administration area and three offices
- Separate areas for radio communications, IT, mechanical, electrical, sprinkler, gear, storage, training, and laundry
- Two multi-use washrooms and washdown space
- A Workshop
- A self-contained breathing apparatus (SCBA) and compressor room

- Access to a second floor that will be pre-wired and plumbed for future completion (kitchen, fitness, washroom/shower, laundry and possible sleeping quarters)
- An engineered pad for a future training/hose drying tower

The proposed design will be pre-wired and plumbed for future energy saving opportunities (solar water and heat recovery systems). The functionality of the building has been improved by providing adequate space for the department and apparatus, improved traffic flow and the design allows for future expansion. The expansion options provide for long term growth of the department and a second floor that can continuously be enhanced with fundraising and volunteer efforts well into the future.

The project is on time and an open house will be scheduled to share the completed design and 3D modelling with the Dashwood public. The RDN with collaboration from the Dashwood Fire Department has created a “Get Involved” webpage for the Dashwood Fire Hall Replacement project that can be accessed by the public for information about the current fire hall, new fire hall and AAP process.

## **ALTERNATIVES**

1. Proceed with first, second and third readings of Bylaw No. 1785 and Bylaw No. 1789 and adopt the recommendations relating to the alternative approval process.
2. Do not proceed with the Alternative Approval Process.
3. Move forward through an Assent Voting Process – often referred to as a Referendum. The Board is not obligated to conduct an AAP, and instead could proceed to an Assent Voting process. The costs and staff resources associated with Assent Voting are significant and similar to a general election.

## **FINANCIAL IMPLICATIONS**

The cost of the AAP is estimated at \$10,000. This includes two publication of the AAP notice, and an open house.

Based on an estimated interest rate of 3.5%, the annual debt payment cost will be \$249,711 per year, including interest and principal. The MFA 25-year indicative market rate on March 15, 2019 estimates 3.36%, however, using a 3.5% estimate provides for some contingency, should interest rates change before borrowing would occur. If the project proceeds, borrowing would be amortized over 25 years at an approximate annual cost of \$44.70 per \$100,000 of property assessment.

The average residential property value in the Dashwood Fire Protection service area is estimated at \$594,449 with total residential assessment at \$549,271,200 and assessment for all property classes at \$558,570,217. The additional tax cost for the new fire hall would total approximately \$265.72 per year for the average residential property.

The Dashwood Fire Department has contingency funds available of \$150,000 that will be utilized for temporary housing, to furnish the interior, landscaping and elector process. Remaining funds will be directed to the construction of the hall to reduce borrowing.

## STRATEGIC PLAN IMPLICATIONS

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



---

Daniel Pearce  
[dpearce@rdn.bc.ca](mailto:dpearce@rdn.bc.ca)  
April 4, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachment

1. Dashwood Fire Hall Protection Service Area Establishment Bylaw 1785, 2019
2. Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019
3. Elector Response Form

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1785**

**A BYLAW TO ESTABLISH A SERVICE IN A PART OF ELECTORAL AREAS F, G, AND H  
FOR THE PURPOSE OF CONSTRUCTING, ACQUIRING AND OTHERWISE OBTAINING BUILDINGS TO  
PROVIDE FIRE PROTECTION SERVICES**

WHEREAS under the *Local Government Act* a regional district may, by bylaw, establish and operate any service the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to establish a service in a part of Electoral Area F, Electoral Area G, and Electoral Area H for the purpose of constructing, acquiring and otherwise obtaining buildings to provide fire protection services;

AND WHEREAS the approval of the electors in the participating areas has been obtained by an alternative approval process in accordance with the *Local Government Act*;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained in accordance with the *Local Government Act*;

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

**1. Citation**

This bylaw may be cited for all purposes as the “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019”.

**2. Service**

A service to construct, acquire and obtain buildings to provide fire protection services is hereby established.

**3. Boundaries**

The boundaries of the Service area are as shown outlined on Schedule ‘A’ attached to and forming part of this bylaw.

**4. Participating Areas**

The Participating Areas for the service are Electoral Areas F, G, and H.

**5. Cost Recovery**

In accordance with section 378 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (c) fees and charges imposed under section 397 of the *Local Government Act*;
- (d) revenues raised by other means authorized under the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**6. Maximum Requisition**

In accordance with the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

- (a) Two Hundred and Fourth Nine Thousand Seven Hundred and Thirty Six (\$249,736) Dollars; or
- (b) the amount equal to the amount that could be raised by a property value tax rate of \$0.4471 per \$1,000 applied to the net taxable value of land and improvements in the Service area.

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

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

Received the approval of the electors under section 345 of the *Local Government Act* this \_\_\_\_ day of \_\_\_\_\_, 2019.

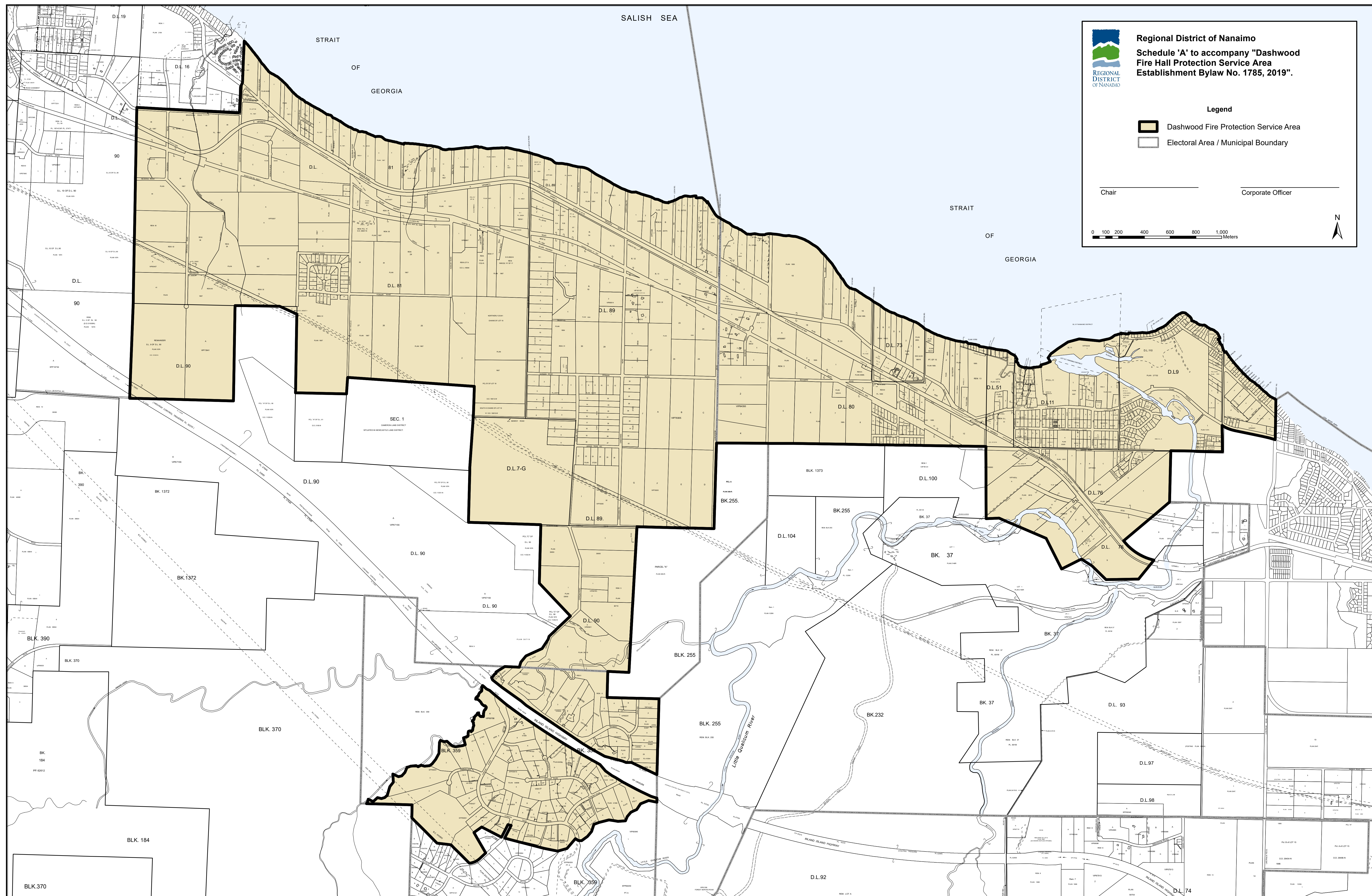
Adopted this \_\_\_\_ day of \_\_\_\_\_, 2019.

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CHAIR

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CORPORATE OFFICER



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1789**

**A BYLAW TO AUTHORIZE THE BORROWING OF  
FOUR MILLION (\$4,000,000) DOLLARS  
FOR THE DASHWOOD FIRE HALL SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Dashwood Fire Hall Service (the "Service") pursuant to Bylaw No. 1785, cited as "Dashwood Fire Hall Protection Service Area Establishment Bylaw No. 1785, 2019" for the purpose of constructing, acquiring and otherwise obtaining buildings to provide fire protection services in part of Electoral Areas F, G and H;

AND WHEREAS the approval of the electors in the participating areas has been obtained by an alternative approval process in accordance with the *Local Government Act* to borrow in order to design and construct a new fire hall in connection with the Service (the "Works");

AND WHEREAS the amount of borrowing required to complete the Works, including expenses incidental thereto, is the sum of Four Million (\$4,000,000) Dollars;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained in accordance with the *Local Government Act* and the *Community Charter*;

AND WHEREAS the financing is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between the Authority and the Regional District;

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

1. This bylaw may be cited for all purposes as the "Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019".
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the design and construction of a new fire hall for the purpose of the Works in connection with the Service and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - (a) to borrow upon the credit of the Regional District a sum not exceeding Four Million (\$4,000,000) dollars.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.
4. The borrowing authorized relates to the Dashwood Fire Hall Service established pursuant to Bylaw No. 1785, cited as "Dashwood Fire Hall Protection Service Area Establishment Bylaw No. 1785, 2019".

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

Approved by the Inspector of Municipalities this \_\_\_\_ day of \_\_\_\_\_, 2019.

Received the approval of the electors under section 345 of the Local Government Act this \_\_\_\_ day of \_\_\_\_\_, 2019.

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

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CHAIR

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CORPORATE OFFICER

Electoral Areas F, G, and H of the Regional District of Nanaimo

**“Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019”****“Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019”**

to establish a service to facilitate borrowing of up to \$4,000,000 (4 Million Dollars) to be repaid over a period not to exceed 25 (twenty-five) years in order to finance the costs of constructing a fire hall to serve the Dashwood Fire Hall Service Area within the Regional District of Nanaimo

Pursuant to Section 269(b) of the *Local Government Act*, the Regional District of Nanaimo is proposing to seek approval of the electors by alternative approval process in accordance with Section 86 of the *Community Charter*.

By completing this Elector Response Form I certify that:

- I am a person entitled to be registered as an elector (pursuant to the *Local Government Act*) within the participating service area of Electoral Area F, G or H of the Regional District of Nanaimo (outlined in the attached map);
- I have not previously signed an Elector Response Form with respect to these Bylaws; and
- I am **OPPOSED** to the adoption of “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” and “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” which authorizes the Board of Directors to establish a service and facilitate borrowing of up to \$4,000,000 (4 Million Dollars) to be repaid over a period not to exceed 25 (twenty-five) years in order to finance the costs of constructing a fire hall to serve the Dashwood Fire Hall Service Area within the Regional District of Nanaimo, without first obtaining the assent of the electors in a voting proceeding (referendum).

The deadline for submitting this Elector Response Form is **4:00 p.m. on Friday, July 26, 2019**. The address for submission is:

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

Postmarks WILL NOT be accepted as the date of submission, ORIGINAL SIGNATURES ARE REQUIRED, therefore the Elector Response Form may not be returned by email or by fax.

If at least 10% (175) of eligible electors sign and submit a completed Elector Response Form by the deadline, the Regional District Board may not proceed with adopting “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” and “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” unless elector approval is obtained by assent voting (referendum).

**FULL NAME OF ELECTOR:**

(e.g. Donald Smith – not D. Smith)

(Please Print)

**ELECTOR'S RESIDENTIAL ADDRESS:**

(Full residential (Street) Address including Town/City)

**SIGNATURE OF ELECTOR:**

(Signature)

**DATE:****To be completed (in addition to the above) if you are a Non-Resident Property Elector**

I am a non-resident property elector who lives in another community and owns property in the RDN located at:  
(insert full residential (Street) address of property below)

Note: Additional information regarding elector qualifications can be found on the reverse side of this form.

## INFORMATION REGARDING QUALIFICATIONS FOR ELECTORS

In order to sign an elector response form in relation to the alternative approval process (AAP), a person must either be a **resident elector** or a **non-resident property elector** (not both) within the proposed service area. For the purposes of this AAP, portions of Electoral Areas F, G and H of the Regional District of Nanaimo (outlined in the attached map) apply.

A **resident elector** is an individual who is qualified to vote in a jurisdiction by virtue of **living (residing)** in the jurisdiction. To sign an elector response form as a resident elector a person must:

- be 18 years of age or older; and
- be a Canadian citizen; and
- have lived in British Columbia for at least 6 months immediately before signing this elector response form; and
- be a resident within the participating service area of Electoral Area F, G or H of the Regional District of Nanaimo for at least 30 days before signing this elector response form; and
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law.

A **non-resident property elector** is an individual who **does not live (does not reside)** in the participating service area but is entitled to vote by virtue of owning a real property in that jurisdiction. To sign an elector response form as a non-resident property elector a person must:

- not be entitled to register as a resident elector in the participating service area; and
- be 18 years of age or older; and
- be a Canadian citizen; and
- have lived in British Columbia for at least 6 months immediately before signing this elector response form; and
- not be disqualified by any enactment from voting in an election or otherwise disqualified by law; and
- be the only persons who are registered owners of the real property, either as joint tenants or tenants in common, are individuals who are not holding the property in trust for a corporation or another trust; and
- be a registered owner of real property within the participating service area of Electoral Area F, G or H of the Regional District of Nanaimo for at least 30 days before signing this elector response form.
  - If a property is owned by **more than one** individual, only **one** of them may sign an elector response form (with the written consent of the majority of the owners);
  - A person may register as a non-resident property elector in relation to **one** parcel of real property in the service area.

**Note: There is no Corporate Vote** - No corporation is entitled to be registered as an elector or have a representative registered as an elector and no corporation is entitled to vote.

## INSTRUCTIONS

**OPPOSED** - if you are **OPPOSED** to the adoption of “Dashwood Fire Hall Service Area Establishment Bylaw No. 1785, 2019” and “Dashwood Fire Hall Loan Authorization Bylaw No. 1789, 2019” you can sign and submit an Elector Response Form if you qualify as an elector of the participating service area. All Elector Response Forms **must** be received in the office of the RDN no later than the deadline of **4:00 p.m. on Friday, July 26, 2019**. If you are submitting your form by mail, be advised that postmarks will not be accepted as the date of submission.

**NOT OPPOSED** – if you are **NOT OPPOSED** you need do nothing.

A copy of the Bylaws, a Staff Report summarizing this project, and Elector Response Forms are available on our website at [www.rdn.bc.ca](http://www.rdn.bc.ca) and at the RDN office (6300 Hammond Bay Road, Nanaimo, BC) Monday, Tuesday, Thursday and Friday from 8:30 a.m. to 4:30 p.m.; and Wednesday from 8:30 a.m. to 5:30 p.m., excluding statutory holidays.

For further information contact: Jacquie Hill, Corporate Officer, Regional District of Nanaimo, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2; 250-390-6750; [inquiries@rdn.bc.ca](mailto:inquiries@rdn.bc.ca)

Note: An accurate copy of this Elector Response Form may be utilized (either single-sided or double-sided), provided that it is made of the form prior to any electors signing such form, so that only Elector Response Forms with original signatures are submitted.

SALISH SEA

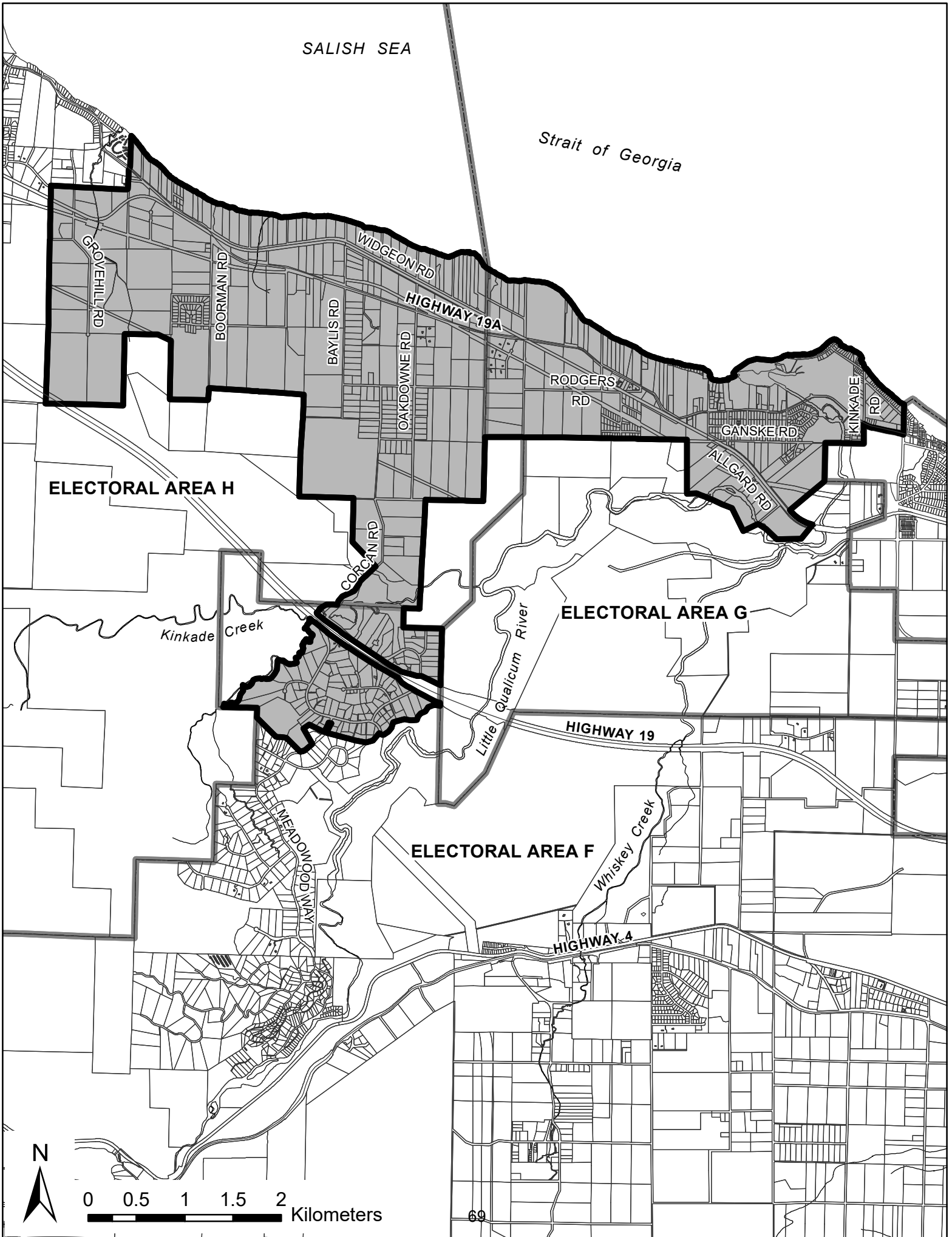
Strait of Georgia

ELECTORAL AREA H

ELECTORAL AREA G

ELECTORAL AREA F

0 0.5 1 1.5 2 Kilometers



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**TO:** Committee of the Whole                      **MEETING:** April 9, 2019

**FROM:** Lisa Moilanen  
Communications Coordinator                      **FILE:** Not applicable

**SUBJECT:** Continuing the Conversation: Best Practices for RDN Communications and Engagement

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**RECOMMENDATION(S)**

That the Board approve the communications and engagement tools.

**SUMMARY**

The Regional District of Nanaimo (RDN) is committed to continually providing timely, accurate and relevant information about RDN projects, services and initiatives to its residents. Two-way communications and the engagement of residents are important aspects of the commitment to thorough, timely communication. In support of this, a review of the current tools used by the RDN has been conducted.

**BACKGROUND**

Reviewing the tools used to communicate with and engage residents is important to ensure they are the most effective in sharing information, reaching the intended audience and providing information in a timely manner.

By way of definition, “communication” refers to passive or one-way approaches to provide information to the public. “Engagement” refers to active or two-way approaches specifically designed to gather feedback from the residents. This is a subtle but important distinction, as engagement requires a case-by-case review of a particular project in order to determine the best tools and techniques to gather input. As an example, the Board’s new strategic plan is based on engagement with the community.

Board members communicate and engage residents using different forums and resources. Some tools and techniques used in the past have included emails to residents, community open houses or coffee talks, and articles and ads in the newspaper. The RDN supports these initiatives with a \$750 annual budget per Electoral Area Director. These tools are not directly supported by staff.

In 2018, a variety of tools and techniques were used to reach out to RDN residents. The following is a summary of 2018 RDN outreach including communication and engagement tools and techniques used in order of the most frequent or widely used across the organization:

**Communication** – the sharing of information about RDN projects and initiatives

### Indirect

- 1) RDN [website](#) – includes service or project [notices](#), [news releases](#), general project and service information
- 2) Printed [monthly newspaper ads](#) – RDN Updates ads in the Nanaimo News Bulletin, Parksville Qualicum Beach News and Gabriola Sounder
- 3) Printed newspaper ads – for individual projects or initiatives
- 4) Social media ([Facebook](#) and [Twitter](#) primary, [Instagram](#) secondary) – typically used 4-10 weekly with original informative posts about project and initiatives; more frequently used during storm events or EOC's
- 5) Radio ads – for individual projects or initiatives
- 6) [News releases](#) – sent electronically directly to all local and island media
- 7) RDN Bus Ads – for individual projects or initiatives
- 8) Community notice boards in Parksville and Qualicum Beach – for individual projects or initiatives
- 9) Board agendas and minutes – posted in advance of the meeting for the agenda's and following the meeting for the minutes in a central [database](#)
- 10) Mailed newsletter or updates – for individual projects or initiatives, sometimes region wide or to a specific area
- 11) [Recreation Active Living Guide](#) – printed and distributed twice a year, spring and fall; highlighting all RDN Recreation opportunities
- 12) [Parks & Trails Guide](#) – rebranded, printed and distributed to highlight RDN regional parks and trails
- 13) [Perspectives](#) – annual region-wide publication, wrapped on the outside of the Nanaimo News Bulletin, Parksville Qualicum Beach News and Gabriola Sounder
- 14) Electoral Area Updates – mailed through Canada post directly to each EA home twice a year in past; content decided on by each EA Director and then also posted on their EA webpage; Spring only in 2018 as the fall was the election period
- 15) Handouts at facilities – for individual projects or initiatives
- 16) Traveling display – for individual projects or initiatives
- 17) Articles in journals – requests made by organizations or publications on a project or initiative

### Direct or in-person

- 18) RDN Transit NextRide – real-time technology to find where a bus is or a stop
- 19) Stakeholder or other Council/Board Presentations – for individual projects or initiatives
- 20) Student/School Presentations – for individual projects or initiatives
- 21) Curbside outreach – mandated to do it with contract with Recycle BC for what goes in or not in your bin; conducted in the summer as an opportunity to share information and give a face for residents to ask questions directly
- 22) RDN Curbside App – tool downloaded on mobile devices, provides the ability to search items to determine where it goes and to sign-up to receive a reminder for your pick up-date; also have the ability send out notices of service changes directly by route or area
- 23) Connect Rocket – notifications sent related to emergencies in the region for residents to receive for selected areas within the RDN using various methods including phone call, text and email
- 24) Direct email notifications – for specific project or initiatives that emails have been directly collected for

- 25) Community training – youth and seniors for specific project or initiatives such as using transit
- 26) Parades – RDN Transit bus participating in parades
- 27) Site visits with community – for individual projects or initiatives
- 28) Expo – for individual projects or initiatives

**Engagement** – all used for individual projects or initiatives

- A. Open houses or Info sessions
- B. Get Involved RDN Projects
- C. Pop-up offices
- D. Public hearings
- E. Public Information Meetings
- F. Focus group/workshop
- G. Survey

Many of the tools listed above will continue to be used in 2019 by the departments on a specific project or initiative basis. Additional tools, such as videos, will also be used in the year ahead to share information. Each project or initiative lead is encouraged to ensure their communications and engagement plans consider who the audience is, to use more than one tool to share information or engage including direct and indirect tools.

Strengthened by the diversity of tools mentioned above, the following are recommended to be the primary focus of communication and engagement efforts in 2019

- 1) Website – expand current use of by:
  - a) Creating Really Simple Syndication (RSS) feeds to send and allow residents to sign-up to receive direct emails for news releases, service alerts, job postings and bid opportunities
- 2) Monthly RDN Updates ads in the Nanaimo News Bulletin, Parksville Qualicum Beach News and Gabriola Souther and posted on the RDN website and promoted on Facebook and Twitter – expand current use of by:
  - a) Providing to Directors via email for them to distribute and/or post on notice boards in their communities
- 3) Social Media
  - a) Continue to increase Did You Know posts to share general info about the RDN rather than an active project or initiative
- 4) News releases
- 5) Get Involved RDN – all projects with engagement

Moving forward, the annual Perspectives or semi-annual Electoral Area Updates are not recommended as they are not an effective and do not provide current information to residents.

The information that those publications share is information that has already been shared using one or more of the tools recommended.

Staff is also currently preparing a report on the cost of implementing the webcasting of Committee of the Whole and Board meeting, as well as all public meetings in the Board Chambers.

## **ALTERNATIVE**

1. That the Board approved the proposed communication and engagement tools.
2. That the Board provide alternate direction.

## **FINANCIAL IMPLICATIONS**

The recommended communications and engagement tools are included in the 2019 financial plan.

## **STRATEGIC PLAN IMPLICATIONS**

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

Reviewing and revising communications and engagement tools to ensure they reflect current and best practice, support the most efficient and effective focus on continuous improved two-way communication with our residents and communities, as well as maintaining alignment with the RDN's strategic plan.



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Lisa Moilanen  
[lmoilanen@rdn.bc.ca](mailto:lmoilanen@rdn.bc.ca)  
March 21, 2019

Reviewed by:

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

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**TO:** Committee of the Whole                      **MEETING:** April 9, 2019  
**FROM:** Meghan Ebueza  
Solid Waste Planner                      **FILE:** 5360-01  
**SUBJECT:** Performance Monitoring of New Waste Technology – Sustane Chester

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**RECOMMENDATION**

The Board partner with the Comox Valley Regional District and the Cowichan Valley Regional District for:

- 1) participation in the performance monitoring program of new waste technology – Sustane Chester;
- 2) contribution of \$7,500 from the Regional District of Nanaimo in the cost sharing of the performance monitoring program; and
- 3) preparation of a staff report to the Board at the conclusion of the performance monitoring program.

**SUMMARY**

The Comox Valley Regional District (Comox Strathcona Waste Management) Board is pursuing reducing waste disposal volumes and providing cost effective alternatives to landfilling. Comox Strathcona Waste Management is planning to monitor the performance of Sustane Technology Inc.'s newly constructed facility in Chester, Nova Scotia.. The Comox Strathcona Waste Management Board is proposing a partnership with the Cowichan Valley Regional District and the Regional District of Nanaimo (RDN) to share the costs and information related to the performance monitoring program. Information gathered from this performance monitoring program will be used by the RDN as a tool to continue to review alternative disposal technologies and help to identify technologies that are consistent with the RDN Solid Waste Management Plan (SWMP).

**BACKGROUND**

The Sustane Chester project, a pyrolysis plant designed to convert municipal solid waste into biomass pellets and synthetic diesel fuel, was launched in September 2016 with an agreement between Sustane and the Municipality of Chester, Nova Scotia to divert their landfill destined municipal solid waste to a Sustane Facility.

***Performance Monitoring Program***

The performance monitoring program as presented in the the Comox Valley Regional District's report titled "Performance Monitoring of Waste Management Technology – Chester, Nova Scotia" (Attachment 1) details the plan for the Comox Strathcona Waste Management Board in

partnership with the RDN and Cowichan Valley Regional District, to observe Sustane Technology Inc.'s progress as the newly constructed facility in Chester, Nova Scotia is commissioned and becomes operational.

The performance monitoring program will monitor the Sustane Chester facility for a period of one year after their start-up. This period of time is recommended to help ensure consistent, continuous operation for measurement of all performance criteria and costs. The following key performance monitoring activities outlined in the plan are:

- Detailed performance monitoring criteria and a performance monitoring timeline;
- Visit to Sustane's facility in Chester, Nova Scotia to witness and observe the facility in operation, to interview operators and maintainers, to interview Chester Solid Waste employees and to meet with Nova Scotia Environment;
- Review all agreements between Chester and Sustane to confirm costs, risks and benefits to the community;
- Identify other financial costs or benefits outside of the contract;
- Review regulatory requirements of the Province of British Columbia;
- Assess local market demand for by-products;
- Identify potential unintended consequences, benefits and risks; and
- Use of qualified professionals will aid staff with legal opinions and performance monitoring.

### ***RDN Long Term Residual Waste Management***

The long term goal of the RDN is Zero Waste. Nevertheless, the RDN recognizes that there will still be some necessary long term residual disposal, after the closure of the RDN Landfill, for the foreseeable future. The RDN Solid Waste Management Plan (SWMP), adopted by the RDN Board in June 2018 and waiting approval from the Minister of Environment & Climate Change, commits to continuing to review and consider alternative technologies that are consistent with the Zero Waste Hierarchy and Goal. Participating in the performance monitoring program of Sustane Chester would provide the RDN with independently sourced information to consider as it relates to the implementation of the RDN SWMP.

### **ALTERNATIVES**

1. The Board partner with the Comox Valley Regional District and the Cowichan Valley Regional District for:
  - a. participation in the performance monitoring program of new waste technology – Sustane Chester;
  - b. contribution of \$7,500 from the Regional District of Nanaimo in the cost sharing of the performance monitoring program; and
  - c. preparation of a staff report to the Board at the conclusion of the performance monitoring program.
2. The Board does not approve the request from the Comox Valley Regional District.
3. The Board provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

The performance monitoring program including third party consultants to undertake legal reviews and development of draft performance monitoring criteria is budgeted to cost \$20,400. The Comox Valley Regional District has proposed the following cost sharing appropriation (Attachment 2) based on 2018 landfilled waste volumes listed in Table 1.

Regional District	Residual Waste (tonnes) <sup>1</sup>	Share of Cost
Comox Valley	63,074	43% or \$8,800
Nanaimo	53,739	37% or \$7,500
Cowichan Valley	30,092	20% or \$4,100

The RDN would be responsible for its own travel arrangements for a site visit to the Sustane Chester facility.

## STRATEGIC PLAN IMPLICATIONS

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

The approval of this request would be a collaborative approach between the Comox Valley Regional District, Cowichan Valley Regional District and the Regional District of Nanaimo to better understand how Sustane's technology performs in Chester, Nova Scotia, which aligns with the RDN's commitment to continue to monitor new alternative waste disposal options as detailed in the RDN SWMP.



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Meghan Ebueza  
[mebueza@rdn.bc.ca](mailto:mebueza@rdn.bc.ca)  
March 20, 2019

### Reviewed by:

- L. Gardner, Manager, Solid Waste Services
- R. Alexander, General Manager, Regional & Community Utilities
- P. Carlyle, Chief Administrative Officer

### Attachments:

1. Performance Monitoring of Waste Management Technology – Chester, Nova Scotia
2. Correspondence – Russell Dyson, CAO, Comox Valley Regional District, re Monitoring Sustane Facility – Chester, NS

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<sup>1</sup> Based on AVICC solid waste data summary for 2016

**DATE:** January 28, 2019**FILE:** 5360-60**TO:** Chair and Directors  
Solid Waste Advanced Technology Select CommitteeSupported by Russell Dyson  
Chief Administrative Officer**FROM:** Russell Dyson  
Chief Administrative Officer**R. Dyson****RE: Performance Monitoring of Waste Management Technology – Chester, Nova Scotia****Purpose**

To present the proposed methodology for performance monitoring of Sustane Technologies' (Sustane) waste management system currently under construction in Chester, Nova Scotia in order that the Solid Waste Advanced Technology (SWAT) Select Committee provide a recommendation to the Comox Strathcona Waste Management Board (Board).

**Recommendation from the Chief Administrative Officer:**

THAT the Comox Valley Regional District (Comox Strathcona Waste Management) Board endorse the performance monitoring program as presented in the report titled "Performance Monitoring of Waste Management Technology – Chester, Nova Scotia," dated January 28, 2019, for a period of one year after successful start-up.

AND FURTHER THAT the Board approach the Cowichan Valley Regional District and the Nanaimo Regional District to request sharing of the costs and information related to performance monitoring.

**Executive Summary**

The Comox Valley Regional District (Comox Strathcona Waste Management) Board (Board) has an interest in reducing waste disposal volumes and providing cost effective alternatives to landfilling. In support of these objectives, the Board posted a Request for Information (RFI) for Waste to Energy, now SWAT in the summer of 2017. The intent of the RFI process was educational in nature and not a competitive selection process.

Six submissions were received and evaluated based on high level criteria (innovation, technology, environmental/social and economic). Three technologies were selected for further detailed analysis and the final version of the report was provided to the SWAT Select Committee on April 5, 2018.

The highest ranked technology in the RFI process was Sustane, which converts waste into biomass fuel pellets and synthetic diesel, and recovers metals. Sustane's technology offers estimated lower costs than the other shortlisted technologies (although still higher than the status quo of landfilling); however, they attract greater risk for the Comox Strathcona Waste Management (CSWM) service due to a lack of installed infrastructure and untested technology. In consideration of this risk and the Board's continued interest in Sustane, the following resolution was approved on April 19, 2018:

THAT the Comox Strathcona Waste Management Board direct staff to monitor waste management technology proposed by Sustane Technologies Inc. in Nova Scotia, for up to one year of full operations;

AND FURTHER THAT a report on its effectiveness and efficiencies be presented to the CSWM Board following the monitoring period.

In order to act on the above CSWM Board direction, it is proposed that staff undertake the following key performance monitoring activities subsequent to the completion and commissioning of Sustane's facility in Chester, Nova Scotia (which is currently scheduled for start-up in April 2019).

- The performance monitoring will include a set of detailed performance monitoring criteria and a performance monitoring timeline that will incorporate the following draft criteria (at a minimum):
  - Plant efficiency, plant uptime, fuel pellet production efficiency, synthetic oil production efficiency (actual vs design)
  - Operating costs, maintenance costs (pre and post full operation)
  - Fuel pellet quality, synthetic oil quality, residuals quality
  - Greenhouse gas implications for the life cycle of the process
  - Other important performance parameters identified by the monitor once retained
- Visit Sustane's facility in Chester, Nova Scotia to witness and observe the facility in operation, to interview operators and maintainers, to interview Chester Solid Waste employees and to meet with Nova Scotia Environment
- Review all agreements between Chester and Sustane to confirm costs, risks and benefits to the community
- Identify other financial costs or benefits outside of the contract
- Review regulatory requirements of the Province of British Columbia
- Assess local market demand for by-products
- Identify potential unintended consequences, benefits and risks
- Use of qualified professionals will aid staff with legal opinions and performance monitoring. A modest budget accounts for this.

The following table summarizes the expected costs and resources required to complete the performance monitoring. This work can be accomplished within the current proposed 2019-2023 financial plan, which will cover expenses, incidentals, travel, legal and third party expertise as required. Also, other regional districts on Vancouver Island may be interested in alternative disposal options for their regions and in better understanding how Sustane's technology performs in Chester. It is proposed to approach these other regions and request sharing of the costs and information related to performance monitoring.

Performance Monitoring Activity	Cost
Third party consultants to undertake legal reviews and development of draft performance monitoring criteria	20,400
Site Visit (4 representatives)	9,600
<b>Total</b>	<b>\$30,000</b>

It is expected that performance monitoring would be required over approximately one year following the full start-up and commissioning of Sustane's facility in Chester. This period of time is recommended to help ensure consistent, continuous operation for measurement of all performance criteria and costs.

Prepared by:

***M. Rutten***

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Marc Rutten, P.Eng.  
General Manager of Engineering Services

Concurrence:

***A. McGifford***

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Andrew McGifford, CPA, CGA  
Senior Manager of CSWM Services

**Office of the Chief Administrative Officer**

600 Comox Road, Courtenay, BC V9N 3P6  
Tel: 250-334-6000 Fax: 250-334-4358  
Toll free: 1-800-331-6007  
www.comoxvalleyrd.ca



File: 5360-60

February 22, 2019

**Sent via email only:** pcarlyle@rdn.bc.ca

Phyllis Carlyle  
Chief Administrative Officer  
Regional District of Nanaimo  
6300 Hammond Bay Rd  
Nanaimo, BC V9T 6N2

Dear Phyllis:

**Re: Monitoring of Sustane Facility – Chester, Nova Scotia**

The Comox Valley Regional District (Comox Strathcona Waste Management) Board (Board) continues to be interested in reducing waste disposal volumes and providing cost effective alternatives to landfilling. As follow-up to a Request for Information process completed in 2018, the Board plans to observe Sustane Technology Inc.'s progress as they work to commission and test their newly constructed facility in Chester, Nova Scotia. In support of this, the Board passed the following resolution at its February 7, 2019 meeting (Report attached):

*THAT the Comox Valley Regional District (Comox Strathcona Waste Management) Board endorse the performance monitoring program as presented in the report titled "Performance Monitoring of Waste Management Technology – Chester, Nova Scotia," dated January 28, 2019, for a period of one year after successful start-up.*

*AND FURTHER THAT the Board approach the Cowichan Valley Regional District and the Nanaimo Regional District to request sharing of the costs and information related to performance monitoring.*

We understand that the Regional District of Nanaimo and the Cowichan Valley Regional District may also have an interest in monitoring the performance of the Sustane facility in Chester. Per the above recommendation, we are seeking your feedback on sharing in both the cost and information gathered related to performance monitoring. We propose to take the lead in this work, to develop the detailed performance monitoring questionnaire and to work directly with Sustane to complete the monitoring and gather the performance related information. We expect this process to take one year from successful start-up of their facility.

In parallel with this letter to you, we have reached out to Sustane to request their feedback on the concept of performance monitoring.

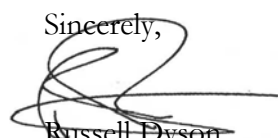
The above recommendation includes sharing of costs, which per the attached staff report are estimated to be \$20,400 and we propose to be apportioned to each regional district based on 2018 landfilled waste volumes generally as per the following table.

<b>Regional District</b>	<b>Residual Waste (tonnes)<sup>1</sup></b>	<b>Share of Cost</b>
Comox Valley	63,074	43% or \$8,800
Nanaimo	53,739	37% or \$7,500
Cowichan Valley	30,092	20% or \$4,100

Each regional district would be responsible for their own travel arrangements if a site visit to the Chester facility was desired

Please provide your feedback to the above and direct us to your key staff that we should work with on this initiative. If you have any questions or require further information, please contact Marc Rutten, General Manager of Engineering Services, email [mrutten@comoxvalleyrd.ca](mailto:mrutten@comoxvalleyrd.ca) or call 250-334-6080.

Sincerely,



Russell Dyson  
Chief Administrative Officer

cc: Marc Rutten, General Manager of Engineering Services

Enclosure: Staff Report - Performance Monitoring of Waste Management Technology

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<sup>1</sup> Based on AVICC solid waste data summary for 2016

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**TO:** Committee of the Whole                      **MEETING:** April 9, 2019  
**FROM:** Shelley Norum                              **FILE:** 5345-60  
            Wastewater Program Coordinator  
**SUBJECT:** Liquid Waste Management Plan Monitoring Committee Terms of Reference

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### **RECOMMENDATION**

That the Board approve the Draft Liquid Waste Management Plan Monitoring Committee Terms of Reference.

### **SUMMARY**

A draft revision of the Liquid Waste Management Plan (LWMP) Monitoring Committee Terms of Reference, provided in Attachment 1, includes options to improve the likelihood of achieving quorum at LWMP Monitoring Committee meetings and guidance on how to manage meetings that do not achieve quorum. These include:

1. Defining quorum.
2. Allowing alternate members.
3. Removing agencies who declined the invitation to participate in the Committee.
4. Allowing meetings without quorum to proceed without motions or votes.

There are no financial implications for approving the changes made to the draft LWMP Monitoring Committee Terms of Reference.

### **BACKGROUND**

The Regional District of Nanaimo (RDN) provides municipal wastewater conveyance, treatment and disposal services across the region. Under the provincial Municipal Wastewater Regulation, municipal wastewater discharges may be permitted through:

- Registration;
- Permits; and/or
- An approved LWMP with its associated Operational Certificates.

An approved LWMP is legally binding. The RDN has an approved LWMP and with that comes the authority and responsibility to implement the plan. While the responsibility for the management of the LWMP ultimately rests with the RDN Board, the Province requires that a monitoring committee is also involved with LWMP implementation.

The current Terms of Reference for the LWMP Monitoring Committee (provided in Attachment 2) was originally approved in 2014 and does not identify the number required for quorum. In absence of specific direction, quorum is achieved when the majority of members are present. In 2018, two LWMP Monitoring Committee meetings were inquorate based on the default definition.

The revised draft LWMP Monitoring Committee Terms of Reference (provided in Attachment 1) includes options to improve the likelihood of quorate meetings and provides guidance on how to manage meetings that do not achieve quorum. These include:

1. **Defining quorum.** Meetings will achieve quorum when at least six members are present.
2. **Allowing alternate members.** Government and agency members may designate an alternate should the representative be unable to attend.
3. **Removing agencies who declined the invitation to participate in the Committee.** The draft Terms of Reference removed the following agencies:
  - Environment and Climate Change Canada
  - Ministry of Environment and Climate Change Strategy
  - Ministry of Transportation and Infrastructure
  - Georgia Strait Alliance.
4. **Allowing meetings without quorum to proceed without motions or votes.** In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken. This allows the RDN to fulfil its obligation to the Province to maintain the Committee.

## ALTERNATIVES

1. Approve the Draft LWMP Monitoring Committee Terms of Reference.
2. Do not approve the Draft LWMP Monitoring Committee Terms of Reference and provide alternate direction.

## FINANCIAL IMPLICATIONS

There are no financial implications for approving the changes made to the draft LWMP Monitoring Committee Terms of Reference.

## STRATEGIC PLAN IMPLICATIONS

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

Draft updates to the Terms of Reference are recommended to improve the LWMP Monitoring Committee's role as a communication tool.



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Shelley Norum  
[snorum@rdn.bc.ca](mailto:snorum@rdn.bc.ca)  
March 20, 2019

Reviewed by:

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

Attachments:

1. Draft – Liquid Waste Management Plan Monitoring Committee Terms of Reference
2. Current – Liquid Waste Management Plan Monitoring Committee Terms of Reference

**REGIONAL DISTRICT OF NANAIMO  
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE**

**DRAFT TERMS OF REFERENCE**

**BACKGROUND**

The Regional District of Nanaimo (RDN) provides municipal wastewater conveyance, treatment, and disposal services across the region. Under the provincial Municipal Wastewater Regulation, municipal wastewater discharges may be permitted through:

- Registration;
- Permits; and/or
- An approved Liquid Waste Management Plan (LWMP) with its associated Operational Certificates.

An approved LWMP is legally binding. The RDN has an approved LWMP and with that comes the authority and responsibility to implement the plan.

**PURPOSE**

While the responsibility for the management of the LWMP ultimately rests with the RDN Board of Directors, the Province requires that a monitoring committee oversees LWMP implementation.

**ROLES AND RESPONSIBILITIES**

LWMP Monitoring Committee will:

- Review reports presented by RDN staff and their consultants relating to LWMP programs;
- Review the public education programs associated with the LWMP (e.g. SepticSmart);
- Provide recommendations to RDN staff regarding the implementation of programs and policies relating to the LWMP and wastewater management;
- Review annual status reports documenting LWMP implementation;
- Recommend refinements to the LWMP program actions to keep implementation on track with the overall objectives and targets;
- Assist RDN staff in developing strategies to increase the effectiveness of the LWMP; and
- Recommend amendments to the plan, as necessary.

**MEMBERSHIP**

There may be up to 17 voting members and invitations will extend to the following:

- RDN Board – 4 members
- City of Nanaimo – 1 member
- City of Parksville – 1 member
- Town of Qualicum Beach – 1 member
- District of Lantzville – 1 member
- Snuneymuxw First Nation – 1 member
- Snaw-naw-as First Nation – 1 member
- Qualicum First Nation – 1 member
- Business Community – 2 members
- General Public – 2 members
- Island Health – 1 member
- Fisheries and Oceans Canada – 1 member

RDN staff shall act as a resource to the Committee.

## **CHAIRPERSON**

The Committee Chairperson will be a Board Director appointed by the Chair of the RDN.

## **APPOINTMENT AND TERM**

RDN Board members are appointed annually by the Chair of the RDN. The term of appointment for other members is two years or until new members are appointed.

Representatives from the business community and general public will be appointed by the Board through an application process in accordance with the Appointments to RDN Advisory Committees/Commissions Policy A1.14.

Government and agency members may appoint a representative and may designate an alternate, should the representative be unable to attend.

Lack of attendance may result in a member having their membership revoked at the discretion of the Committee. If a member resigns from the Committee, their position will be filled through the application process or by appointment, as appropriate.

## **QUORUM**

Meetings will achieve quorum when at least six members are present. In the absence of a quorum, a meeting can still proceed, and topics can still be discussed, provided no motions are made or votes taken.

## **DECISION MAKING**

Committee decisions will be made by consensus whenever possible. If necessary, votes may be taken.

Committee meetings are open to the public; however only Committee members have speaking and voting privileges. Delegations that wish to address the Committee must seek approval from the Committee through a written request.

## **MEETINGS**

The Committee will meet at least two times per year with a provision for workshops or other presentations at the Committee's discretion. Meetings will generally be held mid-day. Meals will be provided when Committee activities coincide with meal times.

There is no remuneration for participation on the Committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.

**REGIONAL DISTRICT OF NANAIMO  
LIQUID WASTE MANAGEMENT PLAN MONITORING COMMITTEE**

**TERMS OF REFERENCE  
November 2014**

**PURPOSE**

The Liquid Waste Management Plan Monitoring Committee (LWMP Monitoring Committee) will oversee and evaluate implementation of the amended Liquid Waste Management Plan (LWMP). The LWMP Monitoring Committee fulfills the role of the monitoring committee as described by the Ministry of Environment Interim Guidelines for Preparing Liquid Waste Management Plans (2011).

**ROLES AND RESPONSIBILITIES**

LWMP Monitoring Committee will:

- Review reports presented by RDN staff and their consultants relating to LWMP programs
- Review progress of the public education programs, such as SepticSmart
- Review progress of plans and reports which fall under the LWMP programs (e.g. Rainwater Management Plan)
- Provide recommendations to RDN staff regarding the implementation of programs and policies relating to the LWMP and wastewater management
- Review annual status reports documenting LWMP implementation
- Recommend refinements to the LWMP program actions to keep implementation on track with the overall objectives and targets
- Assist RDN staff in developing strategies to increase the effectiveness of the LWMP
- Recommend amendments to the plan, as necessary.

**MEMBERSHIP**

The LWMP Monitoring Committee will consist of up to 21 voting members. Invitations for committee representation will extend to the following groups and organizations:

4 members	RDN Board
4 members	Municipal Staff (Nanaimo, Parksville, Qualicum Beach, and Lantzville)
1 member	Snuneymuxw First Nation
1 member	Snaw-naw-as First Nation
1 member	Qualicum First Nation
1 member	Ministry of Environment
1 member	Ministry of Transportation and Infrastructure
1 member	Fisheries and Oceans Canada
1 member	Environment Canada
1 member	Island Health
1 member	Georgia Strait Alliance
2 members	Business Community (District 68, District 69)
2 members	General Public (District 68, District 69)

RDN staff shall participate in a resource capacity.

Representatives from the business community and general public will be appointed by the Board through an application process in accordance with the Appointments to RDN Advisory Committees/Commissions Policy A1.14. Government and agency members will be appointed by the member's organization.

## **TERM**

The term of appointment is two years or until new members are appointed. Lack of attendance may result in members having their membership revoked at the discretion of the committee. If a member resigns from the committee, their position will be filled through the application process or by appointment, as appropriate.

## **CHAIRPERSON**

A Board Director will chair the meetings.

## **MEETINGS**

The LWMP Monitoring Committee will meet at least two times per year with a provision for workshops or other presentations at the LWMP Monitoring Committee's discretion. Meetings will generally be held mid-day. Meals will be provided when committee activities coincide with meal times.

There is no remuneration for participation on the committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19.

## **DECISION MAKING**

Committee decisions will be made by consensus whenever possible. If necessary, votes may be taken and, when making recommendations to the Board, minority opinions may be submitted in addition to the majority opinion.

Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request.

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**TO:** Transit Select Committee                      **MEETING:** March 21, 2019  
**FROM:** Darren Marshall  
            Manager, Transit Operations                      **FILE:** 2240-20-TROA  
**SUBJECT:** 2018 - 2019 Conventional Transit Annual Operating Agreement Amendment No.1

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### **RECOMMENDATION**

That the 2018 – 2019 Conventional Transit Annual Operating Agreement Amendment No. 1 be approved.

### **SUMMARY**

BC Transit has forwarded the 2018/19 Annual Operating Agreement (AOA) Amendment #1 (Attachment 1) covering the period January 6, 2019 to March 31, 2019 for the Regional District of Nanaimo (RDN) Conventional Transit Systems.

The 2018/2019 Conventional Transit AOA Amendment #1 indicates a budget of \$13,858,264, which is cost shared between the RDN and BC Transit. The AOA costs for Conventional Transit are explained by actual increases in service. The total increase of \$119,650 to the 2018/19 Amended AOA has been reviewed in conjunction with the approved RDN 2019 budget for transit services and is compliant.

### **BACKGROUND**

The AOA Amendment #1 between the RDN and BC Transit is an amendment to the original 2018/2019 AOA and provides the cost sharing service arrangements for Conventional Transit services in District 68 for the period of January 6, 2019 to March 31, 2019.

The AOA Amendment #1 reflects the annual service enhancement of 5000 hours that was implemented on January 6, 2019 in the Conventional Transit System. This amendment reflects service expansion which included (Attachment 2):

- 5,000 annual service hours and two new buses allocated to the RDN's Frequent Transit Network
- Increased frequency on weekdays and Sundays for the Route 40 VIU Express

The AOA is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that will be provided for cost sharing purposes.

## ALTERNATIVES

1. That the 2018 – 2019 Conventional Transit Annual Operating Agreement Amendment No. 1 be approved.
2. Do not approve the 2018 – 2019 Conventional Transit Annual Operating Agreement Amendment No. 1, removing BC Transit's obligation to cost-share in the Regional District of Nanaimo Transit Service, and that alternative direction be provided.

## FINANCIAL IMPLICATIONS

### Conventional Transit:

The main changes in the AOA that should be noted include:

<b>Conventional</b>	<b>2018/2019 Base AOA</b>	<b>2018/2019 Amendment #1 AOA</b>	<b>\$ Change</b>	<b>% Change</b>
Fixed Costs (overhead, admin wages)	\$1,002,735	\$1,002,735	\$0	0%
Variable Hourly (drivers' wages & benefits)	\$6,744,395	\$6,811,693	\$67,298	1.0%
ICBC Insurance	\$208,233	\$210,295	\$2,062	1.0%
Variable Distance (fuel and tires)	\$630,284	\$643,646	\$13,362	2.1%
Maintenance (running repairs)	\$1,326,864	\$1,338,726	\$11,862	0.9%
Lease Fees (local share, mainly buses)	\$1,943,515	\$1,961,197	\$17,682	0.9%

The amendment AOA is based on BC Transit's April 2018 to March 2019 year.

The costs above reflect a new schedule that was expanded by an additional 5000 hours on January 6, 2019. The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Transit service increases are invoiced to Municipalities and Regional Areas the following year of implementation, based on a percentage of revenue hours and kilometers attributed to a participating area, as per RDN Bylaw No.1230. The expansion included two additional buses.

These costs correspond with the approved RDN 2019 budget for transit services.

The major increases to the Amendment #1 AOA budget of \$13,858,264 will be cost shared at a current rate of 53.31% RDN and 46.69% BC Transit. This represents a \$119,650 (0.9%) increase to the RDN from the 2018/19 original AOA budget and is in the Board's approved 2019 financial plan. Further, the Board will receive the 2019/20 AOA after April 1, 2019 for review and approval.

## STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We Will Advocate For Transit Improvements And Active Transportation



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Darren Marshall  
[dmarshall@rdn.bc.ca](mailto:dmarshall@rdn.bc.ca)  
February 26, 2019

Reviewed by:

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

Attachments

1. 2018 19-Jan RDN AOA Amendment No. 1
2. 2018 19 RDN AOA Amendment No.1 BCT Letter

# **NANAIMO**

## **ANNUAL OPERATING AGREEMENT (CONVENTIONAL/CUSTOM)**

**Between**

**THE REGIONAL DISTRICT OF NANAIMO**

**And**

**BRITISH COLUMBIA TRANSIT**

**Effective**

**April 1, 2018**

**Amendment #1  
Effective January 06, 2019**

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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## ANNUAL OPERATING AGREEMENT

BETWEEN: THE REGIONAL DISTRICT OF NANAIMO  
(the “**Municipality**” and the “**Operating Company**”)

AND: BRITISH COLUMBIA TRANSIT  
(the “**Authority**”)

**WHEREAS** the Municipality and the Authority are authorized to share in the costs of providing a Public Passenger Transportation System pursuant to the British Columbia Transit Act

**WHEREAS** the Municipality is authorized to operate, manage and maintain a Public Passenger Transportation System within the Nanaimo Regional Transit Service Area.

**WHEREAS** the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto

**AND WHEREAS** the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

### SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) “**Annual Operating Agreement**” shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
  - (b) “**Master Agreement**” shall mean the Master Joint Operating Agreement, including any amendments made thereto;

### SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:

- (a) To remove Section 13 in its entirety and replace it with the following:

#### “SECTION 13 - INSURANCE

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:
  - a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
    - i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.
  - b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
    - i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).
2. Physical Assets Leased from the Authority :(where applicable)
  - a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.
  - b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.
  - c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:
    - i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.
    - ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.
  - d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.
- 3 Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority
  - a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.
- 4 Comprehensive General Liability Insurance:
  - a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.
  - b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which provides a waiver of subrogation in favour of BC Transit.

5 Additional Covenants:

- a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.
- b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

### SECTION 3 – TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this agreement shall be from January 6, 2019 to March 31, 2019 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be terminated or not renewed, as the case may be.

### SECTION 4 – SCHEDULES

- 4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.
- a) Schedule "A" – Transit Service Area
  - b) Schedule "B" - Service Specifications
  - c) Schedule "C" - Budget
  - d) Schedule "D" – Payment Schedule
  - e) Schedule "E" – Tariff-Fares

### SECTION 5 – MISCELLANEOUS PROVISIONS

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- 5.4 Pets on Buses: Notwithstanding the provisions of Section 9.7 of the Master Joint Operating Agreement, pets on buses are permitted under guidelines agreed to by the parties to this agreement.
- 5.5 Counterparts: This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.
- 5.6 Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
- a) BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.

- b) Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
- c) Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
  - i. *For Conventional Transit Service:*
    - 1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
    - 2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
    - 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
    - 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
  - ii. *For Custom Transit Service:*
    - 1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
    - 2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
    - 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
    - 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- d) Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
- e) BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.

## SECTION 6 – NOTICES AND COMMUNICATION

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

**Regional District of Nanaimo**  
 c/o Manager of Transportation Services  
 6300 Hammond Bay Road  
 Nanaimo, BC V9T 6N2

and to

**BC Transit**  
 c/o Chief Operating Officer  
 520 Gorge Road East  
 Victoria, BC V8W 2P3

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this \_\_\_\_ day of \_\_\_\_\_ 2019.

THE CORPORATE SEAL OF **THE REGIONAL DISTRICT OF NANAIMO** has been hereto affixed in the presence of:

\_\_\_\_\_

\_\_\_\_\_

THE COMMON SEAL OF **BRITISH COLUMBIA TRANSIT** has been hereto affixed in the presence of:

\_\_\_\_\_  
CHIEF OPERATING OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

**SCHEDULE "A" - Transit Service Area Boundaries**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Nanaimo Regional Transit Service Area shall include the corporate boundaries of the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville and Electoral Areas A, D, E, G and H of the Regional District of Nanaimo.

.

**SCHEDULE “B” – Service Specifications**

Nanaimo Regional Base Budget Official AOA

2018/2019

**Nanaimo Regional Base Budget Official AOA 2018/2019****Schedule 'B'**

Effective Apr 01, 2018

**Scheduled Revenue Service**

18/19 Apr to Jun (Apr 01, 2018 to Jun 30, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 02, 2018	May 21, 2018	
Hrs/Day	402.60	408.42	408.42	408.42	408.42	292.96	149.49	292.96	149.49	
Kms/Day	9,899.47	10,048.35	10,048.35	10,048.35	10,048.35	7,116.78	3,794.85	7,116.78	3,794.85	
18/19 Jul to Sep (Jul 01, 2018 to Sep 30, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2018	Aug 06, 2018	
Hrs/Day	342.75	348.49	348.49	348.49	348.49	292.96	149.49	149.49	149.49	
Kms/Day	8,427.82	8,568.96	8,568.96	8,568.96	8,568.96	7,116.78	3,794.85	3,794.85	3,794.85	
18/19 Sep to Dec (Sep 02, 2018 to Dec 22, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sep 03, 2018	Oct 08, 2018	Nov 11, 2018
Hrs/Day	402.60	408.42	408.42	408.42	408.42	292.96	149.49	149.49	149.49	149.49
Kms/Day	9,899.47	10,048.35	10,048.35	10,048.35	10,048.35	7,116.78	3,794.85	3,794.85	3,794.85	3,794.85
18/19 Dec to Jan (Dec 23, 2018 to Jan 05, 2019)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 26, 2018		
Hrs/Day	342.75	348.49	348.49	348.49	348.49	292.96	149.49	292.96		
Kms/Day	8,427.82	8,568.96	8,568.96	8,568.96	8,568.96	7,116.78	3,794.85	7,116.78		
18/19 Jan to Mar (Jan 06, 2019 to Mar 31, 2019)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Feb 18, 2019		
Hrs/Day	423.79	427.22	427.22	427.22	427.22	282.77	165.27	165.27		
Kms/Day	10,420.50	10,504.84	10,504.84	10,504.84	10,504.84	6,869.24	4,195.43	4,014.85		

**Extra Revenue Service**

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019
Extra Overload Hours	82.22	82.22				127.22	107.22	93.22	139.94	82.22	82.22	82.22
Extra Overload Kilometres	1,726.62	1,726.62				2,671.62	2,251.62	1,957.62	2,938.74	1,726.62	1,726.62	1,726.62

**Adjusted Revenue Service**

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019

**2018/2019 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2018 to Apr 30, 2018	4	4	4	4	4	4	5	1	30	Apr 02, 2018 Easter Monday 2018 (Mon)
May 01, 2018 to May 31, 2018	3	5	5	5	4	4	4	1	31	May 21, 2018 Victoria Day 2018 (Mon)
Jun 01, 2018 to Jun 30, 2018	4	4	4	4	5	5	4	0	30	Jul 01, 2018 Canada Day 2018 (Sun)
Jul 01, 2018 to Jul 31, 2018	5	5	4	4	4	4	4	1	31	Aug 06, 2018 BC Day 2018 (Mon)
Aug 01, 2018 to Aug 31, 2018	3	4	5	5	5	4	4	1	31	Sep 03, 2018 Labour Day 2018 (Mon)
Sep 01, 2018 to Sep 30, 2018	0	0	0	0	0	1	0	0	1	Oct 08, 2018 Thanksgiving Day 2018 (Mon)
Sep 02, 2018 to Sep 30, 2018	3	4	4	4	4	4	5	1	29	Nov 11, 2018 Remembrance Day 2018 (Sun)
Oct 01, 2018 to Oct 31, 2018	4	5	5	4	4	4	4	1	31	Dec 25, 2018 Christmas Day 2018 (Tue)
Nov 01, 2018 to Nov 30, 2018	4	4	4	5	5	4	3	1	30	Dec 26, 2018 Boxing Day 2018 (Wed)
Dec 01, 2018 to Dec 22, 2018	3	3	3	3	3	4	3	0	22	Jan 01, 2019 New Years Day 2019 (Tue)
Dec 23, 2018 to Dec 31, 2018	2	0	0	1	1	1	2	2	9	Feb 18, 2019 Family Day 2019 (Mon)
Jan 01, 2019 to Jan 05, 2019	0	0	1	1	1	1	0	1	5	
Jan 06, 2019 to Jan 31, 2019	4	4	4	4	3	3	4	0	26	
Feb 01, 2019 to Feb 28, 2019	3	4	4	4	4	4	4	1	28	
Mar 01, 2019 to Mar 31, 2019	4	4	4	4	5	5	5	0	31	
<b>Total</b>	<b>46</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>51</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

**Monthly Summary**

Month	Conventional Transit							
	Scheduled	Revenue Hours		Total	Scheduled	Revenue Kilometers		Total
		Extra	Adjusted			Extra	Adjusted	
April, 2018	10,357.37	82.22		10,439.59	254,929.63	1,726.62		256,656.25
May, 2018	10,887.07	82.22		10,969.29	268,058.43	1,726.62		269,785.05
June, 2018	10,616.30	0.00		10,616.30	261,183.13	0.00		261,183.13
July, 2018	9,557.37	0.00		9,557.37	235,252.79	0.00		235,252.79
August, 2018	9,568.85	0.00		9,568.85	235,535.07	0.00		235,535.07
September, 2018	10,104.26	127.22		10,231.48	248,825.01	2,671.62		251,496.63
October, 2018	10,881.25	107.22		10,988.47	267,909.55	2,251.62		270,161.17
November, 2018	10,731.76	93.22		10,824.98	264,114.70	1,957.62		266,072.32
December, 2018	9,996.53	139.94		10,136.47	245,947.10	2,938.74		248,885.84
January, 2019	10,951.28	82.22		11,033.50	269,467.66	1,726.62		271,194.28
February, 2019	10,064.32	82.22		10,146.54	247,612.43	1,726.62		249,339.05
March, 2019	11,198.10	82.22		11,280.32	275,587.58	1,726.62		277,314.20
<b>Total</b>	<b>124,914.46</b>	<b>878.70</b>	<b>0.00</b>	<b>125,793.16</b>	<b>3,074,423.08</b>	<b>18,452.70</b>	<b>0.00</b>	<b>3,092,875.78</b>

## Nanaimo Custom Base Budget Official AOA 2018/2019

## Schedule 'B'

Effective Apr 01, 2018

## Scheduled Revenue Service

18/19 Full Year (Apr 01, 2018 to Mar 31, 2019)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	80.00	105.00	102.00	110.00	98.00	20.00	8.00	
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Flexible Hours

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019
	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20

## Extra Revenue Service

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019

## Adjusted Revenue Service

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019

## 2018/2019 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2018 to Apr 30, 2018	4	4	4	4	4	4	5	1	30	Apr 02, 2018 Easter Monday 2018 (Mon)
May 01, 2018 to May 31, 2018	3	5	5	5	4	4	4	1	31	May 21, 2018 Victoria Day 2018 (Mon)
Jun 01, 2018 to Jun 30, 2018	4	4	4	4	5	5	4	0	30	Jul 01, 2018 Canada Day 2018 (Sun)
Jul 01, 2018 to Jul 31, 2018	5	5	4	4	4	4	4	1	31	Aug 06, 2018 BC Day 2018 (Mon)
Aug 01, 2018 to Aug 31, 2018	3	4	5	5	5	4	4	1	31	Sep 03, 2018 Labour Day 2018 (Mon)
Sep 01, 2018 to Sep 30, 2018	3	4	4	4	4	5	5	1	30	Oct 08, 2018 Thanksgiving Day 2018 (Mon)
Oct 01, 2018 to Oct 31, 2018	4	5	5	4	4	4	4	1	31	Nov 11, 2018 Remembrance Day 2018 (Sun)
Nov 01, 2018 to Nov 30, 2018	4	4	4	5	5	4	3	1	30	Dec 25, 2018 Christmas Day 2018 (Tue)
Dec 01, 2018 to Dec 31, 2018	5	3	3	4	4	5	5	2	31	Dec 26, 2018 Boxing Day 2018 (Wed)
Jan 01, 2019 to Jan 31, 2019	4	4	5	5	4	4	4	1	31	Jan 01, 2019 New Years Day 2019 (Tue)
Feb 01, 2019 to Feb 28, 2019	3	4	4	4	4	4	4	1	28	Feb 18, 2019 Family Day 2019 (Mon)
Mar 01, 2019 to Mar 31, 2019	4	4	4	4	5	5	5	0	31	
<b>Total</b>	<b>46</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>51</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

## Monthly Summary

Month	Custom Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted
April, 2018	2,100.00		3.20		2,103.20	0.00		
May, 2018	2,329.00		3.20		2,332.20	0.00		
June, 2018	2,210.00		3.20		2,213.20	0.00		
July, 2018	2,277.00		3.20		2,280.20	0.00		
August, 2018	2,322.00		3.20		2,325.20	0.00		
September, 2018	2,040.00		3.20		2,043.20	0.00		
October, 2018	2,299.00		3.20		2,302.20	0.00		
November, 2018	2,292.00		3.20		2,295.20	0.00		
December, 2018	1,993.00		3.20		1,996.20	0.00		
January, 2019	2,304.00		3.20		2,307.20	0.00		
February, 2019	2,012.00		3.20		2,015.20	0.00		
March, 2019	2,218.00		3.20		2,221.20	0.00		
<b>Total</b>	<b>26,396.00</b>	<b>0.00</b>	<b>38.40</b>	<b>0.00</b>	<b>26,434.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## **SCHEDULE “C” – Budget**

## Schedule C

## Nanaimo Regional Conventional Transit

## Official AOA Amendment #1

2018/2019

<b>TRANSIT REVENUE</b>	
Farebox Cash	\$1,388,262
Tickets & Passes	\$2,259,266
BC Bus Pass	\$734,248
Advertising	\$20,000
<b>TOTAL REVENUE</b>	<b>\$4,401,776</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$1,002,735
Variable Hourly Costs - Scheduled Service	\$6,811,693
Variable Hourly Costs - Extra Service	\$47,916
Variable Fuel Costs - Scheduled Service	\$53,760
Variable CNG Fuel Costs	\$490,815
Variable Fuel Costs - Extra Service	\$327
Variable Tire Costs - Scheduled Service	\$99,071
Variable Tire Costs - Extra Service	\$594
Fleet Maintenance	\$1,338,726
Major Capital Projects Operating Contingency	\$20,750
Accident Repairs	\$30,000
ICBC Insurance	\$210,295
Excess Insurance	\$109,036
Information Systems	\$132,722
P.S.T.	\$17,404
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$10,365,843</b>
Property Maintenance	\$339,600
Training (Education & Seminars)	\$56,566
Marketing	\$82,843
Municipal Administration	\$197,711
BCT Management Services	\$678,131
<b>TOTAL OPERATING COSTS</b>	<b>\$11,720,694</b>
Lease Fees - Vehicles (Local Share)	\$1,961,197
Lease Fees - Land and Buildings (Local Share)	\$5,899
Lease Fees - Equipment (Local Share)	\$170,475
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$2,137,570</b>
<b>TOTAL COSTS</b>	<b>\$13,858,264</b>
<b>STATISTICS</b>	
Scheduled Revenue Hours	124,914
Extra Revenue Hours	879
Scheduled Revenue Kilometres	3,074,423
Extra Revenue Kilometres	18,453
Total Passengers	2,917,362
Conventional Passengers	2,917,362
<b>FUNDING</b>	
<b>Total Operating Costs</b>	<b>\$11,720,694</b>
Operating Reserve Required	\$152,000
Local Flex Funded Amount	\$878,000
<b>Total Shareable Operating Costs</b>	<b>\$10,690,694</b>
<b>Local Share Operating Costs</b>	<b>\$5,699,209</b>
Local Flex Funded Amount	\$878,000
Local Share Lease Fees	\$2,137,570
Less: Total Revenue	\$4,401,776
Less: Municipal Administration	\$197,711
<b>Net Municipal Share of Costs</b>	<b>\$4,115,293</b>
<b>Provincial Share of Operating Costs</b>	<b>\$4,991,485</b>
<b>OPERATING RESERVES</b>	
Opening Operating Reserve Balance*	\$1,895,437
Budgeted Operating Costs	\$11,720,690
Forecasted Operating Costs	\$11,720,690
Operating Reserve Required	\$152,000
<b>Ending Operating Reserve Balance</b>	<b>\$1,743,437</b>

\* Projected March 31, 2018 balance based on December 31, 2017 forecast.  
Final actual balance will be provided by June 2018.

## Schedule C

## Nanaimo Custom Custom Transit

	Official AOA 2018/2019
<b>TRANSIT REVENUE</b>	
Farebox Cash	\$185,000
<b>TOTAL REVENUE</b>	<b>\$185,000</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$223,141
Variable Hourly Costs - Scheduled Service	\$1,095,844
Variable Fuel Costs - Scheduled Service	\$159,030
Variable Tire Costs - Scheduled Service	\$8,618
Fleet Maintenance	\$163,353
Major Capital Projects Operating Contingency	\$4,404
Accident Repairs	\$5,000
Taxi Supplement	\$25,000
Taxi Saver Program	\$17,578
Taxi Saver Recoveries	-\$11,000
ICBC Insurance	\$20,852
Excess Insurance	\$10,994
Information Systems	\$11,721
P.S.T.	\$5,000
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$1,739,534</b>
Property Maintenance	\$1,936
Training (Education & Seminars)	\$3,372
Marketing	\$17,157
Municipal Administration	\$32,176
BCT Management Services	\$112,634
<b>TOTAL OPERATING COSTS</b>	<b>\$1,906,809</b>
Lease Fees - Vehicles (Local Share)	\$238,137
Lease Fees - Land and Buildings (Local Share)	\$778
Lease Fees - Equipment (Local Share)	\$13,785
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$252,700</b>
<b>TOTAL COSTS</b>	<b>\$2,159,509</b>
<b>STATISTICS</b>	
Scheduled Revenue Hours	26,434
Total Passengers	67,011
Custom/Para Passengers - Vans	64,301
Custom/Para Passengers - Taxi Supplement	953
Taxi Saver Passengers	1,757
<b>FUNDING</b>	
<b>Total Operating Costs</b>	<b>\$1,906,809</b>
Operating Reserve Required	\$88,633
Local Flex Funded Amount	\$123,984
<b>Total Shareable Operating Costs</b>	<b>\$1,694,192</b>
<b>Local Share Operating Costs</b>	<b>\$564,335</b>
Local Flex Funded Amount	\$123,984
Local Share Lease Fees	\$252,700
Less: Total Revenue	\$185,000
Less: Municipal Administration	\$32,176
<b>Net Municipal Share of Costs</b>	<b>\$723,843</b>
<b>Provincial Share of Operating Costs</b>	<b>\$1,129,857</b>
<b>OPERATING RESERVES</b>	
Opening Operating Reserve Balance*	\$470,998
Budgeted Operating Costs	\$1,906,809
Forecasted Operating Costs	\$1,906,809
Operating Reserve Required	\$88,633
<b>Ending Operating Reserve Balance</b>	<b>\$382,365</b>

\* Projected March 31, 2018 balance based on December 31, 2017 forecast.  
Final actual balance will be provided by June 2018.

**SCHEDULE "D" – Payment Schedule****2018/19 Payment****Nanaimo Regional Conventional Transit and Custom Transit****1) Payment Schedule**

The Authority agrees to pay the Operating Company a monthly payment, the amount of which is determined on the following basis:

- a) For Specified Service in Schedule "B":
  - i) \$83,561.25 for Fixed Monthly Payment for conventional transit service; plus
  - ii) \$18,595.10 for Fixed Monthly Payment for custom transit service; plus
  - iii) \$54.53 per Revenue Hour for conventional transit service; plus
  - iv) \$41.46 per Revenue Hour for custom transit service; plus
  - v) \$0.0322 per Revenue Kilometre for tires for conventional transit service.
  - vi) Variable distance costs for fuel as billed, with satisfactory supporting documentation.
  - vii) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- b) For deleted Fixed Costs as contained in Appendix 3 of this schedule, an amount equal to 1/365 of the Fixed Costs annual amount shall be deducted for each day or part day.
- c) For Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":
  - i) \$54.53 per Revenue Hour for conventional transit service; plus
  - ii) \$41.46 per Revenue Hour for custom transit service; plus
  - iii) \$0.0322 per Revenue Kilometre for tires for conventional transit service.
  - iv) Variable distance costs for fuel as billed, with satisfactory supporting documentation.
  - v) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- d) For Maintenance:
  - i) \$49.08 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.
- e) Not applicable.
- f) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.  
CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO  
INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO  
THIS AGREEMENT.**

**SCHEDULE “E” – Tariff-Fares****Fare Zones:**

The boundaries of fare zones for this Tariff are described as follows:

*Zone 1 - Regional District of Nanaimo*

This zone encompasses that area within the existing transit service area.

**Fares:****Conventional Transit Service:**

*Effective as of September 1, 2017*

a)	Single Cash Fares:	<b><u>Zone 1</u></b>
i)	Adult	\$2.50
ii)	Senior	\$2.50
iii)	Youth (6-18 yrs)	\$2.50
iv)	University Student	\$2.50
iv)	Child 5 or under,	Free when accompanied by an adult.
v)	Accessible Transit Attendant,	Free
b)	Tickets:	
	10 x \$2.50 fares, sold for	\$22.50
c)	BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.	
c)	CNIB Identification Card available from the local office of the CNIB.	
d)	BC Transit Employee Bus Pass	
e)	Day Pass (all ages): \$5.00	
f)	Monthly Pass	
i)	Adult	\$65.00
ii)	University Student**	\$50.00
iii)	Senior/Youth	\$40.00
g)	University Student Semester Pass	\$170.00

\*\*Passes are available on VIU campus only.

**Custom Transit Service:**

*Effective September 1, 2017*

Registered User and Companion:

a)	5 Prepaid Tickets	\$12.50
b)	20 Prepaid Tickets	\$50.00
	Attendant accompanying registered user	Free

**Note:** Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

February 12, 2019

Daniel Pearce  
Director, Transportation & Emergency Services  
Regional District of Nanaimo  
6300 Hammond Bay Road  
Nanaimo, BC  
V9T 6N2

Dear Daniel:

**Subject: 2018/19 RDN Conventional Transit Annual Operating Agreement (AOA)  
Amendment #1, effective January 6, 2019.**

An amendment to the RDN Conventional Transit System Annual Operating Agreement is attached for your approval electronically. Effective January 6, 2019, this amendment reflects service expansion which included:

- 5,000 annual service hours and two new buses allocated to the RDN's Frequent Transit Network
- Increased frequency on weekdays and Sundays for the Route 40 VIU Express

The amendment includes:

- Schedule "B" – Service Specifications reflecting the increase in part year service hours for 18/19
- Schedule "C" – Budget reflecting costs relating to the increase in service hours

Once the agreement amendment has received approval from the RDN Board, please return via electronic means for execution by BC Transit.

Please call if you have any questions regarding this amendment.



Myrna Moore  
Senior Manager, Government Relations  
BC Transit

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**TO:** Transit Select Committee                      **MEETING:** March 21, 2019

**FROM:** Erica Beauchamp                      **FILE:** 8600 20 CPI  
Superintendent, Transit Planning &  
Scheduling

**SUBJECT:** handyDART Cancellation Policy Implementation

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## **RECOMMENDATION**

That the implementation of the handyDART Cancellation Policy be approved.

## **SUMMARY**

The Regional District of Nanaimo (RDN) handyDART (Custom Transit) Service does not have a policy regarding 'no shows' or 'late cancellations'. Implementation of the handyDART Cancellation Policy would aid in decreasing the number of unmet trips, as well as the waitlist for subscriptions trips. This policy would increase overall efficiency within handyDART and allow the much needed services to reach those who would utilize them appropriately.

## **BACKGROUND**

In 2018, RDN handyDART provided 60,211 rides, and had 14,000 late cancellations, as well as 1,100 'no shows'. A 'late cancellation' occurs when you cancel a trip within two hours of your scheduled pick-up. A 'no show' occurs when a handyDART arrives during the allotted pick up window and the client fails to present themselves. It is very difficult to offer trips to other customers with short notice and thus, the trip space is unused.

As with most custom transit systems, there are many unmet trips (4300 for 2018) as well, as a waitlist of handyDART clients that desire 'subscription' trips. A subscription trip is prearranged with dispatch and is recurring, so a client does not have to call in to book and can expect the ride daily or certain day(s) per week, as per their subscribed requirements. A late cancellation or no show means that someone from a waitlist could have had the trip they needed, or a person needing a subscription trip could have the one from the client that is continuously cancelling their trips. As well, based on the current demand for handyDART, the ability for new eligible or non-subscription handyDART users to book trips is very limited.

Given the high demand for handyDART services within the RDN, as well as the number of no shows and late cancellations, RDN handyDART (Custom Transit) recommends implementing a handyDART cancellation policy (Attachment 1), as outlined below. There are a number of transit properties within BC that employ this same cancellation policy, including Williams Lake, Prince George, Penticton, Kamloops, Kelowna, Vernon, Cranbrook and Trail.

### *No Show and Late Cancellation Policy*

*If handyDART arrives during the pick-up window and you are not there, the driver will not wait. Your file will indicate a 'No Show' and other trips booked that day will be cancelled automatically. If you need these trips, contact a customer service agent immediately. A*

*'Late Cancellation' occurs when you cancel a trip within two hours of your scheduled pick-up. It is very difficult to offer trips to other customers with short notice.*

**Service Restriction Penalty**

*For handyDART riders who have three (3) unexplained no-shows or late cancellations within 30 days, there will be a two (2) week service suspension imposed.*

*Subscription riders who have three (3) unexplained no-shows or late cancellations within 30 days may also lose their subscription trip status.*

*Note: handyDART riders will be notified after 24 hours via telephone and/or mail each time a no-show or late cancellation occurs.*

**Appeal Process**

*Incidents will not be counted as a no-show or late cancellation where the rider or caregiver has called with a valid reason (something beyond the rider's control), within 24 hours after the scheduled trip.*

**ALTERNATIVES**

1. That implementation of the handyDART Cancellation Policy be approved.
2. That alternate direction be provided.

**FINANCIAL IMPLICATIONS**

Implementation of the handyDART cancellation policy is approximately \$1,000 for a mail out to all handyDART clients. As well, there is potential for an increase in handyDART revenues when more trips are utilized rather than cancelled or no shows.

**STRATEGIC PLAN IMPLICATIONS**

Focus On Service And Organizational Excellence - We Will Advocate For Transit Improvements And Active Transportation



Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)  
February 26, 2019

Reviewed by:

- D. Marshall, Manager, Transit Operations
- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments:

1. handyDART tearSheet\_Policy Change\_no shows\_cancellations

# handyDART Policy Change



Based on handyDART rider feedback, BC Transit has developed a new *No Show and Late Cancellation Policy* to improve service and better meet your needs.

## No Show and Late Cancellation Policy

If handyDART arrives during the pick-up window and you are not there, the driver will not wait. Your file will indicate a 'No Show' and other trips booked that day will be cancelled automatically. If you need these trips, contact a customer service agent immediately.

A 'Late Cancellation' occurs when you cancel a trip within two hours of your scheduled pick-up. It is very difficult to offer trips to other customers with short notice.

*Please turn over →*

## Service Restriction Penalty

For handyDART riders who have three (3) unexplained no-shows or late cancellations within 30 days, there will be a two (2) week service suspension imposed.

Subscription riders who have three (3) unexplained no-shows or late cancellations within 30 days may also lose their subscription trip status.

Note: handyDART riders will be notified after 24 hours via telephone and/or mail each time a no-show or late cancellation occurs.

## Appeal Process

Incidents will not be counted as a no-show or late cancellation where the rider or caregiver has called with a valid reason (something beyond the rider's control), within 24 hours after the scheduled trip.

## Questions?

If you have any questions *about this policy*, please contact the Accessibility Program Manager at 250-385-2551 or handyDART@bcstransit.com.

**For all other handyDART inquiries**, please contact your local handyDART office.

[www.bcstransit.com](http://www.bcstransit.com)

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**TO:** Regional District of Nanaimo Board      **MEETING:** April 23, 2019  
**FROM:** Paul Thompson  
Manager of Current Planning      **FILE:** Policy B1.21  
**Subject:** Revisions to Policy B1.21 Groundwater assessment requirements for rezoning  
unserved lands and for development permits

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## **RECOMMENDATION**

That the Board endorse the revised Policy B1.21 to improve clarity and streamline requirements for groundwater assessments for rezoning un-served lands and for development permits.

## **SUMMARY**

Regional District of Nanaimo (RDN) Policy B1.21 pertains to groundwater assessment requirements for rezoning un-served lands. The current policy came into effect February 22, 2011. Since that time, there has been direction from the Province through the Water Sustainability Act in terms of providing guidance on groundwater assessments. The current Policy has generated confusion among many applicants and would benefit from a revision to improve clarity.

## **BACKGROUND**

This policy revision was considered by the Electoral Area Services Committee (EASC) at its March 12, 2019 meeting and recommended that the Board endorse the revised policy. The Board considered the policy revisions at its March 26, 2019 meeting. Due to questions regarding the background to support the requirement of 3.5 m<sup>3</sup> per day for new residential lots referred, this policy was referred back to staff. Additional background on the 3.5 m<sup>3</sup> provision is provided on the following page.

The un-served areas of the RDN rely on groundwater as the primary water source to support development. Groundwater conditions vary across the region and site-specific assessments are required to determine if water needs for proposed parcels or uses can be met, while minimizing impact on existing groundwater users, hydraulically-connected streams and the long-term health of the aquifer.

The RDN's existing Policy B 1.21 requires an update to improve clarity and to incorporate new Provincial guidance and requirements under the *Water Sustainability Act*.

The groundwater assessment referenced in this Policy must be performed by a qualified professional with competency in hydrogeology. Generally, a desktop assessment reviewing all available relevant information is sufficient, unless the professional deems a pumping test is

needed in order to satisfactorily provide an opinion on minimum year-round water supply and anticipated impacts or lack thereof.

The RDN's Drinking Water and Watershed Protection (DWWP) program works to improve data availability in our region, pertaining to water resources including groundwater and surface water, through monitoring and scientific study. The information available through the DWWP helps to expedite the assessment process as there is increased background data available to inform desktop reviews.

This policy revision has received the input of the RDN Drinking Water and Watershed Protection Technical Advisory Committee (sub-committee specifically tasked with this review met 3 times), Development Services staff (worked through 9 revisions), and three professional hydrogeologist reviewers.

Key revisions to the policy include:

- Re-ordering of items in the Policy to improve readability and clarity of sequence;
- Flow charts that show when in the zoning amendment process hydrogeological related information is required;
- A checklist based on Provincial guidance documents to outline what is expected to be reviewed in a hydrogeological (groundwater) assessment. This provides clarity for the applicant, the professional and for RDN staff reviewing the report;
- Checklist also applies to development permit applications that require hydrogeological assessments for added consistency;
- Links to information sources to support desktop assessments.

One key item in the policy that is unchanged in this revision is the requirement for confirming 3.5 m<sup>3</sup> (3,500 litres) per day, year-round available per parcel. This figure is not a reflection of anticipated residential water use; rather it is a metric to demonstrate there will be sufficient groundwater available at that site to support future demands. There was much discussion and contemplation on the minimum volume required during the policy revision process. Three main considerations led to the decision to retain 3.5 m<sup>3</sup> per day year-round as the required volume:

1. Quantity requirements from other jurisdictions in BC were reviewed to see how 3.5 m<sup>3</sup> per day compared to other regions' requirements.
  - Required volumes range from 2.2 m<sup>3</sup> per day year-round (Columbia Shuswap Regional District) to 6.5 m<sup>3</sup> per day year-round (Regional District of North Okanagan).
2. With the uncertainty of water availability in a changing climate, requiring a higher volume of water to be proven at time of rezoning means holding the development to a higher burden of proof which will ultimately provide more resilience in the face of regional drought conditions (i.e. 3.5 m<sup>3</sup> per day year-round might be readily confirmed in 2019 but as climate conditions change – including drier winters and longer summer droughts as is

projected and occurring – groundwater availability could potentially turn out to be significantly less than 3.5 m<sup>3</sup> in 2030 and beyond, for example).

3. After re-zoning and subdivision are approved, there is potential for two dwelling units on each parcel and the addition of secondary suites. By maintaining a 3.5 m<sup>3</sup> per day year-round requirement, there is a volumetric safeguard should additional dwellings require water at that site after the re-zoning and subdivision process. The 2.5 m<sup>3</sup> per day required by the Ministry of Transportation and Infrastructure at the time of subdivision is based on one dwelling per lot and does not account for additional dwellings that may be permitted under RDN zoning.

In summary, the revised Policy B1.21 improves the clarity of the groundwater requirements for rezoning applications on un-serviced lands in the RDN, and maintains a standard of technical information required to provide a qualified opinion on the likelihood of obtaining an adequate supply of potable water without compromising water resource sustainability, existing water users and hydraulically-connected streams.

## **ALTERNATIVES**

1. That the Board endorse the revised Policy B1.21 to improve clarity and streamline requirements for groundwater assessments for rezoning un-serviced lands and for development permits.
2. That the Board provide alternate direction.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this policy update.

## **STRATEGIC PLAN IMPLICATIONS**


This revised policy helps to achieve several strategic priorities:

*We will ensure our processes are as easy to work with as possible.*

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

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

*We will include conservation of resources as a planning factor.*



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Paul Thompson  
[pthompson@rdn.bc.ca](mailto:pthompson@rdn.bc.ca)  
April 11, 2019

Reviewed by:

- J. Pisani, Program Coordinator, Drinking Water and Watershed Protection
- G. Garbutt General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachment:

1. Policy B1.21 Hydrogeological assessment requirements for rezoning unserved lands and development permits

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<b><i>Hydrogeological (groundwater) assessment requirements for rezoning unserviced lands and for development permits</i></b> (Current Planning)	POLICY NO: B 1.21 CROSS REF.:
EFFECTIVE DATE:	February 22, 2011	APPROVED BY:
REVISION DATE:	<b>April 23, 2019</b>	PAGE: 1 of 8

### PURPOSE

To identify and standardize the technical information required for rezoning applications to confirm that the potable water needs of a proposed parcel, parcels or use can be met, assess potential impacts on groundwater resources, existing groundwater users, and hydraulically-connected streams., and provide consistency in the review of development proposals.

To identify and standardize the technical information required through development permit area guidelines for hydrogeological assessments and provide consistency in the review of development approvals.

To uphold the policies and objectives in the Official Community Plans (OCP) with regards to water supply in rural areas, and to identify and minimize potential impacts of the proposed development on existing groundwater or surface water users and sensitive ecosystems.

### POLICY

This policy outlines the approaches that will be taken when considering rezoning lands that are unserviced (by community water), and when considering issuance of a development permit where a hydrogeological assessment is required, and outlines details the requirements for the following application types:

- A. Rezoning to facilitate subdivision.
- B. Rezoning to permit multi-family, commercial, institutional or industrial use.
- C. Development permit application where a hydrogeological assessment is required through the development permit area guidelines.

For both types of rezoning and for development permit applications, a preliminary hydrogeological assessment is required. In cases where a desktop review of available data and site visit provide a sufficient

level of confidence that the required water needs can be met without adverse impact, in the opinion of the qualified professional registered with Engineers and Geoscientists of BC (EGBC) with competency in hydrogeology, then a pumping test is not required. If the qualified professional deems it necessary to perform a pumping test to confirm water supply, a well must be drilled (if not already present) on the parcel and tested through the completion of a pumping test to proceed with the assessment.

This assessment is not intended to provide a guarantee that future property owners will have an adequate supply of potable water, but rather to provide a qualified opinion of the likelihood of obtaining an adequate supply of potable water without compromising water resource sustainability, existing water users and hydraulically-connected streams.

#### **A. Rezoning to facilitate subdivision**

Where a parcel is the subject of a rezoning application to reduce the minimum lot size in order to facilitate a subdivision, a **preliminary hydrogeological assessment** completed by a qualified professional (P. Eng or P. Geo. registered with Engineers and Geoscientists of BC (EGBC) with competency in hydrogeology) must be submitted as part of the rezoning application and must be received and reviewed by staff prior to proceeding to the Board for introduction of the associated amendment bylaw.

See flow chart for *rezoning to facilitate subdivision* below in **Figure 1**.

*NOTE: If the application involves the rezoning of lands to permit subdivision of lands that are currently occupied by dwellings, each with their own well, and the rezoning will not result in additional dwelling unit or a change in water use, a preliminary hydrogeological assessment is not required provided the applicant proceeds with the well testing and associated final well report (outlined below) to the satisfaction of the Regional District.*

#### **Preliminary Hydrogeological Assessment Report Requirements**

The preliminary hydrogeological assessment must confirm that in the opinion of the qualified professional:

- i. a minimum year-round potable water supply of
  - a. 3.5 m<sup>3</sup> (3,500 litres) per day can be provided for each new residential parcel being proposed
  - b. Or, for non-residential uses, sufficient supply to support the proposed use can be provided on each new parcel being proposed
- ii. the proposed well(s) are not anticipated to have adverse impacts on groundwater resources, existing groundwater users, and hydraulically-connected streams.

Requirements for the preliminary hydrogeological assessment are outlined in full within a detailed checklist (**Appendix I: RDN Checklist for Hydrogeological Assessment Reports**). The report should address all the items listed in the checklist.

Prior to bylaw adoption, a covenant must be registered on title which will require that the new wells be constructed, tested, and a **final well report (Appendix II: Final Well Report Requirements)** submitted to the RDN prior to final approval of subdivision.

## **B. Rezoning to permit multi-family, commercial, institutional or industrial use**

Where a lot is the subject of a rezoning application to permit multiple residential units, commercial, institutional or industrial use, a **preliminary hydrogeological assessment** completed by a qualified professional (P. Eng or P. Geo registered with Engineers and Geoscientists of BC (EGBC) with competency in hydrogeology) must be submitted as part of the rezoning application. The preliminary assessment report must be received and reviewed by staff prior to proceeding to the Board for introduction of the associated amendment bylaw.

See flow chart for *rezoning to allow a change in use* below in **Figure 2**.

### **Preliminary Hydrogeological Assessment Requirements**

The preliminary assessment report must contain estimated flow requirements for the proposed use and confirm that in the opinion of the qualified professional:

- i. a minimum year-round potable water supply to support the proposed use can be provided on the parcel, and that,
- ii. the proposed well(s) are not anticipated to have adverse impacts on groundwater resources, existing groundwater users, and hydraulically-connected streams.

Requirements for the preliminary hydrogeological assessment are outlined in full within a detailed checklist (**Appendix I: RDN Checklist for Hydrogeological Assessment Reports**). The report should address all the items listed in the checklist.

Prior to bylaw adoption the applicant must receive and demonstrate to the RDN:

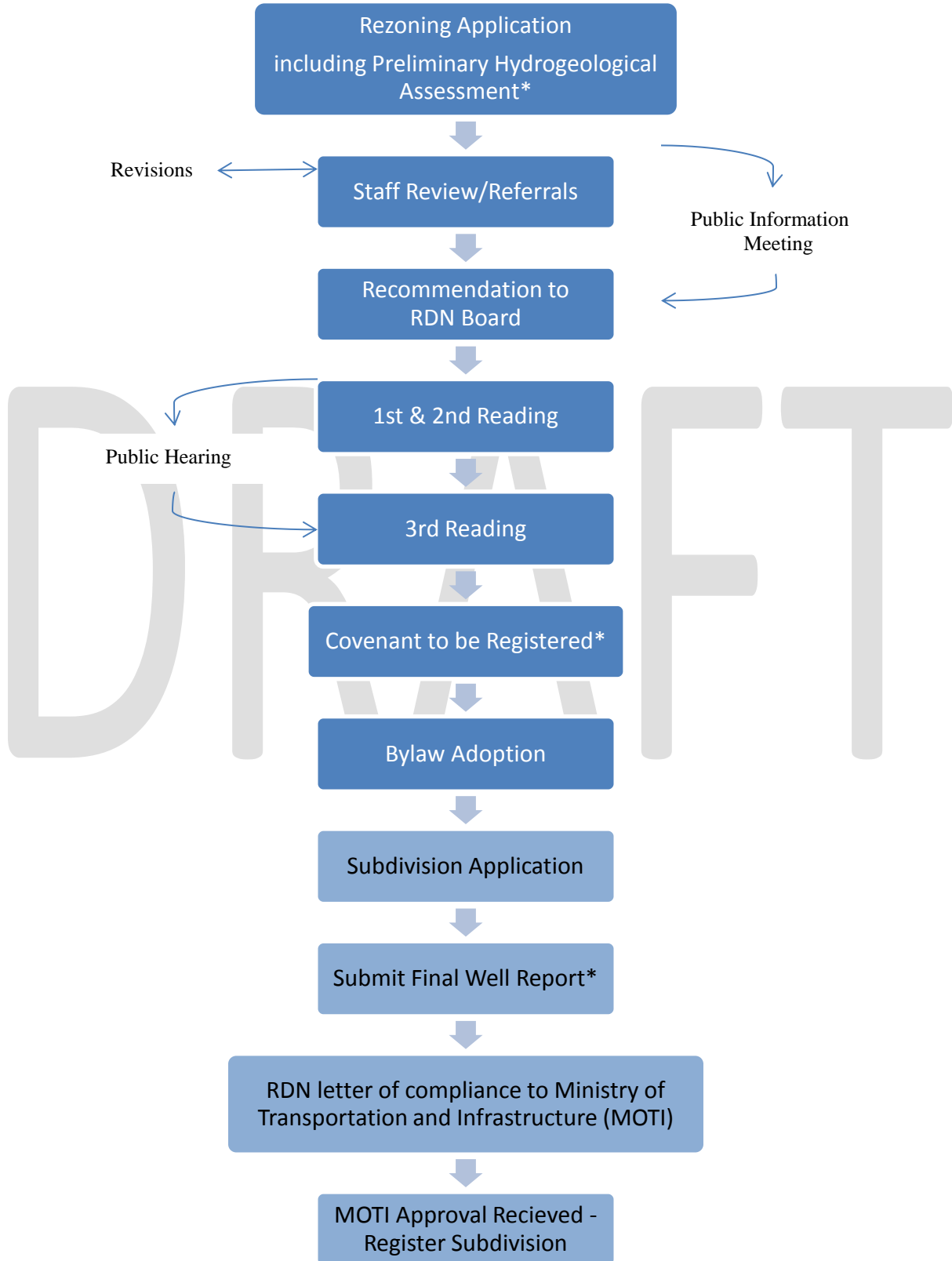
- An approved groundwater license from the Province. This is a requirement of all non-domestic groundwater uses.
- Source approval from the Vancouver Island Health Authority (Island Health), if required. This is required for all drinking water systems other than a single family home.

These documents fulfill much of what is required for a final well report (Appendix II). The applicant may be asked to provide supplementary information to the groundwater license and source approval as per **Appendix II: Final Well Report Requirements**, if necessary.

## **C. Development permit application where a hydrogeological assessment is required through the development permit area guidelines**

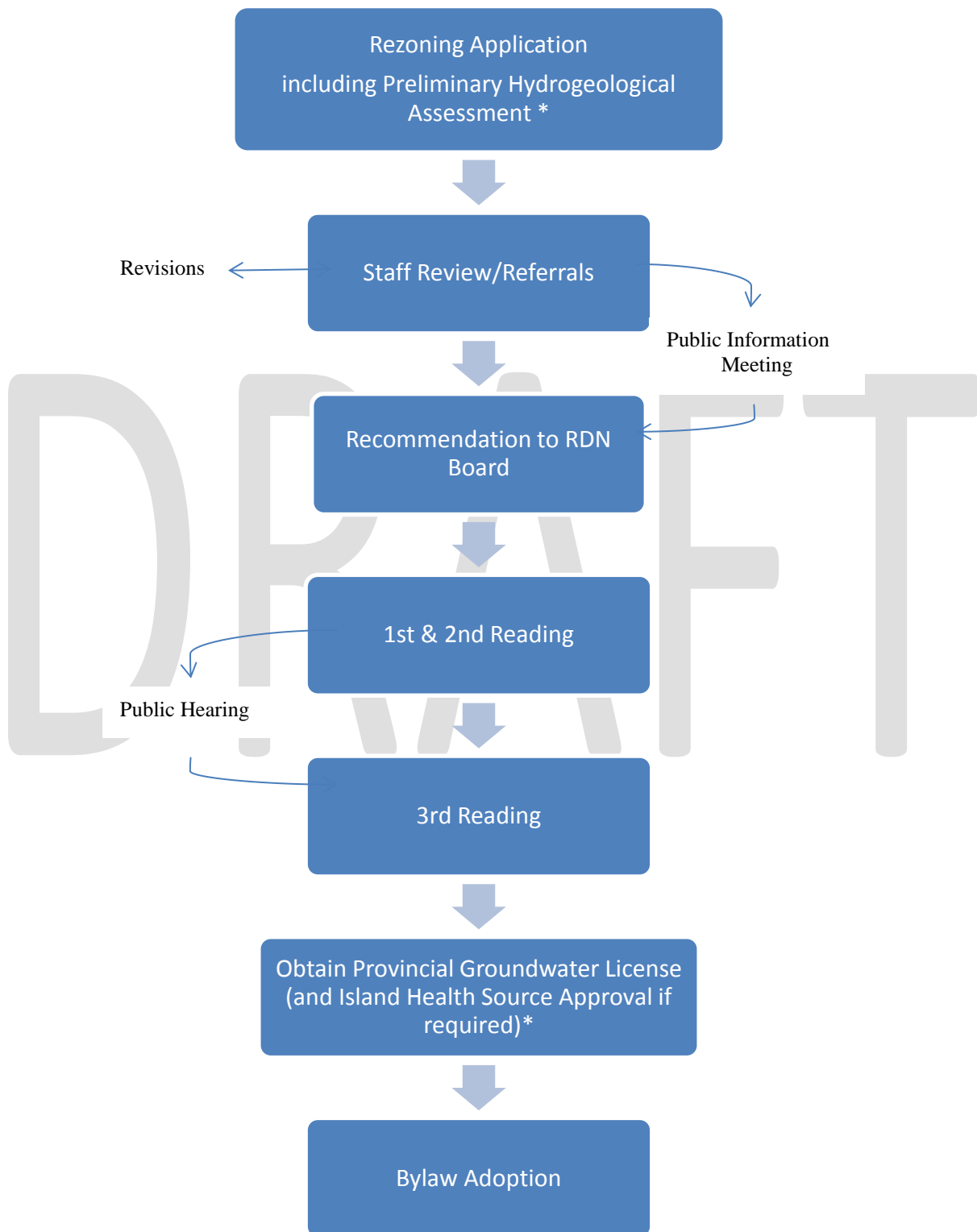
Where a hydrogeological assessment is required for a development permit application, the assessment must address the items listed in **Appendix I: RDN Checklist for Hydrogeological Assessment Reports** in addition to the relevant development permit guidelines.

Figure 1 – Flow Chart for A. Rezoning to Allow Subdivision



\* Denotes key requirement of Board Policy B1.21

Figure 2- Flow Chart for B. Rezoning to Allow a Change in Use



\* Denotes key requirement of Board Policy B1.21

## Appendix I: RDN Checklist for Hydrogeological Assessment Reports

This checklist outlines the elements to be addressed in the preliminary professional hydrogeological assessment reports required for rezoning applications OR for professional hydrogeological assessment reports for development permit applications:

Component	Details / Sources
Site Description	<input type="checkbox"/> Description of the project, site and study area including a description of proposed land use and water use for the site. <input type="checkbox"/> Location map including: <ul style="list-style-type: none"> <li>○ topography</li> <li>○ aquifer boundaries where mapped</li> <li>○ locations of current and proposed wells (production and monitoring) on the site and adjacent properties</li> <li>○ location of existing licensed water users (groundwater and surface water) within at least 300 m radius of the property.</li> <li>○ locations of watercourses and sensitive environmental features</li> <li>○ surrounding land uses</li> </ul>
Local Hydrogeology	<input type="checkbox"/> Description of local geology – bedrock and/or surficial (GSC /NRCAN). <input type="checkbox"/> Summary of data on neighbouring wells diverting groundwater (GWELLS or iMapBC). <input type="checkbox"/> Description of the aquifer including storativity, transmissivity, hydraulic conductivity (Provincial aquifer classification database, well records, ECOCAT, RDN Water Budget Study, other local reports). <input type="checkbox"/> Description of local groundwater regime and its seasonal variations (e.g. measured water level fluctuations from existing observation wells or other monitored wells nearby, if applicable.) <input type="checkbox"/> Hydrogeological maps and cross sections illustrating groundwater flow and surface water interaction, if available.
Hydrologic Setting	<input type="checkbox"/> Description of the local area's climate and a summary of relevant available climate data. <input type="checkbox"/> Description of nearby lakes, streams, springs, wetlands in the area. <input type="checkbox"/> Description of surface water flux (i.e. streamflow data, lake level data) in correlation to precipitation data and groundwater level fluctuations.
Hydraulic Connectivity	<input type="checkbox"/> Description of known or potential hydraulic connections to surface water bodies and under what conditions might pumping be likely to impact the quantity of water in those surface water bodies.
Assessment of Adequacy of Supply  <b>[Only applies to Rezoning]</b>	<input type="checkbox"/> For multi-family, commercial, institutional or industrial: provide demand estimates (flow requirements) for the proposed use. <input type="checkbox"/> Confirmation that a minimum year-round potable water supply of 3.5 m <sup>3</sup> (3,500 litres) per day can be provided for each new parcel (A) or the proposed use (B). <input type="checkbox"/> Use publically available data and/or referenced literature values to support estimates.
<b>Discretionary:</b>	<input type="checkbox"/> <i>If deemed necessary by Professional, considering aquifer stress level and characteristics, provide pumping test results and interpretation. Must follow BC Pumping Test Guidelines and BC Water Sustainability Act and Regulations for time of year, duration, methodology etc.</i>
Assessment of Quality of Supply	<input type="checkbox"/> Describe known water quality concerns in the regional and local area. <input type="checkbox"/> Include well water test results if applicable; confirm the water quality meets the Canadian Drinking Water Guidelines. <input type="checkbox"/> Recommendations for water treatment if applicable.
Assessment of Potential Impacts	<input type="checkbox"/> Confirm that the proposed well(s) and associated pumping will not adversely impact groundwater resources, existing groundwater users and hydraulically connected streams. <input type="checkbox"/> Use aquifer parameters obtained from pumping tests conducted on site or in the immediate area or from other referenced information, if available. <input type="checkbox"/> Address the risk of sea water intrusion, if applicable.

Conclusions and Recommendations	<input type="checkbox"/> Provide recommendations; monitoring and/or management approaches to mitigate aquifer impacts. <input type="checkbox"/> Consider innovative options– i.e. rainwater harvesting, stormwater infiltration, efficient landscaping etc.
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## APPENDIX II: Final Well Report Requirements

The intent of the final well report for **A. Rezoning to facilitate subdivision** is to confirm, once the well(s) is/are installed, that there is a well for each proposed parcel that can provide adequate water and meets current Groundwater Protection regulations. The report must be completed, dated, signed and sealed by a qualified professional and include/confirm the following:

- the date when the well was drilled along with a copy of the driller's log (if available);
- the well identification number as indicated on the plate secured to the well;
- photographs of the well identity tag, 'stick up', and general location of the well;
- that a pumping test has been completed by a registered well driller, registered pump installer or person working under the direct supervision of the well driller, pump installer or professional with competency in hydrogeology, in accordance with the protocols outlined in the [BC Guide to Conducting Well Pumping Tests](#).
- the pumping test is required to have been run for the greater of 12 hours or until the water level stabilizes at the pumping rate of at least 2.5 litres/minute with a well recovery period monitored for the greater of 6 hours or until the water level recovers to a minimum of 90% of its pre-pumping water level. This pumping test must be conducted only during the months of July through October (lowest water table). [Note: if a pumping test was completed on a new well that will service the re-zoned parcel as part of the Preliminary Hydrogeological Assessment it is considered valid for the final well report within 3 years.]
- test results (i.e. chemical analyses from a certified laboratory) of the well water quality as analyzed against the Guidelines for Canadian Drinking Water Quality. The analysis should have been completed within 6 months of the date of the report. The report must also identify where parameters do not meet the Guidelines for Canadian Drinking Water Quality and the qualified professional shall provide recommendations for appropriate mitigation / treatment to achieve a potable quality;
- confirmation that the well meets the current minimum well standards as outlined in the Groundwater Protection Regulation under the *BC Water Sustainability Act*, in particular:
  - is at minimum 30m from potential sources of contamination, including but not limited to: agricultural buildings, septic fields, animal pens/runs, refuse and compost piles, areas of fertilizer/herbicide use or storage, above or below ground storage tanks, and parking areas;
  - is outside of a floodplain, or if within a floodplain measures taken/required to protect the well;
  - is accessible for maintenance;
  - has a secure and watertight cap;

- the well head is at minimum 300mm above the adjacent finished grade, above the 200 year flood level and the ground around the well head is sloped away from the well casing.
- a surface seal is installed to prevent surface contaminants from entering the well from outside the casing.

## Appendix III: Information Sources for Hydrogeological Assessments – current to February 2019

### Provincial Resources

#### [Links Page – Groundwater Science and Data](#)

[GWELLS - Groundwater Wells Search](#)

[BC Water Resources Atlas](#)

[ECO CAT - Ecological Reports Catalogue](#)

[Guide To Using BC Aquifer Classification Maps](#)

[Guide To Conducting Well Pumping Tests](#)

[Determining Likelihood Of Hydraulic Connection](#)

[Modelling Tools For Estimating Effects Of Groundwater Pumping On Surface Waters](#)

[BC Observation Well Network Interactive Map](#)

[Environmental Reporting - Trends in Groundwater Levels in BC](#)

#### [Real-time Water Data Reporting](#)

### Regional Resources

[RDN Phase 1 Water Budget Study](#)

[RDN GIS](#) ... Select: Water Map

[DWWP Reports Inventory](#) ...includes State of our Aquifers Reports

[RDN Well Protection Upgrade Rebate](#)

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**TO:** Regional District of Nanaimo Board      **DATE:** April 23, 2019

**FROM:** Kristy Marks  
Planner      **FILE:** PL2019-069

**SUBJECT:** **Zoning Amendment Application No. PL2019-069**  
**Pitt Road – Electoral Area H**  
**Amendment Bylaw 500.425, 2019 – Introduction**  
**Lots 1 and 2, District Lot 36, Newcastle District, Plan 2076 Except That Part**  
**Shown Outlined In Red On Plan 1104-R And Except That Part Lying North Of**  
**The Island Highway As Said Highway Is Shown On Said Plan**

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## **RECOMMENDATIONS**

1. That the condition set out in Attachment 2 of the staff report be completed as a condition of Amendment Bylaw No. 500.425, 2019 being adopted.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.425, 2019”, be introduced and read two times.
3. That the Public Hearing on “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.425, 2019”, be waived and notice of the Board’s intent to consider third reading and adoption be given in accordance with Section 467 of the *Local Government Act*.

## **SUMMARY**

The applicant proposes to amend the Lighthouse Villa Comprehensive Development Zone 52 (CD52) to remove the requirement for seniors housing to be serviced by community sewer. It is recommended that Amendment Bylaw No. 500.425, 2019 be granted first and second reading and that the public hearing be waived.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has initiated an application on behalf of the Bowser Seniors Housing Society to amend the existing Lighthouse Villa Comprehensive Development Zone 52 (CD52) by removing the requirement that seniors housing must be serviced by community sewer. The CD52 zone, which applies to the northern portion of the subject properties, was adopted by the RDN Board on December 4, 2018. The zoning requires that seniors housing be connected to community water and community sewer. Given that the Bowser Village Centre Sewer Servicing project has been discontinued, due to schedule and cost constraints, and community sewer will not be available to the subject properties in the foreseeable future, this amendment is required to allow the seniors housing development to proceed.

These two parcels of Crown land, currently held under lease by the RDN, are approximately 4.2 hectares total in area and are currently vacant and treed. The RDN lease was granted by the

Province in 2012 for a term of 20 years for the purpose of providing a “seniors supportive living complex, sewage treatment facility and waste water management system purposes”. The Bowser Seniors Housing Society is currently in the process of separating their lease from that of the RDN. Through the amendment to the existing lease and sponsored Crown grant application the Province has advised that it will amend the existing lot line between the two parcels from north/south to east/west to reflect the amended tenure agreements and proposed uses.

The properties are located within the Bowser Village Centre (BVC) and are surrounded by developed commercial property (Magnolia Court) to the north, undeveloped residential zoned lands to the east, unconstructed road and Crown land to the south and west and rural zoned lands within the BVC to the northwest (see Attachment 1 – Subject Property Map).

### ***Proposed Development***

The applicant proposes to amend the existing Lighthouse Villa Comprehensive Development Zone 52 (CD52) to remove the requirement that seniors housing must be serviced by community sewer. The proposed development will be required to be serviced by community water and must provide confirmation of on-site wastewater disposal through the building permit process. The development is proposed to be serviced by community water from the Bowser Waterworks District. Access to and from the subject properties would be from Pitt Road. In support of the application, the developer has submitted a Concept Site Plan (see Attachment 3 – Concept Site Plan).

The properties are subject to the Aquifer Protection, Bowser Village Centre, Watercourse and Fish Habitat Protection and Eagle and Heron Nesting Trees Development Permit Area per the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017”. A development permit will be required prior to the development of the subject properties.

### ***Official Community Plan Implications***

The subject properties are designated Civic and Cultural pursuant to the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017” (OCP) and the Bowser Village Centre Plan (BVCP). The OCP recognizes that the subject properties were leased to the RDN in 2012 for the purpose of a seniors supportive living facility and includes advocacy policies that the RDN support the Bowser Seniors Housing Society in their work to establish seniors supportive housing in the BVC. Consistent with this vision, the OCP includes objectives to increase the supply of housing to meet the needs of seniors and to provide 40 units of seniors housing with the BVC. The plan policies encourage seniors housing to be integrated with the rest of the community and located close to shops, services, transit and public amenities.

The OCP includes policy related to development within rural village centres which requires rezoning applications that are proposed to be serviced by a privately owned wastewater treatment system to be accompanied by a covenant requiring connection to a Regional District sewer service should one be established. To address this policy the developer is required to register, at their expense, a Section 219 Covenant on the property titles requiring the subject properties be connected to a Regional District community sewer service should one become available (see Attachment 2 – Conditions of Approval).

### ***Land Use Implications***

The existing Lighthouse Villa Comprehensive Development Zone 52 (CD52) permits up to 40 units of seniors housing and residential use in addition to accessory uses including a medical office, personal service use and public assembly. The proposed amendment would allow seniors housing to be serviced with an on-site sewage disposal system (see Attachment 4 – Proposed Amendment Bylaw 500.425, 2019).

As a condition of the previous zoning amendment application (PL2017-202), the developer (Bowser Seniors Housing Society) is required to provide at their expense, a stormwater management plan, including detailed drawings and recommended maintenance provisions, prepared by a qualified Engineer to ensure post-development flows do not exceed pre-development flows. This plan is to be submitted to the satisfaction of the General Manager of Strategic and Community Development, RDN prior to the issuance of a building permit.

In addition, the developer is required to secure access to, and use of, water storage tank(s) and other required firefighting equipment (as recommended by the qualified Engineer through building permit application) including an obligation to maintain such equipment in good working order to the satisfaction of RDN Fire Services and the General Manager of Strategic and Community Development, Regional District of Nanaimo prior to the issuance of a building permit.

### ***Intergovernmental Implications***

The previous zoning amendment application (PL2017-202) was referred to the Ministry of Transportation and Infrastructure, local fire department, Bowser Waterworks District, and the Qualicum First Nation. Items identified by these referral agencies were addressed through the previous application and it is not anticipated that the proposed change to allow the seniors housing development to be serviced by on-site sewage disposal system will impact previous comments provided by any of these agencies. If Amendment Bylaw No. 500.425, 2019 is granted first and second reading the application will be forwarded to Island Health for their review and comment.

### ***Public Consultation Implications***

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 Official Community Plan. It is assessed that the proposed development is consistent with the OCP. Therefore, it is recommended 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**

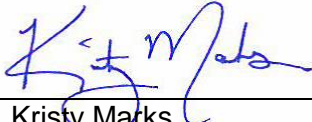
1. To proceed with Zoning Amendment Application No. PL2019-069, consider first and second reading of the Amendment Bylaw and waive the public hearing.
2. To not proceed with the Amendment Bylaw readings.

## **FINANCIAL IMPLICATIONS**

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

## STRATEGIC PLAN IMPLICATIONS

The proposed development has been reviewed and the proposal will support RDN strategic priorities related to planning for the impact of our aging population by securing housing for seniors as well as recognizing the importance of community mobility and active transportation options. In addition, this application reinforces the Plan's objectives related to focusing on relationships by partnering with the Province and a local non-profit society to support and secure housing for seniors.



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Kristy Marks  
[kmarks@rdn.bc.ca](mailto:kmarks@rdn.bc.ca)  
April 10, 2019

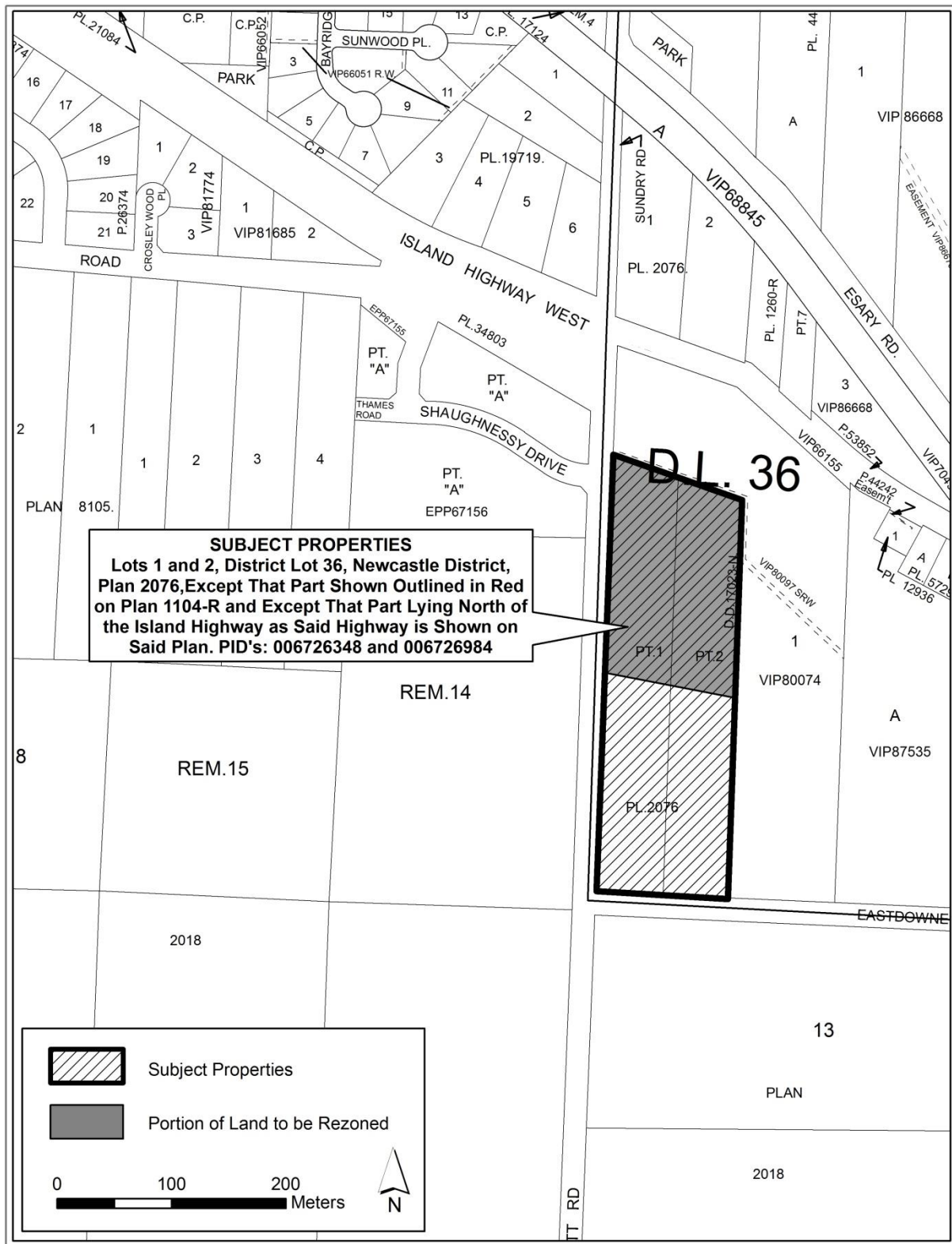
### Reviewed by:

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

### Attachments:

1. Subject Property Map
2. Conditions of Approval
3. Concept Site Plan
4. Proposed Amendment Bylaw No. 500.425, 2019

**Attachment 1  
 Subject Property Map**



**Attachment 2**  
**Conditions of Approval**

The following requirement must be addressed by the Bowser Seniors Housing Society, developer, prior to development of the subject properties as a condition of the adoption of “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500.425, 2019”:

1. The developer (Bowser Seniors Housing Society) is required to register, at their expense, a Section 219 Covenant on the property titles requiring that the subject properties be connected to a Regional District of Nanaimo community sewer service should one become available.



**Attachment 4**  
**Proposed Amendment Bylaw No. 500.425, 2019**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.425**

**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. 500.425, 2019”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:
  - 1. By deleting Part 3 Land Use Regulations, Subsection 3.4.152.6 Condition of Use b) and replacing it with the following:

3.4.152.6 b) Seniors Housing must be serviced by community water.

Introduced and read two times this \_\_\_\_ day of \_\_\_\_\_ 20XX.

Public Hearing waived in accordance with Section 467 of the Local Government Act.

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

Read a third time this \_\_\_\_ day of \_\_\_\_\_ 20XX.

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20XX.

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CHAIR

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CORPORATE OFFICER

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**TO:** Regional District of Nanaimo Board      **MEETING:** April 23, 2019  
**FROM:** Delcy Wells  
General Manager  
Corporate Services      **FILE:** 0360-20  
**SUBJECT:** Oceanside Services Committee

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### **RECOMMENDATIONS**

1. That the Terms of Reference for the new Oceanside Services Committee be approved.
2. That the
  - a. District 69 Recreation Commission Bylaw No. 1777 be repealed.
  - b. District 69 Community Justice Select Committee and the Northern Community Economic Development Select Committee be dissolved.
  - c. Regional District of Nanaimo Board Procedure Bylaw No. 1754 be amended to update the Committees listed on Schedule A.
3. That the Parks and Open Space Advisory Committee (POSAC) Terms of Reference for Electoral Areas E, F, G and H add a Member at Large position to replace the Commission appointee.

### **SUMMARY**

On April 9, 2019 the Board directed a review of the consolidation of the District 69 Recreation Commission, the District 69 Community Justice Select Committee and the Northern Community Economic Development Select Committee into one committee. It is recommended that this new committee be called the Oceanside Services Committee.

### **BACKGROUND**

The three entities, the District 69 Recreation Commission, the District 69 Community Justice Select Committee and the Northern Community Economic Development Select Committee have representation from the same entities except the School District 69 which appoints a member to the District 69 Recreation Commission but does not contribute to the funding.

The proposed Terms of Reference for the new Oceanside Services Committee are provided on Attachment 1. With the Directors from the City of Parksville, the Town of Qualicum Beach, and Electoral Areas E, F, G and H proposed for this Committee, more direct input to the Board is envisioned.

This consolidation will enable a more efficient and effective system of administration of committees in the Regional District of Nanaimo, as well as provide a forum for elected officials and the public to discuss and have input on services jointly shared by the six participating communities.

The Terms of Reference for the proposed Oceanside Services Committee (OSC) include a requirement to meet a minimum of 4 times per year but with longer meetings anticipated.

As outlined above, the OSC will provide a central forum for consultation and consideration of implications for the communities that share the services considered at this Committee. This forum will allow for direct interaction amongst the elected officials and the public on matters considered by the OSC. Delegations and presentations will be welcome at meetings to promote community involvement, correspondence will be accepted and the agenda and minutes will be on the RDN website.

In addition to the public agenda, public consultation will continue to be included in all projects and services considered at the OSC in accordance with the RDN Public Consultation / Communication Framework Policy A1.23. Other forms of engagement are also available to the Committee on a project or initiative basis such as public open houses, the use of *Get Involved RDN* which includes tools such surveys, question and answer documents, polls and other tools as needed. The proposed meeting location for the OSC is the Town of Qualicum Beach Council Chambers (May 16 and September 12) and City of Parksville Council Chambers (November 14) which can accommodate webcasting.

The proposed schedule for 2019 is 1:30 pm on May 16, September 12 and November 14. In 2020 and beyond, a quarterly pattern will continue, with these meetings held on the 2<sup>nd</sup> Thursday of the month at 1:30 pm four times per year.

Given the focus and location of the services to be considered at this new committee there are a number of naming options to consider. These include the Northern Communities Committee, Northern Services Committee and Oceanside Services Committee. Given that the term "Oceanside" has been identified for community groups, marketing and destination purposes in the area, it is recommended that this new committee be the Oceanside Services Committee. The representation on this new committee will provide for thorough community input regarding these services.

## **ALTERNATIVES**

1. To approve the Terms of Reference for the new Oceanside Services Committee and amend the Electoral Areas E, F, G and H Parks and Open Space Advisory Committee Terms of Reference.
2. To maintain the existing committee structure and not consolidate the three committees into one committee.
3. To provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

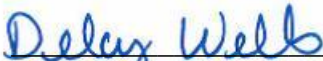
The operation of the OSC can be accommodated within the 2019 RDN Financial Plan. With the consolidation of three, separate committee meetings into one central committee, there will be administrative efficiencies in the utilization of staff time, travel and meeting expenses which will result from more concentrated, lengthier meetings. However, these savings will be offset by more staff attending to support the discussions.

Another additional cost is related to the staff time required to web stream these meetings live. The approximate cost for 4 hours of staff time will be \$300 per meeting which includes the hourly rate and associated expenses for meals and travel where applicable.

## STRATEGIC PLAN IMPLICATIONS

Focus On Governance - We Will Develop Our Governance Structure To Reflect Our Unique Municipal/Electoral Area Demographics

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



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Delcy Wells

[dwells@rdn.bc.ca](mailto:dwells@rdn.bc.ca)

April 12, 2019

Reviewed by:

- D. Pearce, Director of Transportation and Emergency Services
- T. Osborne, General Manager, Recreation and Parks Services
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachment:

1. Oceanside Services Committee Terms of Reference (new)

## **REGIONAL DISTRICT OF NANAIMO**

### **OCEANSIDE SERVICES COMMITTEE TERMS OF REFERENCE**

April 2019

#### **PURPOSE:**

The Oceanside Services Committee is a select committee of the Regional District of Nanaimo (RDN) Board for the purpose of advising the RDN Board as follows:

1. Distribution of funds raised through the Northern Community Economic Development Service (the Service) for the purpose of promoting economic development within the region;
2. Provision of recreation services and programs in the Oceanside area: operation of the Ravensong Aquatic Centre, Parksville Curling Club and Oceanside Place;
3. Provide a liaison between the RDN Board and the RCMP regarding volunteer programs providing crime prevention, community justice and community safety services to the communities within Oceanside.

#### **MEMBERSHIP:**

- 1) The Committee is comprised of seven RDN directors with Board Members from each representative area: two for the City of Parksville, one for the Town of Qualicum Beach and Electoral Areas E, F, G and H.
- 2) The Area E member shall not be entitled to participate in a discussion or vote on any matter directly involving only the Ravensong Aquatic Centre.
- 3) The Committee Chair will be appointed annually by the Chair of the Regional District of Nanaimo.

#### **MEETINGS:**

- 1) The Committee will meet at intervals it determines to be appropriate, and at a minimum – four times per year.
- 2) A quorum of four of the Committee membership is required to conduct Committee business.
- 3) The General Manager of Corporate Services will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members. Meetings will be called by RDN staff in coordination with the Committee Chair.
- 4) Committee meetings are open to the public; however only committee members have speaking and voting privileges. Delegations that wish to address the committee must seek approval from the committee through a written request.

#### **COMMITTEE ROLES AND RESPONSIBILITIES:**

The Oceanside Services Committee mandates are to provide oversight to programs and initiatives that demonstrate the promotion of economic growth and development in Oceanside or that may provide recreational or community safety benefits to the Oceanside area and the associated responsibilities are as follows:

1. Recommend eligibility and evaluation criteria and determine timelines for submission for distributing funds raised through the Northern Community Economic Development (NCED) Service;
2. Receive and evaluate requests for funds raised through the NCED Service and for Community Safety Grants;
3. Review and recommend policies regarding the operation, equipping, maintenance and management of the Parksville Curling Club located within the Parksville Community Park, Oceanside Place located at Wembley Centre and the Ravensong Aquatic Centre located in Qualicum Beach (Facilities);
4. Review and recommend development and planning initiatives for recreation facilities within the Oceanside area;
5. Review and recommend development, establishment, operation and discontinuation of recreational, leisure and associated cultural programs within the Oceanside area;
6. Review and recommend fees and charges for the participation in recreation, leisure and associated cultural programs and services within the Oceanside area operated by the RDN and for the use of the Facilities;
7. Receive and evaluate requests for youth and community recreation grants;
8. Review and recommend annual program funding support for Victims Services and Restorative Justice which operate under the supervision of the RCMP;
9. Provide a forum with the RCMP to discuss programs funded by the Regional District and to consider roles that the Regional District might have with respect to community safety initiatives;
10. Establish annual Oceanside Services Committee priorities based on the Board Strategic Plan and subject to the approval of the Board.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1648.02**

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

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

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

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

1. Citation

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

2. Amendment

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

(1) By replacing Section 6 with the following:

6. Apportionment

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

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

Introduced and read three times this 26th day of February, 2019.

Received the approval of the Inspector of Municipalities this 28th day of March, 2019.

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

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CHAIR

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CORPORATE OFFICER

**Delegation:** Michael Banning, Station 27 Interagency Officer, Royal Canadian Marine Search and Rescue – Station 27 Nanaimo, re 2018 Annual Activities Report

**Summary:** To provide the 2018 Annual Activities Report of the Royal Canadian Marine Search and Rescue – Station 27 Nanaimo to the Board

**Action Requested:** N/A

**Delegation:** Paul Liddy, Cedar Road Bioenergy Inc., re Update on Nanaimo Bioenergy Centre

**Summary:** Coming up on the 10 year operating year in 2020. Provide brief history and path forward for next 10 years for the Nanaimo Bioenergy Centre

**Action Requested:** N/A