

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

**Tuesday, July 23, 2019**

**7:00 P.M.**

**Board Chambers**

*This meeting will be recorded*

	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. APPROVAL OF THE AGENDA</b>	
<b>3. ADOPTION OF MINUTES</b>	
<b>3.1 Regular Board Meeting - June 25, 2019</b>	<b>12</b>
(All Directors - One Vote)	
That the minutes of the Regular Board meeting held June 25, 2019, be adopted.	
<b>4. DELEGATIONS - AGENDA ITEMS</b>	
<b>5. CORRESPONDENCE</b>	<b>23</b>
(All Directors - One Vote)	
That the following correspondence be received for information:	
<b>5.1 Mayor Helps, Mayor Osborne, Mayor Staples, re Vancouver Island and Coastal Communities Climate Leadership Plan</b>	<b>35</b>
<b>*5.2 Athol Trickett, President, Parksville Lawn Bowling Club, re Letter of Support</b>	<b>37</b>
<b>6. COMMITTEE MINUTES</b>	
(All Directors - One Vote)	
That the following minutes be received for information:	
<b>6.1 Electoral Area Services Committee - July 9, 2019</b>	<b>49</b>
<b>6.2 Committee of the Whole - July 9, 2019</b>	<b>54</b>

6.3	Executive Committee - July 11, 2019	61
6.4	Transit Select Committee - July 11, 2019	63

## 7. CONSENT AGENDA

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

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

(Voting rule varies as noted - Unanimous vote required)

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

### 7.1 ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS

7.1.1	<b>Request for Statements of Qualifications Inventory of Recreation Services in Electoral Area A</b>	67
	(All Directors - One Vote)	
	That the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.	
7.1.2	<b>5-year Project Plan - Electoral Area B Spring 2019</b>	72
	Please note: The original recommendation was varied by the Committee.	
	(All Directors - One Vote)	
	That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area B be approved with the addition of Rollo Park Management Plan to 2022, the addition of Disk Golf feasibility assessment to Additional Project Suggestions, and the transfer of Bells Landing Water Access Boat Launch Feasibility Study from 2022 to Additional Project Suggestions.	
7.1.3	<b>5-year Project Plan – Electoral Area C-EW/PV</b>	77
	(All Directors - One Vote)	
	That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area C-EW/PV be approved.	
7.1.4	<b>5-year Project Plan - Electoral Area E Spring 2019</b>	80
	Please note: The original recommendation was varied by the Committee.	



(All Directors - One Vote)

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area E be approved with the addition of 2020 beach access signage and 2020 Nanoose Road Community Park signage.

**7.1.5      5-year Project Plan - Electoral Area H Spring 2019      84**

(All Directors - One Vote)

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

**7.1.6      OCP and Zoning Amendments for Nanaimo Airport Draft  
Amendments for Consultation      88**

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

That the Board receive, for the purpose of community and stakeholder consultation, the draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands, as contained in Attachments 6 and 7.

**7.1.7      Active Transportation Infrastructure Memorandum of Understanding      115**

(All Directors - Weighted Vote)

That the Active Transportation Infrastructure Memorandum of Understanding with the Ministry of Transportation and Infrastructure be approved.

**7.1.8      Signage for Nanoose Road Community Park**  
Please note: Committee recommendation has no accompanying staff report.

(All Directors - One Vote)

That pending project approval by the Union of BC Municipalities, up to \$3,000 of unallocated 2019 Electoral Area E Community Works Funds be allocated to the Nanoose Road Community Park for signage.

**7.2      COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**7.2.1      2020 to 2024 Financial Plan Schedule      123**

(All Directors - One Vote)

That the schedule for the Board's consideration of the 2020 to 2024 Financial Plan be approved.

**7.2.2      Community Works Fund Status Report      125**  
Please note: Attachment 3 - Community Works Projects Completed 2014-2018 has been revised

(All Directors - One Vote)

That the Board receive the 2019 Community Works Funds Projects list (Attachment 1).

**7.2.3 Mount Arrowsmith Biosphere Region Roundtable Representation 134**

(All Directors - One Vote)

1. That the Chair appoint a Director as the Regional District of Nanaimo representative to the Mount Arrowsmith Biosphere Region Roundtable.

2. That an amendment be made to "Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017" to add the Mount Arrowsmith Biosphere Region Roundtable to Schedule B - External Appointments.

**7.2.4 CleanBC Communities Fund Grant Application for Electric Vehicle Charging Stations 140**

Please note: Table 3 in the staff report has been revised to reflect all member participation

(All Directors - One Vote)

1. That the Board approve the ten electric vehicle charging station locations identified in this report for the CleanBC Communities Fund grant application.

(All Directors - Weighted Vote)

2. That the Board allocate \$222,222 in the 2020 budget from the Corporate Climate Action Reserve Fund for the installation of ten public electric vehicle charging stations, subject to receipt of a \$162,222 CleanBC Communities Fund grant to reimburse the Corporate Climate Action Reserve Fund.

(All Directors - One Vote)

3. That the Board direct staff to prepare a bylaw to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations.

(All Directors - Weighted Vote)

4. That the proposed 2020 budget contain \$25,000 for annual operating, maintenance and replacement costs for the electric vehicle charging station service.

**7.2.5 Ravensong Aquatic Centre Solar Hot Water Community Energy Leadership Program Grant Application 149**

(All Directors - One Vote)

That the Board endorse the Community Energy Leadership Program grant application to the Fraser Basin Council for the Ravensong Aquatic Centre Solar Hot Water Heating Project.

<b>7.2.6</b>	<b>License to Occupy Agreement Renewal with School District 69 Qualicum</b>	<b>151</b>
	(All Directors - Weighted Vote)	
	That the Regional District of Nanaimo enter into a License to Occupy Agreement with School District No. 69 (Qualicum) for recreation program space at both Craig Street Commons (Parksville) and Qualicum Commons (Qualicum Beach) for a term of fifty-four (54) months commencing January 1st, 2020 through June 30th, 2024.	
<b>7.2.7</b>	<b>Bylaw 789.05 – A Bylaw to Amend the Fairwinds Streetlighting Local Service</b>	<b>163</b>
	(All Directors - One Vote)	
	That “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019” be introduced and read three times.	
<b>7.2.8</b>	<b>Bylaw Nos. 889.74 and 1021.13 – Amendments to the Northern Community Sewer Service and the Pacific Shores Sewer Service</b>	<b>168</b>
	(All Directors - One Vote)	
	1. That "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019" be introduced and read three times.	
	2. That "Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.13, 2019" be introduced and read three times.	
<b>7.3</b>	<b>TRANSIT SELECT COMMITTEE RECOMMENDATIONS</b>	
<b>7.3.1</b>	<b>South Nanaimo Local Area Transit Plan - Adoption</b>	<b>176</b>
	(Nanaimo, Lantzville, Electoral Areas A, C - Weighted Vote)	
	That the South Nanaimo Local Area Transit Plan be adopted and that the improvement priorities identified therein, be added to the Regional District of Nanaimo Transit Service Priorities List for future expansion consideration.	
<b>7.3.2</b>	<b>2019-2020 Conventional and Custom Transit Annual Operating Agreement</b>	<b>230</b>
	(All Directors - Weighted Vote)	
	That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.	

<b>7.3.3</b>	<b>January 2020 Service Expansion</b>	<b>250</b>
	(All Directors, except Electoral Areas B and F - Weighted Vote)	
	1. That the 5,900 hour annual conventional transit expansion for January 2020 be approved.	
	2. That the 1,700 hour annual custom transit expansion for January 2020 be approved.	
<b>7.3.4</b>	<b>3 Year Service Expansion</b>	<b>260</b>
	(All Directors - Weighted Vote)	
	1. That the BC Transit 3-year budget from April 1, 2020 to March 31, 2023 be included in the Regional District of Nanaimo's 5-year Financial Plan.	
	2. That \$130,000 be added to the 2020 Financial Plan to begin a transit network review.	
<b>8.</b>	<b>ITEMS REMOVED FROM THE CONSENT AGENDA</b>	
<b>9.</b>	<b>COMMITTEE RECOMMENDATIONS</b>	
<b>9.1</b>	<b>Electoral Area Services Committee</b>	
<b>9.1.1</b>	<b>Development Permit with Variance Application No. PL2019-076 - 862 Poplar Way, Electoral Area F</b>	<b>264</b>
	<b>Delegations Wishing to Speak to Development Permit with Variance Application No. PL2019-076 - 862 Poplar Way, Electoral Area F</b>	
	(Electoral Area Directors, except EA B - One Vote)	
	That the Board approve Development Permit with Variance No. PL2019-076 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachment 2.	
<b>9.1.2</b>	<b>Development Permit with Variance Application No. PL2018-207 - Lot 2, Island Highway West, Electoral Area H</b>	<b>279</b>
	<b>Delegations Wishing to Speak to Development Permit with Variance Application No. PL2018-207 - Lot 2, Island Highway West, Electoral Area H</b>	
	(Electoral Area Directors, except EA B - One Vote)	
	That the Board approve Development Permit with Variance No. PL2018-207 to permit the development of a dwelling unit, accessory buildings and structures, driveway, stream crossings, yard area, and onsite servicing subject to the terms and conditions outlined in Attachment 2, Schedules 1 to 3.	

9.1.3	<b>Development Permit with Variance Application No. PL2019-072 - 585 Wain Road, Electoral Area G</b>	297
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**Delegations Wishing to Speak to Development Permit with Variance Application No. PL2019-072 - 585 Wain Road, Electoral Area G**

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

That the Board approve Development Permit with Variance No. PL2019-072 to permit the construction of an addition to the dwelling unit and the accessory building subject to the terms and conditions outlined in Attachment 2.

**9.2 Committee of the Whole**

9.2.1	<b>Southern Community Sewer Secondary Treatment Capital Improvements – Security Issuing Bylaw 1793</b>	308
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(All Directors - Weighted Vote)

1. That "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019" be introduced and read three times.

(All Directors - 2/3 Weighted Vote)

2. That "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019 be adopted.

9.2.2	<b>Nanoose Bay Peninsula Water Service Area Capital Improvements – Temporary Borrowing Bylaw 1794</b>	320
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(All Directors - Weighted Vote)

1. That "Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019" be introduced and read three times.

(All Directors - 2/3 Weighted Vote)

2. That "Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019" be adopted.

**9.2.3 Bylaw Amendments Related to Enforcement of Development Permit Areas**

335

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

1. That the report for the public hearing held on June 18, 2019 for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426" be received.

2. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426" be read a third time.

(Electoral Area Directors, except EA B - One Vote / 2/3)

3. That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426" be adopted.

(All Directors - One Vote)

4. That "Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019" be introduced and read three times.

(All Directors - One Vote / 2/3)

5. That "Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019" be adopted.

**9.2.4 Solid Waste Management Select Committee Terms of Reference**

Please note: Committee recommendation has no accompanying staff report

(All Directors - One Vote)

That the Regional District of Nanaimo Board review the Terms of Reference of the Solid Waste Management Select Committee.

**9.3 Transit Select Committee**

**9.3.1 District of Lantzville Request for Free Transit for Minetown Day - 2019**

343

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

That Lantzville's request for free transit services on the Route 11 Lantzville for 'Minetown Day' event held on Saturday, September 7, 2019 be approved.

**10. REPORTS**

**10.1 Zoning Amendment Application No. PL2019-092 – 2995 Ridgeway Road, Electoral Area C – Amendment Bylaw No. 500.423, 2019 – Adoption**

346

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

That the Board adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019".

10.2	<b>Zoning Amendment Application No. PL2015-084 – Springhill and Angel Roads, Electoral Area F – Amendment Bylaw 1285.32, 2019 – Third Reading</b>	351
	(Electoral Area Directors, except EA B - One Vote)	
	That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019”.	
10.3	<b>Freedom of Information and Protection of Privacy Act 2018 Overview</b>	357
	(All Directors - One Vote)	
	That the <i>Freedom of Information and Protection of Privacy Act</i> 2018 Overview report be received for information.	
10.4	<b>Update on Regional Economic Development Review</b>	360
	(All Directors - One Vote)	
	1. That the report Update on Regional Economic Development Review be received for information.	
	2. That the Board direct staff to proceed with hosting a regional workshop following the completion of the City of Nanaimo workshop.	
10.5	<b>Private Managed Forest Land Program Review</b>	409
	(All Directors - One Vote)	
	That the Regional District of Nanaimo Board endorse the submission (Attachment 1) to the Private Managed Forest Land Program review.	
10.6	<b>Mileage Allowance for Transportation</b>	416
	(All Directors - One Vote)	
	1. "That Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.03, 2019" be introduced and read three times.	
	(All Directors - One Vote / 2/3)	
	2. "That Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.03, 2019" be adopted.	
	(All Directors - One Vote)	
	3. That the Volunteer Mileage Reimbursement Policy A2.19, as amended and outlined in Attachment 3, be adopted.	
	4. That the Board Members' Equipment and Expense Claims Policy A1.31 as amended and outlined in Attachment 4, be adopted.	
	5. That the Minister of National Revenue of the Government of Canada amend the <i>Income Tax Act</i> to provide an allowance paid for non-motor vehicle modes of transportation, excluded from the income of a taxpayer.	

**11. BUSINESS ARISING FROM DELEGATIONS**

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

- 12.1 Electoral Area G Community Works Funds, re Maple Lane Playground Project**  
Alternate Director Stanhope provided notice of the following motion at the July 9, 2019 Committee of the Whole meeting:

(All Directors - One Vote)

That pending project approval by the Union of BC Municipalities, up to \$35,000 of unallocated 2019 Electoral Area G Community Works Funds be allocated to the Maple Lane Playground Project and that \$15,000 of Area G Community Parks Reserve Funds be added to the 2019 Budget for the project.

**13. NEW BUSINESS**

- 13.1 2019 Electoral Area G By-Election - Appointment of Chief Election Officer and Deputy Chief Election Officers**

(All Directors - One Vote)

1. That Tricia Mayea be appointed as Chief Election Officer for conducting the 2019 Electoral Area G by-election as per section 59 of the *Local Government Act*.

2. That Delcy Wells, Jacquie Hill, Cheryl Golding and Lisa Rowbotham be appointed as Deputy Chief Election Officers for the 2019 Electoral Area G by-election.



## 14. IN CAMERA

(All Directors - One Vote)

That pursuant to the following sections of the *Community Charter* the Board proceed to an In Camera meeting:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- 90(1)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

## 15. ADJOURNMENT

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

**Tuesday, June 25, 2019  
7:00 P.M.  
Board Chambers**

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

19-222

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

CARRIED UNANIMOUSLY

## **ADOPTION OF MINUTES**

### **Regular Board Meeting - May 28, 2019**

19-223

It was moved and seconded that the minutes of the Regular Board meeting held May 28, 2019, be adopted.

CARRIED UNANIMOUSLY

## **CONSENT AGENDA**

19-224

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

- 5.2.1 Electoral Area Services Committee - June 11, 2019
- 5.2.2 Committee of the Whole - June 11, 2019
- 5.2.3 Solid Waste Management Select Committee - June 18, 2019
- 5.2.4 Transit Select Committee - May 23, 2019
- 5.3.1 5-year Project Plan – Electoral Area F
- 5.3.2 5-year Project Plan – Electoral Area G
- 5.3.3 Zoning Amendment Application No. PL2018-121 - Fowler Road, Electoral Area H - Amendment Bylaw 500.424, 2019 – Introduction
- 5.3.4 Zoning Amendment Application No. PL2015-084 - Angel Road, Electoral Area F - Amendment Bylaw 1285.32, 2019 – Introduction
- 5.4.1 Beverage Containers in British Columbia
- 5.5.1 2018 Annual Financial Report and Statement of Financial Information
- 5.5.2 Microsoft Enterprise Licence Agreement 2019 – 2022
- 5.5.3 Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 – 3125 Van Horne Road, Electoral Area F

CARRIED UNANIMOUSLY

The items and recommendations referred to above are as follows:

**COMMITTEE MINUTES**

19-225

That the following minutes be received for information:

Electoral Area Services Committee - June 11, 2019

Committee of the Whole - June 11, 2019

Solid Waste Management Select Committee - June 18, 2019

Transit Select Committee - May 23, 2019

ADOPTED ON CONSENT

**ELECTORAL AREA SERVICES COMMITTEE RECOMMENDATIONS**

**5-year Project Plan – Electoral Area F**

19-226

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

ADOPTED ON CONSENT

**5-year Project Plan – Electoral Area G**

19-227

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

ADOPTED ON CONSENT

19-228

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

ADOPTED ON CONSENT

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

19-229

That the Board receive the Summary of the Public Information Meeting held on February 21, 2019.

ADOPTED ON CONSENT

19-230

That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 500.424, 2019 being considered for adoption.

ADOPTED ON CONSENT

19-231

That "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.424, 2019", be introduced and read two times.

ADOPTED ON CONSENT

19-232

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

ADOPTED ON CONSENT

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

19-233

That the Board receive the Summary of the Public Information Meeting held on July 12, 2018.

ADOPTED ON CONSENT

19-234

That the conditions set out in Attachment 2 of the staff report be completed prior to Amendment Bylaw No. 1285.32, 2019 being considered for adoption.

ADOPTED ON CONSENT

19-235

That "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019" be introduced and read two times.

ADOPTED ON CONSENT

19-236

That the Public Hearing on "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019", be waived in accordance with Section 464(2) of the *Local Government Act*.

ADOPTED ON CONSENT

19-237

That staff be directed to proceed with notification in accordance with Section 467 of the *Local Government Act* of the Board's intent to consider third reading of "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019" at a regular Board meeting to be held on July 23, 2019.

ADOPTED ON CONSENT

19-238

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

ADOPTED ON CONSENT

## **SOLID WASTE MANAGEMENT SELECT COMMITTEE RECOMMENDATIONS**

### **Beverage Containers in British Columbia**

19-239

That the Board send a letter to the Minister of Environment supporting the BC Product Stewardship Council's recommendations to increase the beverage container recovery rate.

ADOPTED ON CONSENT

19-240

That staff provide an update to the Board on the details, as they become available, on the new federal government initiative to reduce plastic pollution.

ADOPTED ON CONSENT

## **COMMITTEE OF THE WHOLE RECOMMENDATIONS**

### **2018 Annual Financial Report and Statement of Financial Information**

19-241

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

ADOPTED ON CONSENT

### **Microsoft Enterprise Licence Agreement 2019 - 2022**

19-242

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

ADOPTED ON CONSENT

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

19-243

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

ADOPTED ON CONSENT

19-244

That the Board adopt the resolution supporting Non-Medical Cannabis Retail Store Licence Application No. PL2019-043 attached to this report as Attachment 2.

ADOPTED ON CONSENT

**ITEMS REMOVED FROM THE CONSENT AGENDA**

None

**ITEMS NOT INCLUDED IN CONSENT AGENDA**

**COMMITTEE RECOMMENDATIONS**

**Electoral Area Services Committee**

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

19-245

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

CARRIED UNANIMOUSLY

19-246

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

CARRIED UNANIMOUSLY

19-247

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

CARRIED UNANIMOUSLY

19-248

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

CARRIED UNANIMOUSLY

**Transit Select Committee**

**Statutory Transit Holiday Service**

19-249

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

CARRIED UNANIMOUSLY

**BC Transit Revised Custom Transit Registration Process Update**

19-250

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

Opposed (2): Director Young, and Director Armstrong

CARRIED

**Committee of the Whole**

**Parcel Tax for Regional Parks and Trails Capital Funds**

19-251

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

CARRIED UNANIMOUSLY

**Regulation of Cannabis Production**

19-252

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

CARRIED UNANIMOUSLY



19-253

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

Opposed (1): Director Bonner

CARRIED

## REPORTS

### **Proceed to Petition – San Pareil Water Service Area Expansion**

19-254

It was moved and seconded that the San Pareil Water Service Area Expansion project proceed to a petition of the affected property owners.

CARRIED UNANIMOUSLY

### **Chase River Forcemain No.1 Replacement – Construction Contract Award**

19-255

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

CARRIED UNANIMOUSLY

19-256

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

CARRIED UNANIMOUSLY

19-257

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

CARRIED UNANIMOUSLY

### **2019 Strategic Plan Alignment Review**

19-258

It was moved and seconded that the Board approve the 2019 Strategic Plan Alignment.

CARRIED UNANIMOUSLY

### **Supply and Delivery of Computer Hardware**

19-259

It was moved and seconded that the Regional District of Nanaimo Board approve Microserve, Island Key Computer Ltd. and Think Communications to supply and deliver computer hardware and peripherals.

CARRIED UNANIMOUSLY

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

#### **Letter of Support for Vancouver Island University's Deep Bay Marine Field Station Development**

19-260

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

CARRIED UNANIMOUSLY

### **Upgrades to Lighthouse Community Hall**

19-261

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

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **UBCM Resolution - Reserve Funds for Park Lands**

19-262

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

That the Province amend Section 510(14) of the *Local Government Act* to read as follows:

If an owner pays money for park land under this section, the municipality or regional district must deposit this in a reserve fund established for the purpose of acquiring park lands or making improvements to existing park lands.

Opposed (10): Director Thorpe, Director Gourlay, Director McLean, Director Krog, Director Bonner, Director Brown, Director Geselbracht, Director Hemmens, Director Turley, and Director Swain

DEFEATED

### **UBCM Resolution - Regional District Consultation and Assent to Local Government Boundary Changes**

19-263

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

WHEREAS under the *Local Government Act* a Municipality may extend its boundary without approval of the Regional District;

AND WHEREAS the process currently requires only the assent of the electors in the Municipality;

AND WHEREAS the change of a boundary has implications for the funding of activities and services within the Electoral Area and Regional District and for the long-term planning for the Area;

THEREFORE BE IT RESOLVED that the Province of British Columbia require mandatory consultation with, and assent of, the Regional District Board for local government boundary changes.

Opposed (11): Director Thorpe, Director Rogers, Director Krog, Director Armstrong, Director Bonner, Director Brown, Director Hemmens, Director Mayne, Director Fras, Director Swain, and Director Wiese

DEFEATED

### **Notice of Motion - Solid Waste Management Select Committee Terms of Reference**

Vice Chair Rogers provided notice of the following motion:

That the Regional District of Nanaimo Board review the Terms of Reference of the Solid Waste Management Select Committee.

**IN CAMERA**

19-264

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

CARRIED UNANIMOUSLY

TIME: 7:57 PM

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 9:52 PM

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CHAIR

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CORPORATE OFFICER



Parksville Lawn Bowling Club  
149 Stanford Avenue E  
Parksville, V9P 1M4

July 14, 2019


RDN Board of Directors  
Hammond Bay Road  
Nanaimo, BC

To Members of the RDN Board of Directors:

At the Parksville Lawn Bowling Club we are in the process of raising funds for the conversion of our current grass green to an artificial surface. Thus far we have raised \$105,000 of the \$565,000 the project will require. During the next few months we will be submitting a number of grant applications for provincial funding. It would be helpful if we could get a letter of support from Chair Thorpe that we can include with our application. It is not our intent to directly request funding from RDN, however, we do plan to submit an application to the RDN Region 69 Recreation Grant Program.

Instead of outlining the merits of converting the green to an artificial surface, I have attached our Case Statement to enable you to familiarize yourselves with the project.

Yours truly



Athol Trickett  
President, PLBC

c.c. Colleen Drain, Club Secretary



# Parksville Lawn Bowling Club

## Green Conversion Project

January 2019



## Cover Sheet

**Project Name:** PLBC Green Conversion Project

**Project Cost:** \$565,000

**Amount of Funding Sought:** NA

**Key Contacts:**

Martin Fereday, Capital Campaign Chair  
Athol Trickett, President

[martinchris@shaw.ca](mailto:martinchris@shaw.ca)  
[atrickett@shaw.ca](mailto:atrickett@shaw.ca)

**Address:** 149 Stanford Avenue E  
Parksville, BC V9P 1M4  
Canada

**Telephone Numbers:**

Capital Campaign Chair: (250) 586-8595  
President: (250) 586-5002

**Website:** [www.parksvillelawnbowlingclub.com](http://www.parksvillelawnbowlingclub.com)

Societies Act Registration # S-28148  
Incorporated Non-profit organisation.

## Executive Summary

The Parksville Lawn Bowling Club (PLBC) currently has a grass green. The purpose of this capital campaign is to raise the funds necessary to convert the grass green to an artificial surface. The cost of this conversion is estimated at \$565,000 and the construction can be comfortably completed over a 12-week period, with limited lost playing time.

The benefits of the project will be enjoyed by the members, the community and the environment. Members will benefit from lower operating costs for green maintenance and a reduced need for volunteers to maintain the green. In addition, the prospect of year-round bowling becomes a possibility. The community will benefit from the opportunity to participate in more events at the club, and the potential for more fund-raising tournaments for non-profit organisations to be hosted.

The environmental advantages of an artificial green are the elimination of the use of chemicals and water usage for irrigation. In addition, the construction will incorporate the use of recycled tires for the rubber layer which is applied underneath the artificial upper layers.

This project will establish a world-class playing surface at the club, that will be low maintenance and will require no further capital outlay for 12-15 years. As the club maintains a depreciating asset replacement account to which funds are added each year, replacement of the artificial carpet at the end of its life will be achieved by savings made over prior years, and hence not place a financial burden on members.



# Club Background

PLBC has been in operation for 24 years at its current location, 149 Stanford Avenue East, in Parksville. It is situated on city land and has been operating on a Lease Agreement with the city which has been renewed every 5 years. The most recent renewal took place on the 1<sup>st</sup> of September, 2018.

A delegation from PLBC made a presentation to the City Council on December 17<sup>th</sup>, 2018 requesting their permission to initiate a project to convert the current grass green to an artificial surface. Approval was provided at this meeting to proceed with the project, the first step being a capital campaign.

The Club has worked very hard at promoting the sport of lawn bowling in Parksville and the surrounding area. We have been able to provide a venue for this activity and our total membership has grown to a current level of over 200 people. Our Club is now the largest lawn bowling club on Vancouver Island and the 4<sup>th</sup> largest in British Columbia.

Lawn bowling attracts players of all ages and indeed our Club has a wide age spectrum with some of our bowlers in their nineties. Due to Parksville's demographics, nearly all of our players are seniors. For many seniors, lawn bowling offers a chance to get out, meet new people and stay active. In this regard, our Club strengthens our community.

Although the primary focus of our Club is to provide a venue for lawn bowling, it also serves as a very important social outlet for many individuals. Some of our members see the social side of the Club as being their primary means of interacting with others.

The Club is active throughout the year, providing a venue for members and guests from the community to enjoy Bridge, Mahjong, Cribbage, Darts and Short Mat Bowling during the winter months.

# Community Involvement

As a non-profit society, the Parksville Lawn Bowling Club is also an active supporter of other non-profit organisations in the community. Bowling events are held to generate funds or provide recreational opportunities for these organisations.

**Stanford Seniors Village Visits:** During the bowling season, residents in the seniors' facility adjacent to the club premises are invited to come and experience lawn bowling. This is done 4 times each season and gives these residents an outing as well as some exercise.

**Pink Day:** For the past 9 years PLBC has hosted a ladies' bowling tournament, catered lunch and a silent auction. Over that time \$26,500 has been raised to assist cancer patients by funding drivers to transport patients to centres for treatment, as well as providing financial assistance to patients while attending treatment centres outside of their communities.



**War Amps:** PLBC hosts an annual tournament, the purpose of which is to have participants make donations to the cause. This program has been in place for 22 consecutive years. In 2019, a cheque for \$570 was presented to a young War Amp Champ.



## Description of Project

The current lawn bowling green was built during the period 1993-1994, and members began playing on the green in 1995. Over the past 24 playing seasons, there have been a number of changes that have impacted on the quality of the playing surface. There are more bowling events each season, and this coupled with a large active membership means there is little opportunity for grass growth during May to September. Damaged areas therefore do not recover during the season.

It is also evident that climate change is playing a part in the overall health of the green. We are experiencing dryer, hotter summers, which do not promote the growth of turf grass. This again means that bare areas on the green do not recover quickly, if at all

Across British Columbia a number of lawn bowling clubs have converted their grass greens to artificial surfaces over the past 20 years. In fact, over the same period there have been no new grass greens built. These conversions have been done for a number of reasons; to be able to enjoy a winter bowling season, to

reduce green maintenance costs and to reduce the reliance on green maintenance staff, be they volunteers or contractors.

This project entails the demolition of the current concrete/wood borders of the green, removal of the irrigation system and excavation of the existing sand base. To the extent possible, the excavated material will be spread over the undeveloped area that is part of the leased lot, which is currently used for overflow parking. This is a cost saving technique.

A drainage piping grid will be installed and connected to the storm sewer. The drainage ditches will then be covered with porous fill. New concrete borders will then be cast, and the area within the borders filled with porous base material, compacted and laser-levelled.

Finally, a recycled rubber layer will be applied, an underlay placed on top and the carpet laid out, stitched together then stretched to give a high-quality playing surface. The total cost of the project, including contingency, has been estimated at \$565,000. Budget details can be found in Appendix 1. Based on input from suppliers and contact with other clubs that have converted their grass greens to artificial turf, the project schedule shown in Appendix 2 is considered to be realistic.

## Project Benefits

The project's benefits are three-fold; the environment, community and club members will all benefit from the changes that the project introduces.

**Environmental Benefits:** The environment will benefit from the discontinued use of fertilizers, herbicides and pesticides that are currently applied. Water use alone will decrease by 90%, saving on average 1500 m<sup>3</sup> each growing season. In addition, the rubber layer that is placed between the carpet underlay and the compacted gravel surface is made from recycled rubber tires, thus adding another facet to the environmental benefits.

**Community Benefits:** Our grass green suffers severely from over-use. During the 22-week bowling season, we schedule more than 340 bowling sessions, which equates to more than 2 sessions each day. This results in excessive wear of the

green and the need to close rinks for periods to allow them to recuperate. With an artificial green this will not be required. In fact, there is the potential to increase the number of sessions, which will enable the Club to provide more opportunities to have handicapped seniors experience lawn bowling. In addition, PLBC does not currently try and recruit young adult members. More bowling time will allow the Club to provide opportunities to this sector of our community.

As this will be the only artificial green on the Island, members from other communities on the Island will visit to enjoy winter bowling. In addition, the prospect of holding both National and Provincial tournaments is a real possibility. These activities will provide economic benefits to the local community as well as increase tourism.

**Membership Benefits:** Club members will benefit in a variety of ways. An artificial green will reduce annual operating costs in excess of 90%, allowing us to maintain affordable membership fees in the future. Currently, our bowling season begins at the end of April and finishes at the end of September. Some bowling clubs on the Mainland that have installed artificial greens have done so to enable them to enjoy a winter season. This is something we would like to contemplate doing in the future. Finding volunteers to work on the greens throughout the year continues to be a challenge, and this is exacerbated by the fact that some of our members have health issues which prevent them from doing this kind of physical work. The volunteer load for an artificial green is significantly lower, which will alleviate this problem.

## Donor Recognition

Donors will be recognised in the following ways:

- Media exposure
- Permanent donor recognition plaque will be created
- Progress reports on the capital campaign
- Donor visits offered to experience the sport of lawn bowling
- Invitations to the green opening ceremony at which all donors will be acknowledged

## Conclusion

This project will establish an all-season bowling surface at the Parksville Club which will have long term positive ramifications for the club members, the community and the environment. There are numerous advantages to making this conversion; the existing grass green will continue to require high levels of volunteer hours to maintain it, and despite this, there is a very high likelihood that bowling activities will have to be curtailed in the future due to the condition of the green. This will impact on the enjoyment experienced by members and the Club's ability to involve the greater community.

## Appendix 1 – Budget

Item	Cost	Cumulative Cost
<b>Construction costs:</b>		
<b>Civil work:</b>	<b>\$280,000</b>	<b>\$280,000</b>
E-layer installation	\$85,000	
Carpet/Underlay supply/Installation	\$115,000	
<b>Sub-total:</b>	<b>\$200,000</b>	<b>\$480,000</b>
Contingency (15%)	<b>\$72,000</b>	
<b>Total Construction cost:</b>		<b>\$552,000</b>
<b>Other Costs:</b>		
16 New jacks	\$1,000	
Industrial vacuum cleaner	\$8,000	
<b>Sub-total Other Costs:</b>	<b>\$9,000</b>	<b>\$561,000</b>
<b>Fund raising costs:</b>		
Database acquisition	\$500	
Advertising	\$700	
Printing/Supplies	\$1,000	
Recognition plaque	\$1,800	
<b>Sub-total fund raising:</b>	<b>\$4,000</b>	
<b>Project Total:</b>		<b>\$565,000</b>

## Appendix 2 - Project Schedule

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Demolish old backboards												
Dispose of waste material												
Excavate top layer of soil to required grade												
Excavate trenches for drainage												
Install drainage piping and cover trenches												
Construct Green borders												
Install base material												
Compact and level												
Install rubber compound (E-layer)												
Install underlay and carpet												
Stretch carpet												
Conduct drainage test												





10 July, 2019

Dear Regional District Chair,

As co-chairs of the Vancouver Island and Coastal Communities Climate Leadership Plan steering committee, we are writing to request that you appoint a member of your Regional District to serve on this steering committee.

The idea to form a steering committee was developed from a climate workshop that took place at the Association of Vancouver Island and Coastal Communities convention in April. Fifty elected officials from across the island and coast attended. Key findings from the workshop include:

- This is the issue of our generation and we must take action.
- The impacts of climate change are already being felt in communities large and small, rural and urban in the form of droughts, floods, fires, storms. Forests, lakes, rivers, and shoreline are at increased risk. Water supply is threatened by bacterial blooms. There are ocean water quality concerns. Salmon runs are suffering.
- Small communities don't have the resources to take action or even to know what to do first; very few communities have baseline data or the ability to set targets.
- Prioritization of actions based on data was seen as critically important. Local governments have limited financial resources; knowing where to spend money that will have the biggest climate impact is key to be fiscally prudent as we take climate action.
- First Nations communities are feeling the effects of climate change disproportionately; our plan must integrate and take into account their deep knowledge of and connection with the lands and waters of their territories.
- The idea for an Island and Coastal Communities Climate Leadership Plan received strong support provided that there is funding to undertake the work. There was also a sense of urgency; the plan should be in place by the end of 2020 at the latest and should be a ten-year plan to 2030.

At the end of the meeting, the group agreed to create a working group comprised of one elected official from each sub-region to be co-chaired by Mayors Helps, Staples, and Osborne. We hope you will join the Regional Districts of CRD, Comox Valley District, Strathcona Regional District and Mount Waddington Regional District. At this point the steering committee does not have terms of reference; these will be developed at the first few meetings and will be shared with your board for information.

Please don't hesitate to be in touch if you have any questions.

Sincerely,

Mayor Helps  
[mayor@victoria.ca](mailto:mayor@victoria.ca)

Mayor Osborne  
[osborne@tofino.ca](mailto:osborne@tofino.ca)

Mayor Staples  
[mayor@duncan.ca](mailto:mayor@duncan.ca)



Parksville Lawn Bowling Club  
149 Stanford Avenue E  
Parksville, V9P 1M4

July 14, 2019


RDN Board of Directors  
Hammond Bay Road  
Nanaimo, BC

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Athol Trickett  
President, PLBC

c.c. Colleen Drain, Club Secretary



# Parksville Lawn Bowling Club

## Green Conversion Project

January 2019



## Cover Sheet

**Project Name:** PLBC Green Conversion Project

**Project Cost:** \$565,000

**Amount of Funding Sought:** NA

**Key Contacts:**

Martin Fereday, Capital Campaign Chair  
Athol Trickett, President



**Address:** 149 Stanford Avenue E  
Parksville, BC V9P 1M4  
Canada

**Telephone Numbers:**

Capital Campaign Chair:  
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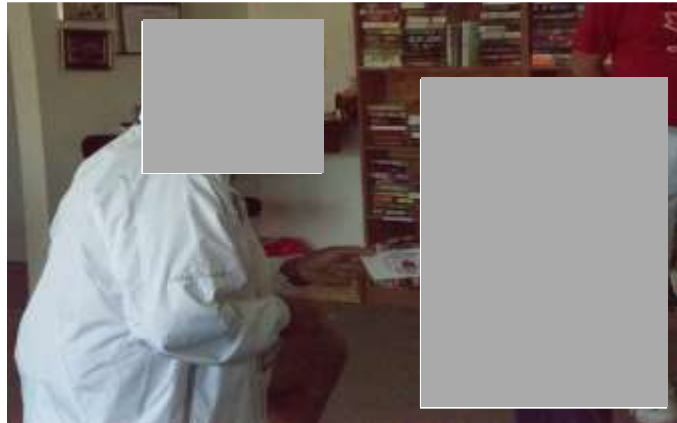
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Install underlay and carpet												
Stretch carpet												
Conduct drainage test												

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

**Tuesday, July 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
	Alternate	
	Director J. Stanhope	Electoral Area G
	Director S. McLean	Electoral Area H
Regrets:	Director L. Salter	Electoral Area F
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	D. Banman	A/Gen. Mgr. Recreation & Parks Services
	S. De Pol	A/Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	D. Pearce	Director of Transportation & Emergency Services
	T. Armet	Mgr. Building & Bylaw Services
	P. Thompson	Mgr. Long Range Planning
	T. Mayea	A/Mgr. Legislative Services
	C. Golding	Recording Secretary
	C. Jefferies	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 acknowledged the recent loss of Electoral Area G Director Clarke Gourlay and recognized the contributions he made as an Electoral Director. He noted that Director Gourlay was passionate about his role as a Director and represented his constituents well.

The Chair welcomed Alternate Director Stanhope and Alternate Director Fell to the meeting.

**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 - June 11, 2019**

It was moved and seconded that the minutes of the Electoral Area Services Committee meeting held June 11, 2019, be adopted.

CARRIED UNANIMOUSLY

## **COMMITTEE MINUTES**

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

Electoral Area A Parks, Recreation and Culture Commission - June 19, 2019

Electoral Area B Parks and Open Space Advisory Committee - June 17, 2019

East Wellington / Pleasant Valley Parks and Open Space Advisory Committee - May 27, 2019

Nanoose Bay Parks and Open Space Advisory Committee - June 12, 2019

Electoral Area H Parks and Open Space Advisory Committee - June 24, 2019

CARRIED UNANIMOUSLY

## **COMMITTEE RECOMMENDATIONS**

### **Electoral Area A Parks, Recreation and Culture Commission**

#### **Request for Statements of Qualifications Inventory of Recreation Services in Electoral Area A**

It was moved and seconded that the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.

CARRIED UNANIMOUSLY

### **Electoral Area B Parks and Open Space Advisory Committee**

#### **5-year Project Plan - Electoral Area B Spring 2019**

It was moved and seconded that the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area B be approved with the addition of Rollo Park Management Plan to 2022, the addition of Disk Golf feasibility assessment to Additional Project Suggestions, and the transfer of Bells Landing Water Access Boat Launch Feasibility Study from 2022 to Additional Project Suggestions.

CARRIED UNANIMOUSLY



**East Wellington / Pleasant Valley Parks and Open Space Advisory Committee**

**5-year Project Plan – Electoral Area C-EW/PV**

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

CARRIED UNANIMOUSLY

**Nanoose Bay Parks and Open Space Advisory Committee**

**5-year Project Plan - Electoral Area E Spring 2019**

It was moved and seconded that the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area E be approved with the addition of 2020 beach access signage and 2020 Nanoose Road Community Park signage.

CARRIED UNANIMOUSLY

**Electoral Area H Parks and Open Space Advisory Committee**

**5-year Project Plan - Electoral Area H Spring 2019**

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

CARRIED UNANIMOUSLY

**PLANNING**

**Development Permit with Variance**

**Development Permit with Variance Application No. PL2019-076 - 862 Poplar Way, Electoral Area F**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-076 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-076.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2018-207 - Lot 2, Island Highway West, Electoral Area H**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2018-207 to permit the development of a dwelling unit, accessory buildings and structures, driveway, stream crossings, yard area, and onsite servicing subject to the terms and conditions outlined in Attachment 2, Schedules 1 to 3.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-207.

CARRIED UNANIMOUSLY

**Development Permit with Variance Application No. PL2019-072 - 585 Wain Road, Electoral Area G**

It was moved and seconded that the Board approve Development Permit with Variance No. PL2019-072 to permit the construction of an addition to the dwelling unit and the accessory building subject to the terms and conditions outlined in Attachment 2.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-072.

CARRIED UNANIMOUSLY

**Other**

**OCP and Zoning Amendments for Nanaimo Airport Draft Amendments for Consultation**

It was moved and seconded that the Board receive, for the purpose of community and stakeholder consultation, the draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands, as contained in Attachments 6 and 7.

CARRIED UNANIMOUSLY

**COMMUNITY PARKS**

**Active Transportation Infrastructure Memorandum of Understanding**

It was moved and seconded that the Active Transportation Infrastructure Memorandum of Understanding with the Ministry of Transportation and Infrastructure be approved.

CARRIED UNANIMOUSLY

## **BUILDING INSPECTION**

### **Building Permit Activity – Second Quarter 2019**

It was moved and seconded that the report Building Permit Activity – Second Quarter 2019 be received for information.

CARRIED UNANIMOUSLY

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

### **Signage for Nanoose Road Community Park**

It was moved and seconded that pending project approval by the Union of BC Municipalities, up to \$3,000 of unallocated 2019 Electoral Area E Community Works Funds be allocated to the Nanoose Road Community Park for signage.

CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **Directors' Roundtable**

Directors provided updates to the Committee.

## **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:16 PM

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CHAIR

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

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

In Attendance:	Director I. Thorpe	Chair
	Director B. Rogers	Vice Chair
	Director K. Wilson	Electoral Area A
	Director V. Craig	Electoral Area B
	Director M. Young	Electoral Area C
	Alternate	
	Director J. Fell	Electoral Area F
	Alternate	
	Director J. Stanhope	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director T. Brown	City of Nanaimo
	Director B. Geselbracht	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director M. Swain	District of Lantzville
	Director E. Mayne	City of Parksville
	Director A. Fras	City of Parksville
	Alternate	
	Director T. Westbrook	Town of Qualicum Beach
Regrets:	Director L. Salter	Electoral Area F
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	P. Carlyle	Chief Administrative Officer
	D. Banman	A/ Gen. Mgr. Recreation & Parks Services
	S. De Pol	A/ Gen. Mgr. Regional & Community Utilities
	G. Garbutt	Gen. Mgr. Strategic & Community Development
	J. Bradburne	Director of Finance
	D. Pearce	Director of Transportation & Emergency Services
	K. Fowler	Mgr. Long Range Planning
	T. Mayea	A/ Mgr. Legislative Services
	C. Golding	Recording Secretary
	C. Jefferies	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 acknowledged the recent loss of Electoral Area G Director Clarke Gourlay and offered condolences on behalf of the Regional District of Nanaimo to his family and friends. The Chair recognized Director Gourlay's contributions as a Regional Director and a moment of silence was observed in his memory.

The Chair welcomed Alternate Directors Stanhope, Fell, and Westbrook to the meeting.

## **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 - June 11, 2019**

It was moved and seconded that the minutes of the Regular Committee of the Whole meeting held June 11, 2019, be adopted.

CARRIED UNANIMOUSLY

## **INVITED PRESENTATIONS**

### **Superintendent Cameron Miller, Officer in Charge, Nanaimo Royal Canadian Mounted Police, re Annual Presentation**

Superintendent Cameron Miller provided an update to the Board that included annual policing priorities, staffing levels, calls for service, current pressures, and opportunities for improvement.

## **COMMITTEE MINUTES**

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

Agricultural Advisory Committee - June 26, 2019

Liquid Waste Management Plan Monitoring Committee - June 14, 2019

Drinking Water and Watershed Protection Technical Advisory Committee - April 25, 2019

CARRIED UNANIMOUSLY

## **CORPORATE SERVICES**

### **Southern Community Sewer Secondary Treatment Capital Improvements – Security Issuing Bylaw 1793**

It was moved and seconded that "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019 be adopted.

CARRIED UNANIMOUSLY

### **2020 to 2024 Financial Plan Schedule**

It was moved and seconded that the schedule for the Board's consideration of the 2020 to 2024 Financial Plan be approved.

CARRIED UNANIMOUSLY

### **Community Works Fund Status Report**

It was moved and seconded that the Board receive the 2019 Community Works Funds Projects list (Attachment 1).

CARRIED UNANIMOUSLY

### **Nanoose Bay Peninsula Water Service Area Capital Improvements – Temporary Borrowing Bylaw 1794**

It was moved and seconded that "Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019" be adopted.

CARRIED UNANIMOUSLY

## **STRATEGIC AND COMMUNITY DEVELOPMENT**

### **Bylaw Amendments Related to Enforcement of Development Permit Areas**

It was moved and seconded that the report for the public hearing held on June 18, 2019 for "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426" be received.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426" be read a third time.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426" be adopted.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that "Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019" be adopted.

CARRIED UNANIMOUSLY

### **Mount Arrowsmith Biosphere Region Roundtable Representation**

It was moved and seconded that the Chair appoint a Director as the Regional District of Nanaimo representative to the Mount Arrowsmith Biosphere Region Roundtable.

CARRIED UNANIMOUSLY

It was moved and seconded that an amendment be made to "Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017" to add the Mount Arrowsmith Biosphere Region Roundtable to Schedule B - External Appointments.

CARRIED UNANIMOUSLY

### **CleanBC Communities Fund Grant Application for Electric Vehicle Charging Stations**

It was moved and seconded that the Board approve the ten electric vehicle charging station locations identified in this report for the CleanBC Communities Fund grant application.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board allocate \$222,222 in the 2020 budget from the Corporate Climate Action Reserve Fund for the installation of ten public electric vehicle charging stations, subject to receipt of a \$162,222 CleanBC Communities Fund grant to reimburse the Corporate Climate Action Reserve Fund.

CARRIED UNANIMOUSLY

It was moved and seconded that the Board direct staff to prepare a bylaw to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations.

CARRIED UNANIMOUSLY

It was moved and seconded that the proposed 2020 budget contain \$25,000 for annual operating, maintenance and replacement costs for the electric vehicle charging station service.

CARRIED UNANIMOUSLY

## **RECREATION AND PARKS**

### **Ravensong Aquatic Centre Solar Hot Water Community Energy Leadership Program Grant Application**

It was moved and seconded that the Board endorse the Community Energy Leadership Program grant application to the Fraser Basin Council for the Ravensong Aquatic Centre Solar Hot Water Heating Project.

CARRIED UNANIMOUSLY

### **License to Occupy Agreement Renewal with School District 69 Qualicum**

It was moved and seconded that the Regional District of Nanaimo enter into a License to Occupy Agreement with School District No. 69 (Qualicum) for recreation program space at both Craig Street Commons (Parksville) and Qualicum Commons (Qualicum Beach) for a term of fifty-four (54) months commencing January 1st, 2020 through June 30th, 2024.

CARRIED UNANIMOUSLY

## **REGIONAL AND COMMUNITY UTILITIES**

### **Bylaw 789.05 – A Bylaw to Amend the Fairwinds Streetlighting Local Service**

It was moved and seconded that “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019” be introduced and read three times.

CARRIED UNANIMOUSLY



**Bylaw Nos. 889.74 and 1021.13 – Amendments to the Northern Community Sewer Service and the Pacific Shores Sewer Service**

It was moved and seconded that "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019" be introduced and read three times.

CARRIED UNANIMOUSLY

It was moved and seconded that Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.13, 2019 be introduced and read three times.

CARRIED UNANIMOUSLY

**MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

**Solid Waste Management Select Committee Terms of Reference**

It was moved and seconded that the Regional District of Nanaimo Board review the Terms of Reference of the Solid Waste Management Select Committee.

Opposed (4): Alternate Director Stanhope, Director Krog, Director Brown, and Alternate Director Westbroek

CARRIED

**NEW BUSINESS**

**Notice of Motion - Electoral Area G Community Works Funds, re Maple Lane Playground Project**

Alternate Director Stanhope provided notice of the following motion:

That pending project approval by the Union of BC Municipalities, up to \$35,000 of unallocated 2019 Electoral Area G Community Works Funds be allocated to the Maple Lane Playground Project and that \$15,000 of Area G Community Parks Reserve Funds be added to the 2019 Budget for the project.

**IN CAMERA**

It was moved and seconded that pursuant to Sections 90 (1) (a), (f), (g) and (i) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to board appointments, law enforcement, litigation affecting the municipality and solicitor-client privilege.

CARRIED UNANIMOUSLY

TIME: 4:12 PM

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 4:25 PM

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CHAIR

**REGIONAL DISTRICT OF NANAIMO  
MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**Thursday, July 11, 2019  
11:50 P.M.  
Committee Room**

In Attendance:	Director I. Thorpe	Chair
	Director B. Rogers	Electoral Area E
	Director K. Wilson	Director Electoral Area A
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Alternate	City of Parksville
	Director T. Patterson	
	Alternate	
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director L. Krog	City of Nanaimo
	Director E. Mayne	City of Parksville
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	Director M. Young	Electoral Area C
	Director S. McLean	Electoral Area H
	Director A. Fras	City of Parksville
	P. Carlyle	Chief Administrative Officer
	G. Garbutt	Gen. Mgr. Strategic and Community Development

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

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

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Executive Committee Meeting - November 29, 2018**

That the minutes of the Executive Committee meeting held November 29, 2018, be adopted.

CARRIED UNANIMOUSLY

## **REPORTS**

### **Review of Executive Committee Mandate**

The Committee was provided with the Executive Committee mandate for their consideration.

### **Inaugural Council of Councils Meeting, Fall of 2019**

It was moved and seconded that the Inaugural Council of Council, Fall of 2019 report be referred back to staff to:

- consider the participants,
- discussion topics to be regional,
- develop an informal forum.

CARRIED UNANIMOUSLY

### **Climate Action Technical Advisory Committee**

It was moved and seconded that the Climate Action Technical Advisory Committee report be referred back to staff to amend the proposed terms of reference to:

- include additional Directors,
- not compensate members; and,
- examine membership criteria.

CARRIED UNANIMOUSLY

## **IN CAMERA**

That pursuant to Sections 90(1)(a) and (c) of the *Community Charter* the Executive Committee proceed to an In Camera meeting for discussions related to personal information about an identifiable individual of the municipality, and labour relations.

CARRIED UNANIMOUSLY

TIME: 1:30 PM

## **ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 2:00 PM

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CHAIR

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

**Thursday, July 11, 2019  
10:00 A.M.  
Board Chambers**

In Attendance:	Director T. Brown	Chair
	Director K. Wilson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Alternate	
	Director J. Stanhope	Electoral Area G
	Director S. McLean	Electoral Area H
	Director S. Armstrong	City of Nanaimo
	Director D. Bonner	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Alternate	
	Director T. Patterson	City of Parksville
	Alternate	
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director L. Krog	City of Nanaimo
	Director M. Swain	District of Lantzville
	Director E. Mayne	City of Parksville
	Director B. Wiese	Town of Qualicum Beach
Also in Attendance:	Director I. Thorpe	Chair, Regional District of Nanaimo
	Director A. Fras	City of Parksville
	P. Carlyle	Chief Administrative Officer
	D. Pearce	Director, Transportation & Emergency Services
	E. Beauchamp	Superintendent, Transit Planning & Scheduling
	B. White	Superintendent, Transit Operations
	B. Sims	Gen. Mgr. Engineering & Public Works, City of Nanaimo
	M. Moore	Senior Regional Transit Manager, BC Transit
	J. Wadsworth	Mgr. Transit Planner, BC Transit
	C. Golding	Recording Secretary

**CALL TO ORDER**

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

The Chair welcomed Alternate Directors Stanhope, Patterson, and Westbroek to the meeting.

## **APPROVAL OF THE AGENDA**

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

4.1 Maureen Pilcher, re Transit and handy

11. In Camera

## **ADOPTION OF MINUTES**

### **Transit Select Committee Meeting - May 23, 2019**

That the minutes of the Transit Select Committee meeting held May 23, 2019, be adopted.

CARRIED UNANIMOUSLY

## **DELEGATIONS**

### **Maureen Pilcher, re Transit (and handyDART Service) in Area F**

Maureen Pilcher shared her concerns to the Committee regarding the lack of transit service, specifically handDart service in Electoral Area F.

## **BC TRANSIT UPDATES**

### **Presentation on handyDART Age Restrictions**

M. Moore, Senior Regional Transit Manager, BC Transit, provided an update on handyDART age restrictions to the Committee.

### **South Nanaimo Local Area Transit Plan**

J. Wadsworth, Manager, Transit Planner, BC Transit, provided an update on the South Nanaimo Local Area Transit Plan to the Committee.

## **REPORTS**

### **South Nanaimo Local Area Transit Plan - Adoption**

It was moved and seconded that the South Nanaimo Local Area Transit Plan be adopted and that the improvement priorities identified therein, be added to the RDN Transit Service Priorities List for future expansion consideration.

CARRIED UNANIMOUSLY

### **2019-2020 Conventional and Custom Transit Annual Operating Agreement**

It was moved and seconded that the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.

CARRIED UNANIMOUSLY

### **January 2020 Service Expansion**

It was moved and seconded that the 5,900 hour annual conventional transit expansion for January 2020 be approved.

CARRIED UNANIMOUSLY

It was moved and seconded that the 1,700 hour annual custom transit expansion for January 2020 be approved.

CARRIED UNANIMOUSLY

### **3 Year Service Expansion**

It was moved and seconded that the BC Transit 3-year budget from April 1, 2020 to March 31, 2023 be included in the Regional District of Nanaimo's 5-year Financial Plan.

CARRIED UNANIMOUSLY

It was moved and seconded that \$130,000 be added to the 2020 Financial Plan to begin a transit network review.

CARRIED UNANIMOUSLY

### **District of Lantzville Request for Free Transit for Minetown Day - 2019**

It was moved and seconded that Lantzville's request for free transit services on the Route 11 Lantzville for 'Minetown Day' event held on Saturday September 7, 2019 be approved.

Opposed (1): Director Turley

CARRIED

### **IN CAMERA**

It was moved and seconded that pursuant to Sections 90 (1) (k) and (m) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public and a matter that, under another enactment, is such that the public may be excluded from the meeting.

CARRIED UNANIMOUSLY

TIME: 11:27 AM

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

TIME: 11:48 AM

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CHAIR



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**TO:** Electoral Area 'A' Parks, Recreation and Culture Commission    **MEETING:** June 19, 2019

**FROM:** Hannah King  
Superintendent Recreation Program Services

**Subject:** Request for Statements of Qualifications Inventory of Recreation Services in Electoral Area A

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## **RECOMMENDATION**

That the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.

## **SUMMARY**

The intent of the Request for Statements of Qualifications (RFSQ) is to fulfill a recommendation made by the Electoral Area A Parks Recreation and Culture Commission (PRCC) in April 2019 for an inventory of existing recreation programs, services and facilities within the electoral area to be completed. This inventory will provide the Commission and the RDN Board information on the current recreation programs, services and community facilities in Electoral Area A.

## **BACKGROUND**

At the April 2019 the Electoral Area A PRCC meeting the Commission made a recommendation that current recreation program opportunities, services and recreation facilities in the community be identified. On May 28, 2019 the RDN Board supported the recommendation with the following resolution:

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

A RFSQ that would be used to secure a consulting firm to undertake the work has been prepared.

The retained consulting firm will complete a comprehensive inventory of existing recreation programs, services and community facilities within Electoral Area A.

## **ALTERNATIVES**

1. That the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.
2. That alternate direction be provided to staff.

## **FINANCIAL IMPLICATIONS**

While the issuance of a RFSQ does not have any financial implications, the intention is to enter into a services contract with a proponent. Based on experience staff estimate the cost of carrying out the work identified in the RFSQ to be between ten (\$10,000) and twelve thousand dollars (\$12,000).

The 2019 Electoral Area A Financial Plan has a current balance of \$94,113 for professional fees that would fund the work outlined in the RFSQ.

## **STRATEGIC PLAN IMPLICATIONS**

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



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Hannah King  
Superintendent, Recreation Program Services  
June 3, 2019

Reviewed by:

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

Attachment

1. Electoral Area A - Inventory of Recreation Services and Facilities RFSQ

## REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)

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**DATE:** June 2019

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**Project:** Electoral Area A Recreation Services Inventory

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The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to conduct an inventory of recreation facilities, services and programs within the RDN's Electoral Area A (Cassidy, South Wellington, Cedar, Yellowpoint). Compiling the inventory via community consultation and independent research are within the project scope.

### **A. Intent**

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo will review submissions received in response to this RFSQ and enter into discussions with the top-ranked Respondent to negotiate the terms, scope, timeline and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with the next highest ranked service provider.

In any event, the Regional District of Nanaimo shall not be bound to enter into a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

### **B. Background**

The last Recreation Master Plan completed for Electoral Area A was in 2007. The Electoral Area A Parks, Recreation and Culture Commission was formed in 2009. The purpose of the Commission is to provide recommendations and advice to staff and the Regional District of Nanaimo Board regarding community parks, and recreation and culture services and issues in Electoral Area A.

Between 2010 and 2012 the Regional District of Nanaimo provided recreation programming in the community with a RDN recreation programmer. In 2012 the RDN Board decided to no longer provide direct recreation services. Prior to, and since 2012 recreation services are available within the community by community based interest groups.

A focus of the Commission in recent years has been exploring options for the establishment of a recreation facility. To date no suitable location or facility has been found. Community recreation programs are hosted in existing community spaces such as; Cedar Heritage Centre, Cedar Community Hall, Wheatsheaf Sports Complex, school facilities, local churches and privately operated spaces.

Cedar Secondary School is currently designated as a Community School and as such maintains a Community School Coordinator position. The role of this position has shifted in recent years from offering community programs for all ages to only programming for school age residents. Nanaimo Ladysmith Public Schools District 68 is currently reviewing the future role of Community Schools within the District. The outcome of this review may have implications on the future provision of recreation services in the electoral area.

At the April 2019 meeting, the Area A Parks, Recreation and Culture Commission requested that an inventory in regards to recreation services be conducted to inform future needs assessment discussions.

#### **C. Contemplated Scope of Work and Timeline**

Anticipated Scope of Work Includes:

- Completion of a comprehensive inventory of existing recreation programs, services and community facilities within Electoral Area A which may include; surveys, community meetings, interviews with community groups currently providing recreation services, and stakeholder group meetings.
- Community consultation which may include surveys and interviews with community groups currently providing recreation services and facilities.

Contemplated Deliverables:

- Inventory report of recreation service, programs and community facilities.

Timeline: Approximately 3 months, with project completion October 2019

#### **D. Statement of Qualifications and Evaluation**

The statement of qualifications should be no longer than five (5) pages in length (not including cover page, cover letter and appendices), and should be submitted electronically in pdf format to: [hking@rdn.bc.ca](mailto:hking@rdn.bc.ca). Please include the following:

- Qualifications and areas expertise of the Firm. Please note any local knowledge / experience.

- Experience of Firm and nominated Project Manager with previous relevant work. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager.
- A statement of your firm's ability to complete the work within the timeframe described.

Statements of Qualifications (the "SOQ") will be evaluated by the Regional District of Nanaimo. Any or all SOQs will not necessarily be accepted. Evaluation criteria and relevant weightings are:

- Qualifications of Firm and Project Manager including areas of expertise – 40%
- Experience of Firm and Project Manager in similar assignments – 40%;
- Ability to meet the Regional District of Nanaimo's timeline – 20%

#### **E. Submissions**

Statements of Qualifications should be received by 3:00:00 p.m. local time on the [ ] day of [ ], 20[ ]. The RDN reserves the right to accept late submissions.

#### **F. Inquiries**

Submissions and queries shall be directed to:

Hannah King, Superintendent Recreation Program Services  
 Telephone: 250 248 3252  
 Email: [hking@rdn.bc.ca](mailto:hking@rdn.bc.ca)

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**TO:** Electoral Area B Parks and Open Space Advisory Committee    **MEETING:** June 17, 2019

**FROM:** Elaine McCulloch  
Parks Planner

**Subject:** 5-year Project Plan - Electoral Area B Spring 2019

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## **RECOMMENDATION**

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

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area B be approved with the addition of Rollo Park Management Plan to 2022, the addition of Disk Golf feasibility assessment to Additional Project Suggestions, and the transfer of Bells Landing Water Access Boat Launch Feasibility Study from 2022 to Additional Project Suggestions.

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

## **SUMMARY**

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

## **BACKGROUND**

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

## **ALTERNATIVES**

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

## **FINANCIAL IMPLICATIONS**

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

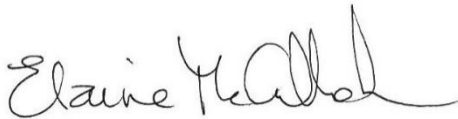
The available funding sources for Community Parks are the Area B Community Parks Budget and the Area B Reserve Fund. The Cash-in-Lieu Reserve Fund can only be used to purchase park land. Community Works Funds can also be used when available. Current budget availability for Electoral Area B is:

EA B Reserve Fund	\$57,697
EA B Cash-in-Lieu Reserve Fund	\$0

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

## STRATEGIC PLAN IMPLICATIONS

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



Elaine McCulloch  
emcculloch@rdn.bc.ca  
May 21, 2019

### Reviewed by:

- W. Marshall, Manager, Parks Services
- T. Osborne, General Manager, Recreation and Parks
- G. Garbutt, Acting Chief Administrative Officer

### Attachments

1. 5-year Project Plan EA B 2020-2024\_spring 2019

# 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area B

## PLANNING WORKSHEET

for review at the June 17, 2019 POSAC meeting

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

\* Operational Item

Reserve Fund: \$57,697

Cash-in -Lieu Reserve Fund: \$0

As of May 2019

		Approved Budget 2019	Funding Source	Origin
<b>Current Year Projects (2019)</b>				
2019	Huxley CP: Gabriola Skatepark construction drawings (inc.survey, geotech)	\$75,000	CW Funds, (carried forward from 2018)	May 22, 2018 Board
2019	Huxley CP: electrical assessment	\$10,000	CP Operational Budget, 2018 & 2019 (carry forward)	
2019	Huxley CP: grant applications	\$0	staff time	Jan 8, 2019 Board
2019	Huxley CP: sports court line painting	\$10,000	CW Funds, (carried forward from 2018)	May 22, 2018 Board
2019	Joyce Lockwood CP: land use agreement for public beach access	\$0	staff time	Dec 4, 2018 Board
2019	Whalebone CPs: signage plan & installation pilot study	\$2,000	CP Operational Budget	July 24, 2018 Board
2019	Village Way Path: design modifications as per MoTI requirements	TBD	CW Funds	
2019	707 CP: directional signage review and install	\$5,000	CP Operational Budget, 2019	
2019	Property Acquisition, In Camera	\$0	staff time	In Camera
2019-20	Dodd Narrows CP: master plan	\$5,000	CP Operational Budget, 2019	
2019/20	Cox CP property addition: basic property assessment & security/safety improvements*	\$15,000	CP Operational Budget, 2019 - contingent on property acquisition	
2019	Cox CP: maps for trail signs (work with GaLTT)*	\$0	staff / volunteer time	
2019	Joyce Lockwood CP: stair removal & trail improvements*	\$13,000	CP Operational Budget, 2019	Dec 4, 2018 Board
2019	Spring Beach water access: stair replacement feasibility assessment/design*	\$0	TBD	
2019	DeCourcy Dr Water Access #2: stair replacement*	\$15,000	CP Operational Budget, 2019	
2019	Rollo McClay CP: Field upgrades - repairs, aeration, fertilizer, seeding*	\$18,000	South Community Recreation Budget 2019	
2019	Rollo McClay CP: Decommission well and upgrade storage capacity for trucked water*	\$8,000	South Community Recreation Budget 2020	
		Estimated Cost	Proposed Funding Source	Origin
<b>High Priority Projects (2020)</b>				
2020	Rollo-McClay CP: washroom accessibility assessment	TBD	CP Operational Budget, 2019	
2020	Spring Beach Water Access: stair replacement (if decide to proceed)	TBD	TBD	
2020	Village Way Path: construction	TBD	CW Funds	
2020	Huxley CP: Phase 2 or Phase 2/3 tender & construction (skatepark/park entrance/parking lot)	TBD	CW Funds; CP Capital Reserves; community contribution; potential grant funding	
2020	Rollo-McClay CP: entrance sign replacement	TBD	CP Operational Budget, 2020	
2020	Whalebone Parks: signage install	TBD	CP Operational Budget, 2020	
2020	Rollo-McClay CP: portable (GRS storage), structural assessment/repairs	TBD		operations inspection, fall 2018
2020	Geotech review - South Rd Stairs, Bluewhale, QueeQueg	TBD		operations, planned inspections



Medium Priority Projects (2021-2022)				
2021	707 CP: management plan update	TBD	CP Operational Budget, 2021	
2021	Huxley CP: Phase 3 construction drawings (tennis court renovation, storage buildings, bleachers)	TBD	CP Operational Budget, 2021	
2021	Huxley CP: Area B park info kiosk	TBD	CP Operational Budget, 2021	
2021	<i>Bluewhale, QueeQueg, landing replacements*</i>	TBD	CP Operational Budget, 2021	<i>operations, planned repairs</i>
2022	Bells Landing Water Access: boat launch feasibility study	TBD	CP Operational Budget, 2021	January 23, 2017
2022	Dog Off Leash Park: feasibility planning/public consultation	TBD	CP Operational Budget, 2021	delayed until Cox CP addition, Jan 23, 2018 Board

Low Priority Projects (2023- 2024)				
	Huxley CP: Phase 3 grant applications (tennis court reno, storage buildings, bleachers)	TBD	staff time	
	Huxley CP: Phase 3 construction (tennis court reno, storage buildings, bleachers)	TBD	TBD	
	Cox CP: management plan	TBD	CP Operational Budget, 2023	pending Cox CP addition
	Cox CP: property addition development	TBD	TBD	July 2017, POSAC
	707 CP: property addition development	TBD	TBD	

Additional Project Suggestions				
	<b>Gabriola Water Access Development</b>			
	Shaw Rd Water Access: MoTI permit, stair construction, signage			
	Eastholme Rd. Water Access: MoTI permit, survey, bench, signage			
	Rowan Rd. Water Access: MoTI permit, survey, trail development, signage			
	Ivory Way Water Access: benches, small pking area/turnaround, signage		staff time	
	Sir Williams/Saint Catherine's Water Access: trail/bench			
	<b>Mudge Water Access Development</b>			
	MI-14 & MI-18 - trail access to shore, off-road parking, signage		Priority #2 & #3	
	Mudge Island Community Park improvements		Priority #4	
	MI-21, MI-22, MI-26, MI-27 viewpoint development (inc bench, signage)		Priority #5	
	survey & sign remaining water accesses.		Priority #6	
	<b>Trail Development</b>			
	Support GaLTT to develop mobility accessible loop trail			June 2, 2015 POSAC
	<b>Park Development</b>			
	707 CP: parcel consolidation		staff time	
	707 CP: develop parking area - North Rd.			
	707 CP: develop parking area - Coats Dr.			
	707 CP: conservation covenant		staff time	

Completed Projects		Cost		
2018	Huxley CP: picnic table install	\$4,000	CP Operational Budget, 2019	
2018	<del>Rollo McClay CP: batting cage (work with GSA)</del>	\$0	request rescinded by GSA	May 24, 2016 Board
2018	Whalebone Parks: trail upgrades	\$11,000	CP Operational Budget, 2018	
2018	Pilot Bay CP: bench & sign install	\$1,000	CP Operational Budget, 2018 / volunteer time	
2018	Cox CP: trail construction (work with GaLTT)	\$0	staff / volunteer time	April 9, 2018 POSAC
2018	707 CP: gate, drainage, road repairs	\$11,000	CP Operational Budget, 2018	
2018	Huxley CP: Phase 1 official opening	\$500	CP Operational Budget, 2018	
2018	Huxley CP: benches, wind screens, other general maintenance	\$3,000	CP Operational Budget, 2018	
2017	Gabriola Skatepark - Concept Plan	\$12,000		
2017	Huxley CP: Playground construction (Phase 1 & Phase 2)	\$226,125	(\$13,200 donations & grants, \$212,925 CWF)	
2017	Huxley CP: tennis court resurfacing & sports court perimeter board replacement	\$148,410	(\$80,000 donations/grants; \$12,500 CWF; \$40,500 CP Reserve; \$15,500 CP Op 2017)	
2017	Cox Community park - entrance sign & benches	\$5,000		
2017	707 CP: Old Centre Rd trail brushing	\$9,000		
2017	Whalebone Parks trail improvements - trail upgrades, signage	\$20,000		
2017	Whalebone Parks Water Access improvements - Queequeg, Bluewhale, Joyce Lockwood	\$25,000		
2017	Islands Trust Bylaw Referral 289/290 Response (Potlatch)			
2017	Pilot Bay CP: trail construction (worked with GaLTT)	\$0	staff / volunteer time	
2016	Dodd Narrows CP Land Purchase			
2016	Joyce Lockwood CP: toilet & surround			
2016	Bells Landing Water Access: gravel surfacing			
2016	Huxley Park Playground & Sports Courts: grant writing			
2016	Whalebone parks improvements - survey work, directional and regulatory signage			
2016	Mudge Island Water Access - boundary identification (MI-21, MI-22, MI-26)			
2015	Rollo McClay CP: parking lot improvements			
2015	Rollo McClay CP: playground installation			
2015	Joyce Lockwood CP: lease renewal			
2015	Honeysuckle Trail - work with GaLTT & MoTI on trail permit & development			
2015	Mudge Island Water Access Identification: MI-05, MI-18, MI-20, MI-23, MI-27, MI-15			
2014	Rollo McClay CP: Water Reservoir Upgrades			
2014	Whalebone CP's: clean-up & reclaim entrances			
2014	707 CP: gate installation (South Road)			
2014	707 CP: bank stabilization at 880 Christine Close			
2014	Huxley CP: community consultation & park concept design			

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**TO:** Electoral Area 'C' Parks and Open Space Advisory Committee    **MEETING:** May 27, 2019

**FROM:** Renée Lussier  
Parks Planner

**SUBJECT:** 5-year Project Plan – Electoral Area C-EW/PV

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### **RECOMMENDATION**

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area C-EW/PV be approved.

### **SUMMARY**

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

### **BACKGROUND**

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

### **ALTERNATIVES**

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

### **FINANCIAL IMPLICATIONS**

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

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

EA C-EW/PV Reserve Fund	\$170,965
EA C-EW/PV Cash-in-Lieu Reserve Fund	\$39,718

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

### **STRATEGIC PLAN IMPLICATIONS**

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



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

Reviewed by:

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

Attachments

1. 5-year Project Plan 2020-2024 EA C-EW-PV\_spring 2019

RDN Electoral Area C-EW/PV Community Parks

5-Year Project Planning: 2020-2024

PLANNING WORKSHEET DRAFT

for review at the May 2019 POSAC meeting

Reserve Fund: \$170,965

Cash-in-Lieu Reserve Fund: \$39,718

As of May 2019

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

		Estimated Cost	Budget Notes	Origin
Current Year Projects (2019)				
2019	Anders & Dorrits CP: Detailed Design and ALC approval	\$25,000		
2019	Anders & Dorrits CP: seek grant funding	staff time		
2019	Park sign pilot project (at Anders & Dorrits CP)	\$2,000		EASC
High Priority Projects (2020-2021)				
2020	Anders & Dorrits CP: phase 1 park development	TBD		
2021	Anders & Dorrits CP: phase 2 park development	TBD		
2021	Meadow Drive CP: forest trail planning	TBD		POSAC
Medium Priority Projects (2022-2023)				
2022	Meadow Drive CP: forest trail development	TBD		
2023	Creekside CP: explore trail connection opportunity within park	TBD		
Low Priority Projects (2024- )				
2024	Jinglepot Roadside trail OR Creekside Roadside trail	TBD		
Additional Project Suggestions				
	Jinglepot Roadside trail			
	Creekside Roadside trail			
Completed Projects		Notes		

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**TO:** Electoral Area 'E' Parks and Open Space Advisory Committee      **MEETING:** June 12, 2019

**FROM:** Elaine McCulloch      **FILE:**  
Parks Planner

**Subject:** 5-year Project Plan - Electoral Area E Spring 2019

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## **RECOMMENDATION**

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

That the 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area E be approved with the addition of 2020 beach access signage and 2020 Nanoose Road Community Park signage.

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

## **SUMMARY**

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

## **BACKGROUND**

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

## **ALTERNATIVES**

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

## **FINANCIAL IMPLICATIONS**

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

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

EA E Reserve Fund	\$166,730
EA E Cash-in-Lieu Reserve Fund	\$86,955

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

## STRATEGIC PLAN IMPLICATIONS

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



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Elaine McCulloch  
emcculloch@rdn.bc.ca  
May 21, 2019

Reviewed by:

- W. Marshall, Manager, Parks Services
- T. Osborne, General Manager, Recreation and Parks
- G. Garbutt, Acting Chief Administrative Officer

Attachments

1. 5-year Project Plan EA E 2020-2024\_spring 2019

RDN Electoral Area E Community Parks  
5-Year Project Planning: 2020-2024  
PLANNING WORKSHEET

for review at the June 12, 2019 POSAC meeting

*This worksheet is provided for planning purposes only and is subject to change to accommodate other Board directives, funding constraints and staff resources.*  
*Estimated Costs* illustrated in italics refer to Order of Magnitude Costs and are not based on an official estimate.

Reserve Fund: \$116,730  
  
Cash-in -Lieu Reserve Fund: \$86,955  
  
As of May 2019

		Approved Budget 2019	Funding Source	Origin
Current Year Projects (2019)				
2019	Natural Playground: public consultation, detailed design and approvals (MOTI, RDN)	\$50,000	CW Funds 2019; staff time; consultant	POSAC delegation
2019/ 2020	Stone Lake Dr CP: Natural Playground development		CW Funds 2019; staff time; consultant and construction fees	
2019	Jack Bagley CP: RFSQ for consultation and prelim. design of multi-sport site	staff time	staff time	POSAC delegation
2019	Jack Bagley CP: Contract for consultation, prelim. design & costing	\$30,000	CW Funds 2019; consultant fees; staff time	POSAC delegation
2019	Jack Bagley CP: approvals, project coordination	staff time	staff time	POSAC delegation
2019	Beach Access signage assessment and plan	staff time	staff time	Beach Access Study
2019	Beach Access signage MOTI permits and installation	\$1,000	CP Operational Budget 2019; staff time	
2019	Nanoose Road CP: dog park install	\$5,000	staff time; CP Operational Budget 2020 for survey and studies	POSAC

		Estimated Cost	Proposed Funding Source	Origin
High Priority Projects (2020)				
2020	Jack Bagley CP: Site development (possibly phased e.g.racquetball sport court)	TBD	order of magnitude cost estimate; cost to be determined through planning/design process	
2020	Park signs pilot project - design and install (Es-hw Sme~nts CP selected)	\$5,000	staff time; graphic artist, photographer; CP Operational Budget 2019	EASC, POSAC
2020	Nanoose Road CP: evaluation of land ownership options	staff time	Crown lease renewal in 2020; explore option to acquire	

Medium Priority Projects (2021-2022)				
2021	Jack Bagley CP: Phase 2 site development (if not done all at once)	TBD	order of magnitude cost estimate; cost to be determined through planning/design process	
2021	Bonnington-Coventry Community Trail design	TBD	staff time; consultants - survey, geotech, stair design	POSAC delegation
2021	Bonnington-Coventry Community Trail development	TBD	contactor fees (site prep, stairs and trail work)	
2021	Teds Road Beach Access: site planning and consultation for stairs to beach	TBD	survey, studies, stair design: CP Operational Budget 2021	Beach Access Study
2022	Teds Road Beach Access: site development	TBD	stair and trail tender and construction	Beach Access Study
2022	Rowland Place CP: site planning and consultation (picnic area, FN interpretation, etc.)	TBD	survey, studies, graphic design: CP Operational Budget 2022	CPTS
2022	Beach Access trail planning (location(s) TBD as per Beach Access Study)	TBD	survey, studies: CP Operational Budget 2022	Beach Access Study



Low Priority Projects (2023-2024)				
	Rowland Place CP: site development	TBD	order of magnitude cost estimate; cost to be determined through planning/design process	
	Claudet Road CP: prepare master plan for future park use and development	TBD	consultant fees: consultation and conceptual layout options	POSAC, Oct. 3 2018
	Beach Access Trail development	TBD	(priority as determined in 2022)	
	Trail from Northwest Bay Rd to Schirra Drive along undeveloped Nanoose Rd ROW	TBD		
	Davenham Community Trail planning	TBD		CPTS
	Brickyard CP: parking and toilet considerations	TBD	<i>moved to low priority as per POSAC motion</i>	POSAC motion

Additional Project Suggestions				
	Investigate parkland expansion in Beachcomber area			CPTS
	Prepare park plan for Rowland, Northwest Bay/Stone Lake, Collins Crescent			CPTS
	Prepare park plan for Davenham Rd to Sea Ridge CP			CPTS
	Regional Trail plan between Moorecroft and Fairwinds			CPTS
	Upgrade Wall Estate CP trailhead and trails			CPTS
	Install directional signs at Dolphin Lake and CP			CPTS
	Roadside Trails: investigate trail development adjacent to major Nanoose Rds			CPTS

Completed Projects		Cost		
2015	Claudet Road CP	\$97,342	cost: \$97,342 CW Funds	
2017	Blueback CP	\$153,932	cost: \$153,932 (\$105,000 from Area E reserves; \$50,000 from Community Works funding)	
2017	Es-hw Sme~nts CP	\$38,970	cost: \$38,970 (CW Funds; CP Operational Budget)	
2018	Area E Beach Access Inventory (road ends) by POSAC Sub-Committee	staff time	POSAC sub-committee, staff time	POSAC

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**TO:** Electoral Area 'H' Parks and Open Space Advisory Committee **MEETING:** June 10, 2019

**FROM:** Elaine McCulloch  
Parks Planner

**FILE:**

**Subject:** 5-year Project Plan - Electoral Area H Spring 2019

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## **RECOMMENDATION**

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

## **SUMMARY**

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

## **BACKGROUND**

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

## **ALTERNATIVES**

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

## **FINANCIAL IMPLICATIONS**

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

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

EA H Reserve Fund	\$19,276
EA H Cash-in-Lieu Reserve Fund	\$232,154

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

## STRATEGIC PLAN IMPLICATIONS

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



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Elaine McCulloch  
emcculloch@rdn.bc.ca  
May 17, 2019

Reviewed by:

- W. Marshall, Manager, Parks Services
- T. Osborne, General Manager, Recreation and Parks
- G. Garbutt, Acting Chief Administrative Officer

Attachments

1. 5-year Project Plan EA H 2020-2024\_spring 2019

# 5-year Project Plan: 2020-2024 for Community Parks in Electoral Area H

## PLANNING WORKSHEET

Reserve Fund: \$19,276

Cash-in -Lieu Reserve Fund: \$232,154

As of May 2019

for review at the June 10, 2019 POSAC meeting

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

*\* Operational Item*

		Approved Budget 2019	Funding Source	Origin
Current Year Projects (2019)				
2019	Dunsmuir CP: Phase 1 final grading & planting	\$23,800	CP Operational Budget, 2019	April 24, 2018 Board
2019	Dunsmuir CP: Phase 2 construction drawings	\$6,000	CP Operational Budget, 2019	April 24, 2018 Board
2019	Wildwood CP: kiosk signage	\$5,000	CP Operational Budget, 2019	
2019	Beach Access: Sunny Beach planning	\$20,000	CP Operational Budget, 2019	
2019	Beach Access: signage & improvements	\$4,500	CP Operational Budget, 2019	June 11,2018 POSAC
2019	Lions Park: Operators Agreement (5 year, renewable)	\$0	staff time	
2019	Oakdowne CP: crown land licence for surrounding properties	\$0	staff time	
2019	Lions Park: garbage can replacement (x2)	\$0	staff time	
2019	Lions Park: infrastructure review, base information review	\$0	staff time	
2019	Henry Morgan CP: maintenance review	\$0	staff time	
		Estimated Cost	Proposed Funding Source	Origin
High Priority Projects (2020)				
2020	Lions Park: community consultation & park concept plan (inc. consideration of skatepark)	TBD	CP Operational Budget, 2020	
2020	Dunsmuir CP: Phase 2 grant applications	TBD	CP Operational Budget, CW Funds, 2019	
2020	Beach Access: Sunny Beach improvements	TBD		
Medium Priority Projects (2021-2022)				
2021	Lions Park: Phase 1 detailed planning	TBD		
2021	Dunsmuir CP: Phase 2 tender and construction	TBD		
2022	Henry Morgan CP: Phase 3 Park improvements, planning	TBD	CP Operational Budget, 2020	
Low Priority Projects (2023-2024)				
	Dunsmuir CP: trail development feasibility assessment	TBD		
	Lions Park: Phase 1 tender & construction	TBD		
	Henry Morgan CP: Phase 3 Park improvements	TBD	CP Operational Budget, 2020	
	Area H roadside trails			
	Connecting school trail			ATP initiative

Additional Project Suggestions				
	Support roadside safety improvements			
	E&N community trail by rail			

Completed Projects		Cost		
2018	Leon-Marshall Rd Trail: improvements	\$15,000	CP Operational Budget, 2020	
2018	Wildwood CP: sign kiosk	\$10,000	\$5,000 CP Operational Budget, \$5,000 Regional Budget 2018	
2017/18	Dunsmuir CP: Concept Plan, Phase 1 construction drawings	\$10,000	CP Operational Budget, 2018	April 24, 2018 Board
2017	Water Access signage review	\$0	staff time	
2017	Water Access signage install: Raft Rd, Cochrane Rd, Henson Rd, Noonday Rd, Henry Morgan Dr, Deep Bay Dr (end of spit)		CP Operational Budget, 2017	
2017	Roadside Trails: OCP review	\$0	staff time	
2016	Dunsmuir CP: Concept Plan & open house	\$0	staff time	
2016	Contribution to Lighthouse Community Hall Upgrades	\$20,000	CP Operational Budget, 2016	
2016	Oakdowne CP: Crown Lease renewal & acquisition of surrounding properties	\$0	staff time	
2016	Dunsmuir Area: POSAC outreach event	\$0	staff time	
2015	Thompson Clarke Trail Lease Renewal	\$0	staff time	
2015	Park Open house: presentation materials & attendance	\$0	staff time	
2015	Contribution to Lighthouse Community Hall Upgrades	\$20,000	CP Operational Budget, 2015	
2015	Shoreline Drive stair repairs		CP Operational Budget, 2015	
2014	Oakdowne Trails: signage plan and sign installation	\$4,000	CP Operational Budget, 2014	
2014	Henry Morgan CP: Phase 2 play equipment installation	\$12,000	CP Operational Budget, 2014	
2014	Henry Morgan CP: porta potty surround	\$3,000	CP Operational Budget, 2014	
2014	Essary Rd: trail development & signage	\$1,000	CP Operational Budget, 2014	
2014	Contribution of Lighthouse Community Hall Upgrades	\$20,000	CW Funds, 2014	
2012	Henry Morgan CP: Phase 1 construction	\$200,000	CP Reserves, 2014; grant	

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

**FROM:** Courtney Simpson      **FILE:** 2400 20 NAV/AVI  
Senior Planner, Long Range  
Planning

**SUBJECT: OCP and Zoning Amendments for Nanaimo Airport  
Draft Amendments for Consultation**

---

### **RECOMMENDATIONS**

That the Board receive, for the purpose of community and stakeholder consultation, the draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands, as contained in Attachments 6 and 7.

### **SUMMARY**

To consider draft Official Community Plan and zoning bylaw amendments for the Nanaimo Airport lands to facilitate development of the airport, as well as commercial uses complimentary to the airport on the portion of the property adjacent to the Trans-Canada Highway. Once received by the RDN Board, the draft Official Community Plan and zoning bylaw amendments will form part of the public consultation materials for this project.

### **BACKGROUND**

The Regional District of Nanaimo (RDN) is currently undertaking a project to amend the Regional Growth Strategy (RGS), Electoral Area A Official Community Plan, 2011 (OCP), and Nanaimo Regional District Land Use and Subdivision Bylaw 500, 1987 (zoning bylaw) to support further development on the Nanaimo Airport lands in recognition of their role as a regional transportation hub and important part of the central Vancouver Island economy. At the January 22, 2019 meeting, the RDN Board endorsed the Terms of Reference including the Consultation Plan for the project.

The Nanaimo Airport is comprised of three parcels of land on 211 hectares owned by the Nanaimo Airport Commission (NAC), a federal not-for-profit corporation. A fourth, 33 hectare parcel north of Haslam Road is also owned by the NAC but is not within the federally designated Airport. An approximate 15 hectare area at the eastern boundary of the airport is located within the Cowichan Valley Regional District (Attachment 1 – Subject Property Map).

The RGS designates the area containing the airport terminal, hangars, parking and some undeveloped land as “Industrial”. The land fronting the Trans-Canada Highway and the ALR land including the runway, golf course, and parcel north of Haslam Road is designated “Resource Lands and Open Space” which is intended for resource use only. The Growth Containment Boundary is immediately across the Trans-Canada Highway from the Airport lands (Attachment 2 – Map of Current RGS Land Use Designation).

The current OCP designates the subject properties as “Nanaimo Airport” and does not contain any objectives or policies for this designation, instead supporting a future public process to add objectives and policies for these lands to the OCP (Attachment 3 – Current OCP Section 8.8 Nanaimo Airport and Attachment 4 – Map of Current OCP Land Use Designation). It has been a long-standing aim of the RDN to update the OCP and zoning for the Nanaimo Airport to reflect the current use of the airport and enable commercial uses not related to aeronautics.

Current RDN zoning of the subject properties does not reflect actual land uses. The zoning is Rural 4 or Agriculture 1, and are within Subdivision District 'D' (see Attachment 5 – Map of Current Zoning). The permitted uses in the Rural 4 zone are agriculture, aquaculture, home based business, produce stand, residential use, silviculture, and secondary suite. Permitted principal uses in the Agriculture 1 zone are farm use, agriculture and residential. The minimum parcel size in Subdivision District 'D' is 2.0 hectares, irrespective of the level of servicing available.

To regulate land use surrounding the Nanaimo Airport and support airport operations, Transport Canada could enact federal airport zoning regulations (AZR) and it is our understanding that the NAC is contemplating enacting an AZR in the near future. For the Board’s reference, AZRs restrict the heights of buildings, structures and objects (including natural growth, such as trees) on regulated land, and restrict land uses that could interfere with the safe operation of the airport. Legislation permitting for AZR’s is found in section 5.4 of the Aeronautics Act.

The RDN met with the NAC during development of the Terms of Reference and the draft OCP and zoning bylaw amendments. The NAC is aware of the recommendations in this report and the NAC has indicated that they do not support the proposed amendments to the OCP and zoning for the airport lands and are of the position that the RDN has no land use authority over these lands. In accordance with the direction in the Electoral Area A OCP and historical land use policy for the airport, the proposed bylaw amendments are supportive of the ongoing development of the airport as a regional economic hub and logistics centre. The proposed bylaws reflect the Nanaimo Airport Land Use Plan 2019 that was recently adopted by the NAC and reflect the legal authority granted to the RDN through the *Local Government Act*. Implementation of the OCP and Zoning amendments will continue the longstanding support that the RDN has provided to the NAC, respond to community input on the ongoing operation and expansion of the Nanaimo Airport and provide certainty for ongoing investment at the airport in accordance with their adopted Master Plan which guides the expansion and development of their airside and groundside lands.

### ***Proposed Development***

The NAC recently adopted the Nanaimo Airport Land Use Plan 2019, for development of their lands. The NAC Land Use Plan is comprised of their Strategic Plan (2019-2023), Master Plan, Land Use and Development Principals, and Land Use Development Plan 2019. The Land Use Development Plan includes a map with five land use zones, site plan, conceptual transportation network, and a set of objectives and general policies (Attachment 6 – Draft OCP Nanaimo Airport Designation). At this conceptual stage, details such as site servicing, building height, setbacks, landscaping, signage, and details of specific uses are not yet specifically addressed but will be guided by the objectives, policies and development principals of the Nanaimo Airport Land Use Plan.

In addition to development of airside commercial areas, an air terminal reserve area, the runway, and future aviation area (currently the Cottonwood Golf Course), the Nanaimo Airport Land Use Plan includes a concept for commercial development adjacent to the Trans-Canada Highway that is currently occupied in part by an Arbutus RV sales lot and parking areas.

The proposal is to amend the Regional District of Nanaimo RGS, OCP, and zoning bylaw to acknowledge current aviation uses and support development of the Nanaimo Airport lands. Specifically, the following amendments are proposed:

- ***Regional Growth Strategy*** – extend the Growth Containment Boundary to include the portion of the Nanaimo Airport lands proposed for groundside commercial uses.
- ***Official Community Plan*** – Amend the text in Section 8.8 – Nanaimo Airport to reflect current and proposed uses of the airport as shown in their Land Use Plan, and add objectives and policies (Attachment 6 – Draft OCP Nanaimo Airport Designation). An amendment to the OCP designation map is not required as it already designates the NAC – owned parcels as ‘Nanaimo Airport’.
- ***Zoning Bylaw*** – For the three parcels south of Haslam Road, change the current zoning from RU4 and AG1 to a new zone called ‘Nanaimo Airport 1’ and include two sub-areas based on the Nanaimo Airport Land Use Plan. Development Area A would include the area identified in the NAC Land Development Site Masterplan map as Airside, Airside Commercial, and Air Terminal Reserve. Development Area B is adjacent to the Trans-Canada Highway and would include the area identified in the NAC Land Development Site Masterplan as Groundside Commercial, but excluding parking areas (Attachment 7 – Draft Nanaimo Airport Zone).

For the parcel north of Haslam Road, no change is proposed to the AG1 zone designation.

### ***Regional Growth Strategy Implications***

To implement the proposed OCP and zoning amendments, the RGS will also require amendment to include the area adjacent to the Trans-Canada Highway within the Growth Containment Boundary. Currently, an Industrial Lands RGS designation covers the airside commercial, air terminal, and some of the groundside commercial area, but some of the area proposed for groundside commercial is designated as Resource Lands and Open Space which is intended for resource use only.



The process recommended is to engage with the NAC, public, and other stakeholders on the OCP and zoning amendments first, and when these amending bylaws are given first reading, begin the RGS amendment process. This will allow for details of the proposed development and the specific area designated for groundside commercial uses to be clarified first, to provide a basis for the RGS amendment. The need for an RGS amendment will be communicated throughout the public engagement process, but the actual amendment should be initiated later in the process.

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

The current OCP designates the four NAC-owned parcels as “Nanaimo Airport” and does not contain any objectives or policies for this designation, instead supporting a future public process to add objectives and policies for these lands to the OCP (Attachment 3 – Current OCP Section 8.8 Nanaimo Airport and Attachment 4 – Map of Current OCP Land Use Designation).

Attachment 6 contains draft text for the OCP Nanaimo Airport Designation based on the Nanaimo Airport Land Use Plan and additional recommended content from the RDN. An OCP map amendment is not required as the OCP currently designates the four parcels owned by the NAC as “Nanaimo Airport”.

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

A number of land use considerations for the proposed development include: aquifer protection; form and character of development; existing Agricultural Land Commission covenant; future use of the parcel north of Haslam Road; height; fire protection; parking; site servicing; transit exchange; and highway access upgrades.

Aquifer Protection and Form and Character of Development: Aquifer protection and form and character of development are proposed to be addressed through a Memorandum of Agreement with the NAC. A Memorandum of Agreement could also include other related land use impacts such as a process for addressing noise complaints.

Existing Agricultural Land Commission Covenant: An existing covenant, in favour of the Agricultural Land Commission, that restricts use of the land to airport-related commercial and light industrial, is registered against Lot 2 (Attachment 1 – Subject Property Map). OCP and zoning bylaw amendments not consistent with the covenant should not be adopted by the RDN. The NAC is working with the Agricultural Land Commission to address the use restrictions in the covenant.

Parcel north of Haslam Road: The NAC-owned parcel north of Haslam Road is not within the boundary of the federal airport designation as it was not part of the original airport lands. The Nanaimo Airport Land Use Plan identifies the parcel as “Agriculture / Future Aviation” and navigation lights for the airport are currently sited on this parcel. The draft zoning bylaw amendment makes no change to the zone for this parcel, currently AG1. Alternatively, the parcel could be zoned as “Nanaimo Airport 1”, but further discussion with the NAC is needed on this topic.

Height: Suggested heights in the draft zoning bylaw are within the capacity of available firefighting apparatus. Greater heights can be considered if firefighting can be provided. The draft bylaw includes maximum height in Development Area B of ‘10.0 m or 3 storeys’ which is consistent with the Nanaimo Airport Land Use Plan. Hotel use is permitted a maximum height

of '15.0 m or 4 storeys' anticipating a potential future need. Any maximum heights in the zone for the subject property could be further restricted by flight path requirements.

Fire Protection: The subject properties are within the Cassidy Fire Protection District where the Cranberry Fire Department is contracted by the RDN to provide firefighting services. While the Cranberry Fire Department does not have a ladder truck, the 10.0 metre building height is within their firefighting capabilities. A building of 15.0 m may require a ladder truck for firefighting, which is accessible through automatic aid with the North Cedar Fire Department. To ensure sufficient water is available for firefighting, on site water storage may be required.

Parking: The zoning bylaw includes parking standards that would apply to commercial development on the Nanaimo Airport lands, but not the terminal parking provided for airport staff or travelers flying out of the airport, which is integral to the airport operations and would not be regulated by the RDN. Parking is included in the list of permitted uses in Development Area B to support the potential for commuter parking related to a transit exchange.

Site Servicing: The existing airport development is serviced by onsite water and wastewater disposal. It is understood that there is substantial future capacity and this should be confirmed through development of a Memorandum of Agreement related to aquifer protection, and at the building permit stage. The draft OCP land use designation includes policy 8.8.7 encouraging the NAC to consider coordinating shared wastewater treatment with the Cassidy Village Centre, a potential opportunity that has been discussed for a number of years.

Transit Exchange: The Nanaimo Airport Land Use Plan includes planning and development of a multi-modal transportation hub as a guiding principal. A transit exchange will be contemplated in a future project.

Highway Access Upgrades: Commercial development at the Nanaimo Airport may require upgrades at the intersection of the Trans-Canada Highway and Spitfire Road, and a new second entrance to the south as shown on the NAC's land use plan would require approval from the Ministry of Transportation and Infrastructure.

### ***Environmental Implications***

Environmental sensitivities identified on the subject property include the underlying aquifer and habitat of the Coastal Vesper Sparrow. A Memorandum of Agreement between the NAC and RDN should be developed to address aquifer protection. Protection of the Coastal Vesper Sparrow nesting habitat should be addressed with the Canadian Wildlife Service.

### ***Intergovernmental Implications***

The Terms of Reference, including a consultation plan for the project, was adopted by the Board on January 22, 2019. The consultation plan includes working with NAC, referrals to the adjacent regional district and municipality, First Nations, and relevant provincial and federal agencies, including the NAC. (Attachment 8 – Project Terms of Reference)

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

The Terms of Reference (Attachment 8) for the project outlines steps in the consultation process, including both in person and on-line methods of obtaining feedback, as well as both broad consultation such as a public open house, and targeted key stakeholder engagement. Communication with the NAC will continue throughout the project. Due to the time taken to seek

further input from the NAC before finalizing this report, the launch of public engagement is four months behind the schedule in the Terms of Reference. An updated schedule is provided in within Attachment 8 – Project Terms of Reference.

## **ALTERNATIVES**

1. To approve the draft OCP and zoning bylaws attached to this report and proceed with the Nanaimo Airport Planning Bylaw Updates Project.
2. To amend the draft OCP and/or zoning bylaws attached to this report and proceed with the Nanaimo Airport Planning Bylaw Updates Project.
3. To not approve the draft OCP and zoning bylaws attached to this report and provide alternate direction.

## **FINANCIAL IMPLICATIONS**

The resources needed for this project are largely staff time. The 2019 budget includes an amount for advertising and community engagement such as facility rentals and printed materials. There will be legal fees related to bylaw review.

Approximately 0.5 full-time staff equivalent from Strategic and Community Development and mapping resources will be assigned to the project through to completion. All community, stakeholder and First Nations engagement, along with bylaw drafting, communication materials drafting and design will be completed by RDN staff.

## **STRATEGIC PLAN IMPLICATIONS**

The Board's 2019-2022 Strategic Plan recognizes "economic coordination" and this project will advance the goal to "set the table to enable diverse economic opportunities across the region." The process balances the local matter of land use with the regional provision of air transportation. Goals of other focus areas of the Strategic Plan for "environmental stewardship" and "people and partnerships" will also be advanced through this project.



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Courtney Simpson  
csimpson@rdn.bc.ca  
June 28, 2019

Reviewed by:

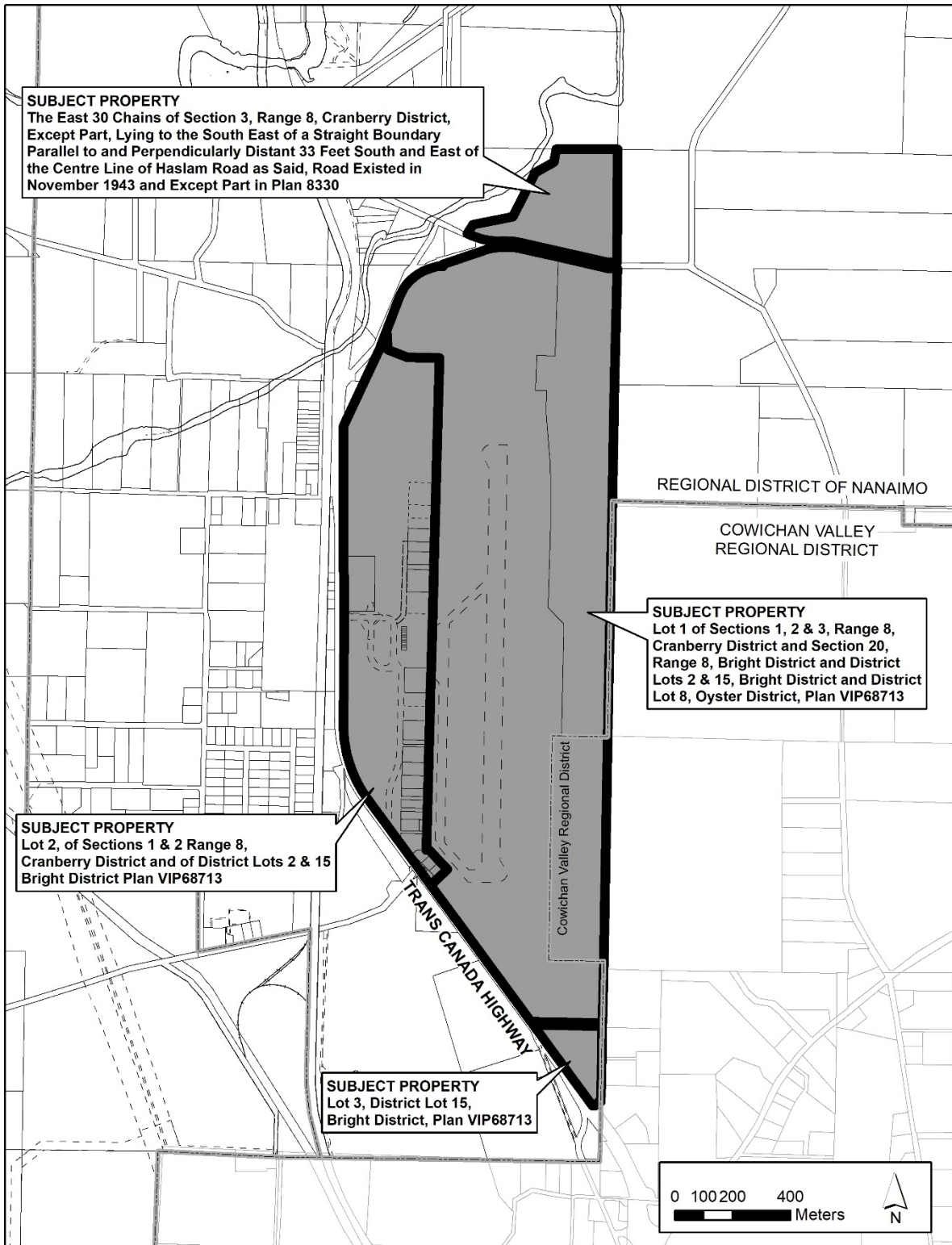
- K. Fowler, Manager, Long Range Planning and Energy & Sustainability
- G. Garbutt, General Manager, Strategic & Community Development
- P. Carlyle, Chief Administrative Officer

#### Attachments

1. Subject Property Map
2. Map of Current RGS Land Use Designation
3. Current OCP Section 8.8 Nanaimo Airport
4. Map of Current OCP Land Use Designation
5. Map of Current Zoning
6. Draft OCP Nanaimo Airport Designation
7. Draft Nanaimo Airport Zone
8. Project Terms of Reference

## ATTACHMENT 1

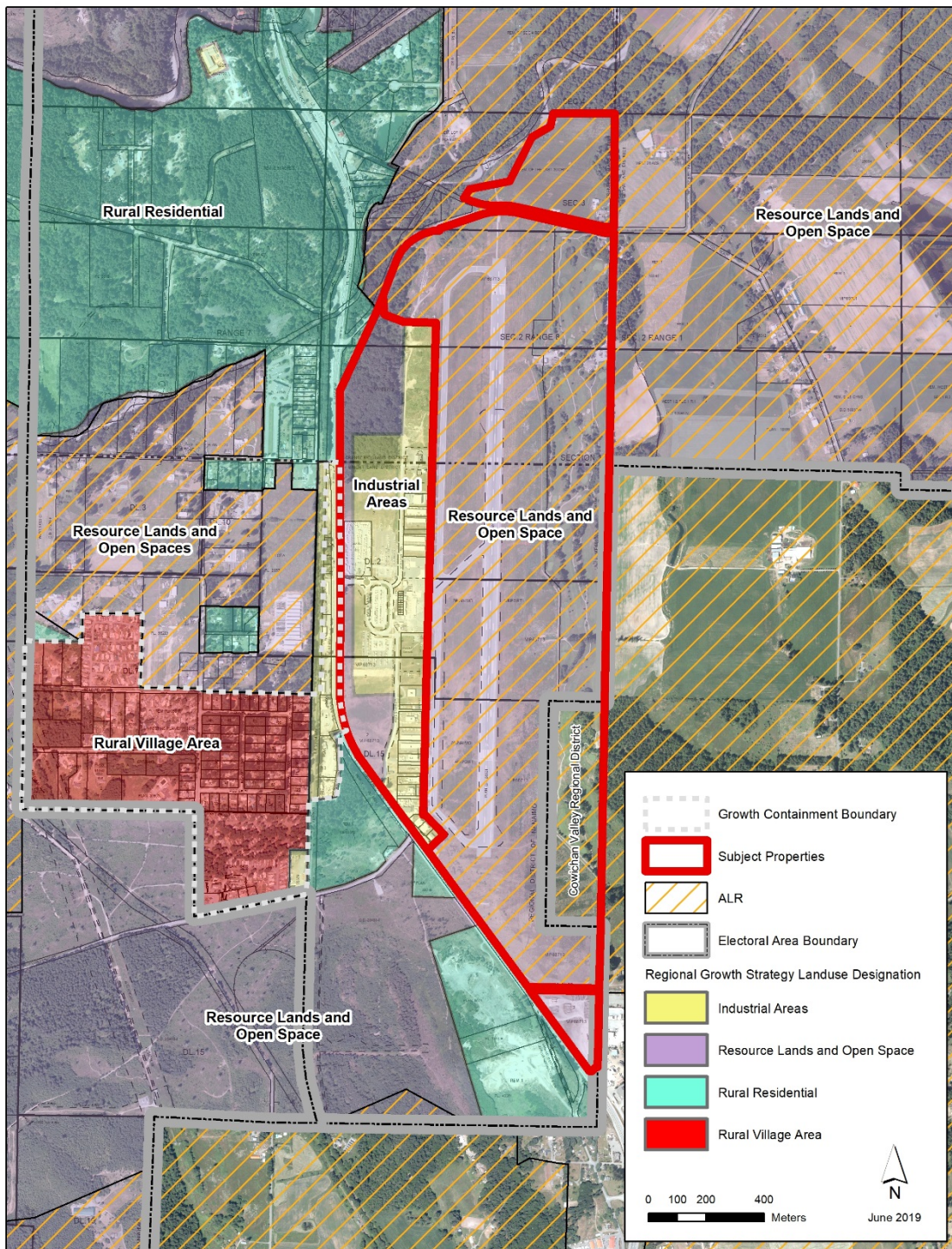
### SUBJECT PROPERTY MAP





## ATTACHMENT 2

### MAP OF CURRENT RGS LAND USE DESIGNATION



## **8.8 Nanaimo Airport**

The Nanaimo Airport is located on approximately 211.0 ha of land situated in the south west corner of Electoral Area 'A'. It is a regional facility, owned and operated by the Nanaimo Airport Commission (NAC) with a primary catchment area extending from approximately Qualicum Bay in Electoral Area 'H' to the north and the City of Duncan to the south.

Recent and ongoing upgrades including a runway extension, installation of navigational equipment, and a major terminal upgrade are expected to improve airport reliability and create opportunities for increased passenger service.



The airport lands are located above the Cassidy Aquifer which is known to be highly vulnerable to surface contamination. Aquifer protection is of utmost importance to plan area residents. Therefore the community wishes to ensure that all activities on airport lands are conducted in a manner which minimizes the risk of groundwater contamination.

In response to these concerns, the RDN shall strongly encourage the NAC, when proposing activities on airport lands which have the potential to impact the Cassidy Aquifer, to take proactive aquifer protection measures such as the preparation of a hydrogeological assessment and conducting work under the supervision of a Hydrogeologist or qualified engineer to ensure that the aquifer is protected against the impacts of development.

Throughout the OCP review process there were numerous discussions regarding how this plan should address the Nanaimo Airport Lands. This plan recognizes there are unresolved issues surrounding the Nanaimo Airport that are of regional significance which go beyond the scope of this plan and require input from stakeholders representing a cross section of regional views.

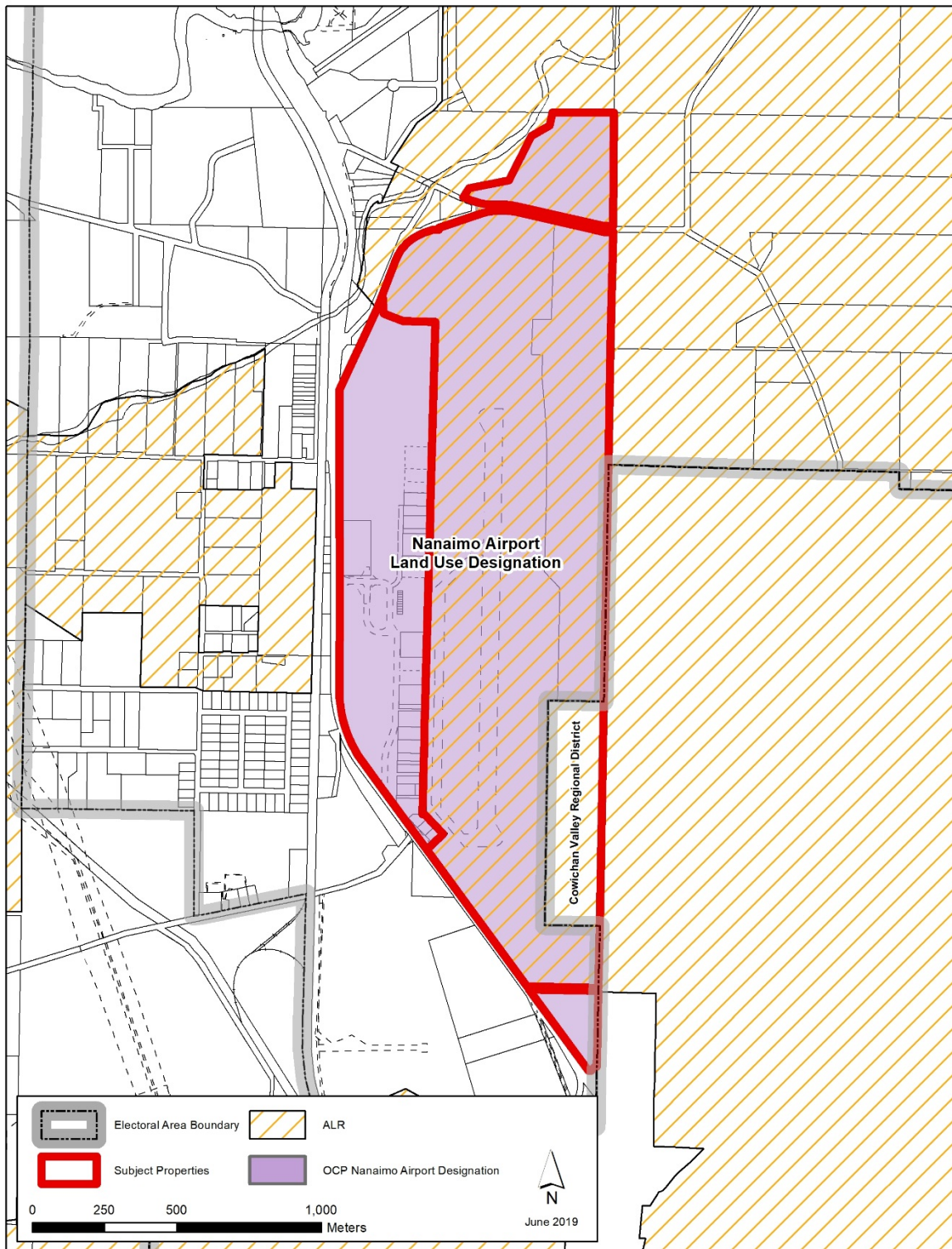
This plan supports the establishment of a process to identify and respond to the community's concerns with respect to the Nanaimo Airport. This process must include opportunities for the public and other stakeholders to provide input. It is recognized that this plan may be amended at a later date in response to the outcome of that process. Should an amendment to the OCP be considered in response to that process, the Electoral Area 'A' OCP Committee should be consulted and have an opportunity to provide input.

The RDN has no jurisdiction over aeronautic and aeronautic-related uses and uses which are considered vital components of airport operations. The RDN has jurisdiction over uses which are not related to and are not vital to the operation of an airport. While the determination of these matters is ultimately one that would be made either by reaching an agreement with the Nanaimo Airport Commission through the community planning process supported by this plan, or failing that, by the courts, generally speaking the RDN would expect to be able to control those uses which do not contribute to the functioning of the airport as a facility for air transportation."



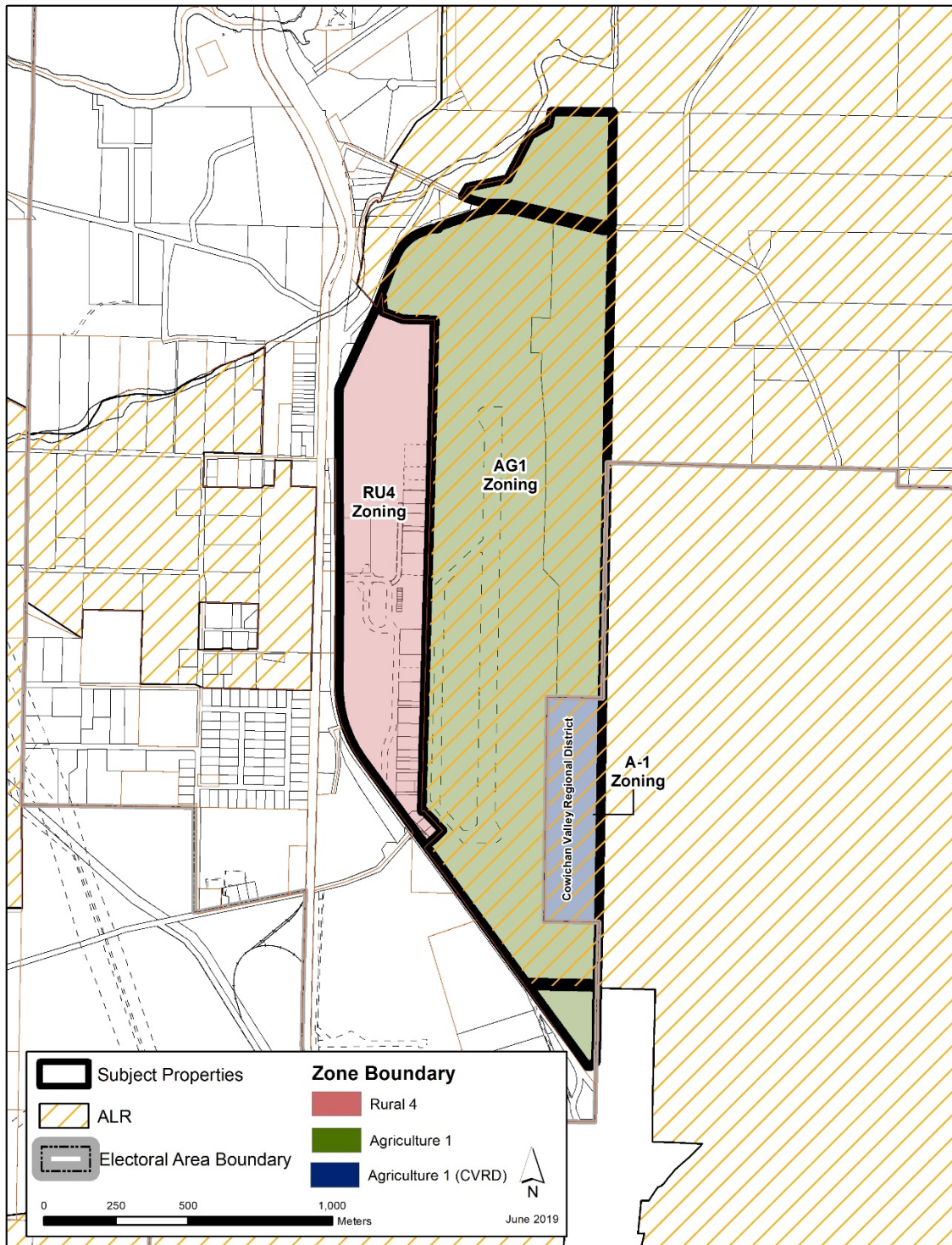
## ATTACHMENT 4

### MAP OF CURRENT OCP LAND USE DESIGNATION





ATTACHMENT 5  
MAP OF CURRENT ZONING



## ATTACHMENT 6

### DRAFT OCP NANAIMO AIRPORT DESIGNATION

#### 8.8 Nanaimo Airport

The Nanaimo Airport is comprised of three parcels of land on 211 ha owned by the Nanaimo Airport Commission, a federal not-for-profit corporation. A fourth, 33 ha parcel north of Haslam Road is also owned by the Nanaimo Airport Commission and within the OCP Nanaimo Airport designation, but not within the federally designated Airport. An approximately 15 ha area of the airport at the eastern boundary is located within the Cowichan Valley Regional District.



The Nanaimo Airport Commission's Nanaimo Airport Land Use Plan, 2019 establishes objectives, policies, development principals, and land use zones to guide development of the airport lands in support of the economic and environmental viability of airport, and the region, and support the airport's role as a regional transportation facility.

The airport lands are located above the Cassidy Aquifer, which is highly vulnerable to surface contamination. Aquifer protection is of utmost importance.

#### Objectives and Policies

Section 8.8	Policy/Objective
Objective 8.8.1	<b>Recognize the importance of the Nanaimo Airport as an economic and transportation hub for the Regional District of Nanaimo and Vancouver Island.</b>
Policy 8.8.1	The Lands owned by the Nanaimo Airport Commission that are shown on Map No. 3 shall be designated as Nanaimo Airport Lands.
Policy 8.8.2	On Nanaimo Airport Lands outside the ALR, the RDN supports airport use, including airport use described in the Nanaimo Airport Land Use Plan contained within Schedule C of this OCP. The RDN also contemplates that a portion of the non-ALR lands within the Nanaimo Airport Lands designation may be zoned to allow other uses the RDN determines are compatible with the operation of an airport on the Nanaimo Airport Lands. .
Policy 8.8.3	On the Nanaimo Airport Lands within the ALR, Agriculture use is supported.

<b>Section 8.8</b>	<b>Policy/Objective</b>
Policy 8.8.4	<p>The RDN encourages the NAC to consult with the community and the RDN to address specific issues related to airport expansion and development of light industrial and commercial uses including the following:</p> <ul style="list-style-type: none"> <li>a. establishing and regulating flight paths and hours of usage to minimize disturbance to nearby residents;</li> <li>b. communication process for addressing noise complaints;</li> <li>c. mitigating impact of development on groundwater, surface water and storm water management.</li> <li>d. traffic impacts; and</li> <li>e. visual character.</li> </ul>
Policy 8.8.5	Continued operation of the Cottonwood Golf Course within the ALR in this designation is supported.

<b>Section 8.8</b>	<b>Policy/Objective</b>
<b>Objective 8.8.2</b>	<b>Protect the Cassidy aquifer, acknowledge the sensitivities associated adjacent ALR lands, streams, and surrounding residential areas, and avoid or mitigate any negative impacts from development.</b>
Policy 8.8.6	The NAC is encouraged to provide a high standard of wastewater and storm water management and treatment to protect the sensitive aquifer.
Policy 8.8.7	The NAC is encouraged to consider options for coordinating shared wastewater treatment with the Cassidy Village Centre, including consideration of connection to DPPCC.
Policy 8.8.8	The NAC is encouraged to continue its groundwater monitoring program for both water levels and water quality, to share groundwater monitoring data with the Province and the RDN, and ensure that new development does not negatively impact the aquifer.

**ATTACHMENT 7**  
**DRAFT NANAIMO AIRPORT ZONE**

**3.4.xxx.xx NANAIMO AIRPORT**

**AR1**

**Permitted Principal Uses**

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For clarity, by describing “airport” as a permitted use in this zone, the RDN does not intend to imply that it has the constitutional jurisdiction to regulate the location or operation of airports or the construction of airport buildings and structures. The listing of “airport” as a permitted use is also not intended to imply that the RDN is “allowing” a non-farm use on the portion of the lands that are in the Agricultural Land Reserve. Instead, “airport” is listed as a permitted use in this zone in recognition that the Nanaimo Airport Commission operates an airport on the lands and to give context to the provisions below relating to site coverage that require the coverage by airport buildings and structures to be taken into account in determining whether additional buildings and structures for uses other than airport use are permitted.

**Development Area A - Airport**

- a) airport
- b) agriculture

**Development Area B - Airport Commercial**

- a) airport
- b) convenience store
- c) fast food outlet
- d) gas bar
- e) gasoline service station
- f) hotel
- g) light industry
- h) neighbourhood pub
- i) office
- j) parking
- k) restaurant
- l) retail store
- m) tourist store
- n) tourist information booth
- o) transit exchange

## **Maximum Height of Buildings and Structures**

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Height:

hotel use: 15.0 m or 4 storeys, whichever is less

all other uses: 10.0 m or 3 storeys, whichever is less

## **Maximum Parcel Coverage**

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Parcel coverage: 60% including impervious surfaces.

A building or structure (including impervious surfaces) that is not intended to be used for airport purposes must not be constructed or placed on a parcel if the parcel coverage of all buildings and structures (including impervious surfaces) on that parcel, including those used or intended to be used for airport purposes, already exceeds 60% or if the addition of that building or structure would cause the parcel coverage of all buildings and structures (including impervious surfaces) on the parcel, including those used or intended to be used for airport purposes, to exceed 60%.

## **Minimum Setback Requirements**

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Front lot lines	10 metres
All other lot lines	5 metres

except where any part of a parcel is adjacent to or contains a watercourse, then the regulations in Section 3.3.8 shall apply.

## **Off Street Parking Requirements**

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Parking shall be provided as set out under Schedule '3B' Off-Street Parking & Loading Spaces.

In addition to the requirements of Schedule '3B' Off-Street Parking & Loading Spaces, the following bicycle parking is required:

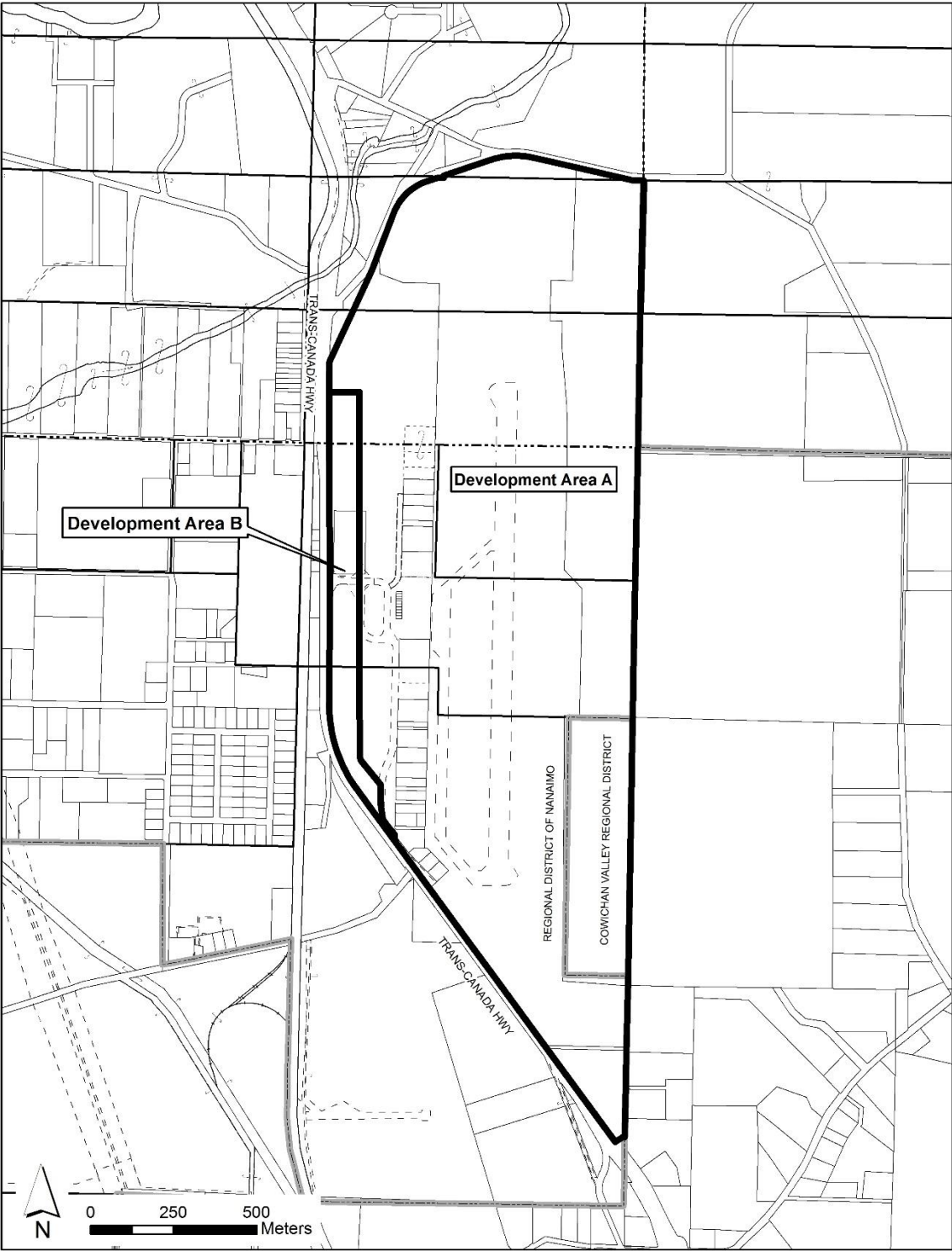
- a) 1 space per 475 m<sup>2</sup> commercial floor area adjacent to primary building entrances.

## **Other**

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Except as provided above for the purposes of calculating parcel coverage limits for the construction of a building or structure not intended to be used for airport purposes, the above restrictions in this zone on height, parcel coverage, minimum setbacks and off-street parking do not apply to buildings or structures that are used or intended to be used for airport purposes.

**Nanaimo Airport 1 Zone  
Schedule 1 Development Areas A and B**





## PROJECT TERMS OF REFERENCE

# Nanaimo Airport Planning Bylaw Updates



## Terms of Reference

December 6, 2018

Endorsed by RDN Board January 22, 2019

Timeline dates updated June 13, 2019

### Introduction

The purpose of this project is to acknowledge current aviation uses and support the growth and development of the Nanaimo Airport lands by amending the Regional Growth Strategy (RGS), Electoral Area A Official Community Plan (OCP) and the Land Use and Subdivision Bylaw 500 (zoning bylaw).

Since at least 2003 the Regional District of Nanaimo (RDN) and the Nanaimo Airport Commission (NAC) have been in discussion to formalize current aeronautics-related uses in RDN land use bylaws and to create policies and regulations for future uses on the Nanaimo Airport lands that are not related to aeronautics and operation of the airport. During the most recent review of the Electoral Area A OCP, it was decided to initiate a separate process to adopt a land use plan for the Nanaimo Airport lands within the OCP and zoning bylaw, and this separate process began in 2011. This Terms of Reference outlines the current phase in the ongoing project towards adoption of OCP and zoning bylaw amendments for the Nanaimo Airport lands.

### 1. Background

The Nanaimo Airport is located on approximately 211 hectares (ha) of land situated in the southwest corner of Electoral Area A (see figure 1). Jurisdiction over land use is shared between the RDN and the NAC, and depends on the nature of specific uses. Use and development of the airport lands in relation to aeronautics is under exclusive federal authority through the NAC and not subject to the regulatory control of the RDN, however, uses not related to aeronautics are subject to RDN bylaws.

The Nanaimo Airport lands are almost entirely within the RDN; a small portion at the south end of the property is within the Cowichan Valley Regional District. In 1942, the Department of National Defense purchased the land on which the Airport is situated, and constructed an airstrip making it war-ready. In 1992, the management of the Airport was transferred to the NAC, a federally registered not for profit authority, to which ownership of the lands was also transferred in 1996. A more detailed history of the airport is found on the Nanaimo Airport website at: [www.nanaimoairport.com/business/history](http://www.nanaimoairport.com/business/history).

Until 1997, the Airport property was entirely in the Agricultural Land Reserve (ALR). The Airport received approval from the Agricultural Land Commission to exclude approximately 50 ha from the ALR to allow for the addition of 'airport related' uses along the portion of the airport adjacent to the Island Highway. The Commission also granted 'special use status' for a 40 ha parcel for commercial/recreational use (the golf course) to the east of the airport runway.

### ***Regional Growth Strategy, OCP and Zoning***

The Regional Growth Strategy (RGS) designates the area containing the airport terminal, hangars and associated parking as “Industrial”, and the ALR land including the runway and golf course, and the land fronting the Island Highway as “Resource Lands and Open Space” (see figure 1).

The 2011 OCP designates these lands as “Nanaimo Airport” and does not contain any objectives or policies for this designation, instead supporting a public process to add objectives and policies for these lands to the OCP in the future.

Current zoning of the Nanaimo Airport lands does not reflect actual land uses. The lands are zoned Rural 4 or Agriculture 1, and are within Subdivision District 'D' (see figure 2). The permitted uses in the Rural 4 zone are: agriculture, aquaculture, home based business, produce stand, residential use, silviculture, and secondary suite. Permitted principal uses in the Agriculture 1 zone are farm use, agriculture and residential. The minimum parcel size in Subdivision District 'D' is 2.0 ha irrespective of the level of servicing available.

### ***Past work on OCP and Zoning Bylaw Amendments***

The NAC has been pursuing development of their non-ALR land adjacent to the Island Highway for some time, and first referred a draft of their “Nanaimo Airport Master Plan” to the RDN for comment in 2003, which was subsequently finalized in 2004. At that time, the RDN drafted OCP and zoning bylaw amendments for the lands but these were not adopted and the earlier zoning remains in place. Since then, the NAC has continued to develop and refine their land use plan, and published a map on their website at [www.ycdaviationgateway.ca](http://www.ycdaviationgateway.ca), which provides important context and background for this project.

Non-aviation use of the Nanaimo Airport lands were again considered during the Electoral Area A OCP Review from 2008-2011, but issues and community concern over land use jurisdiction of the Nanaimo Airport lands could not be resolved in the time frame for that process, and it was decided to initiate a separate, public engagement process following adoption of the OCP.

Immediately following the adoption of the 2011 OCP, the RDN engaged CitySpaces Consulting to conduct a jurisdictional review of comparable airports in BC and to provide advice to the RDN on an appropriate process to include the Airport lands in the Area A OCP based on feedback from consultations with key stakeholders, Area A residents and the general public. The “Nanaimo Airport Land Use Final Report” dated June 2012 presents the results of their review and consultation. Based on the recommendations in that report, the RDN and NAC proceeded to develop a memorandum of understanding (MOU) which is still ongoing.



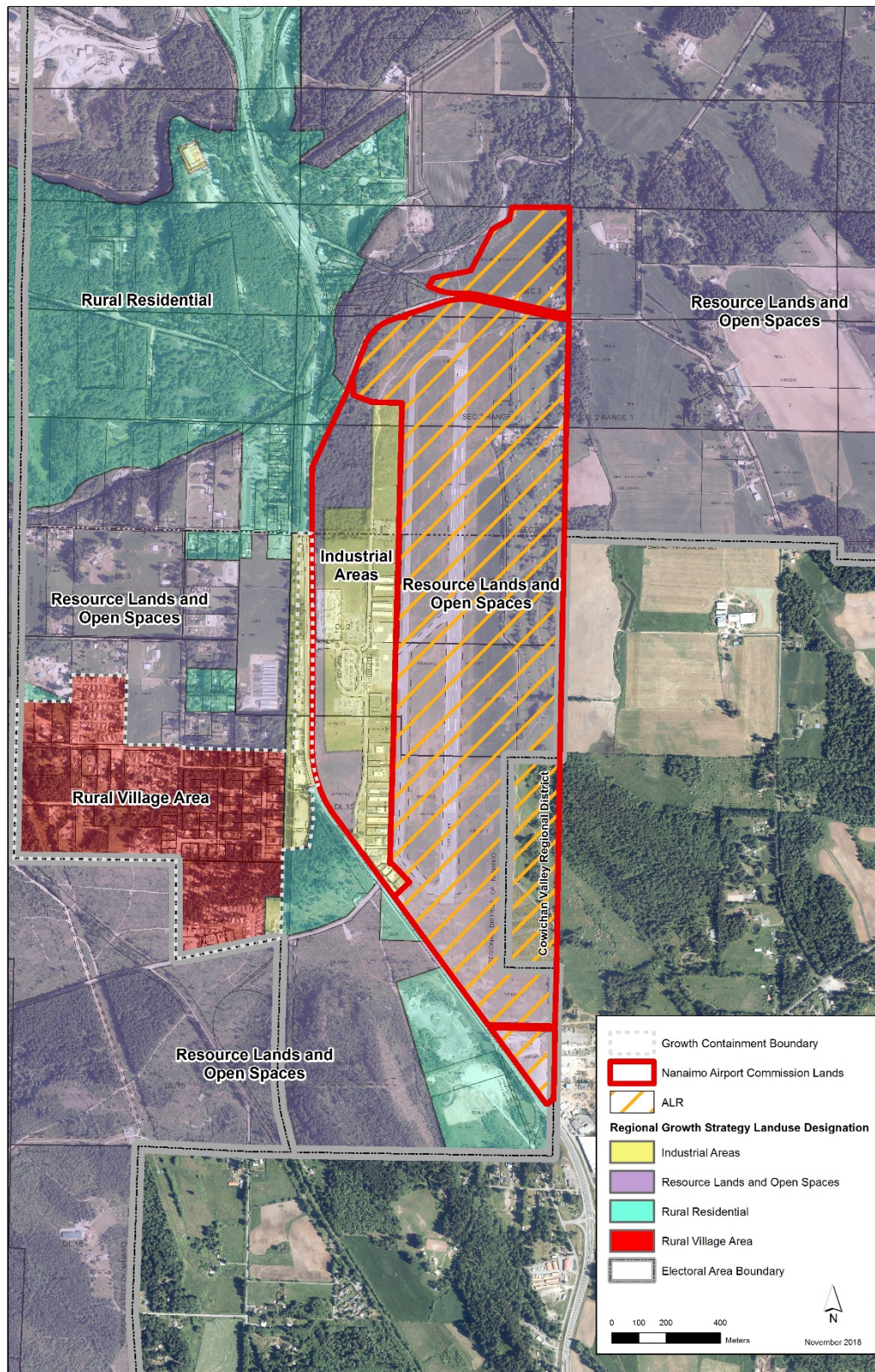


Figure 1 Nanaimo Airport Commission Lands and Current Regional Growth Strategy Designations



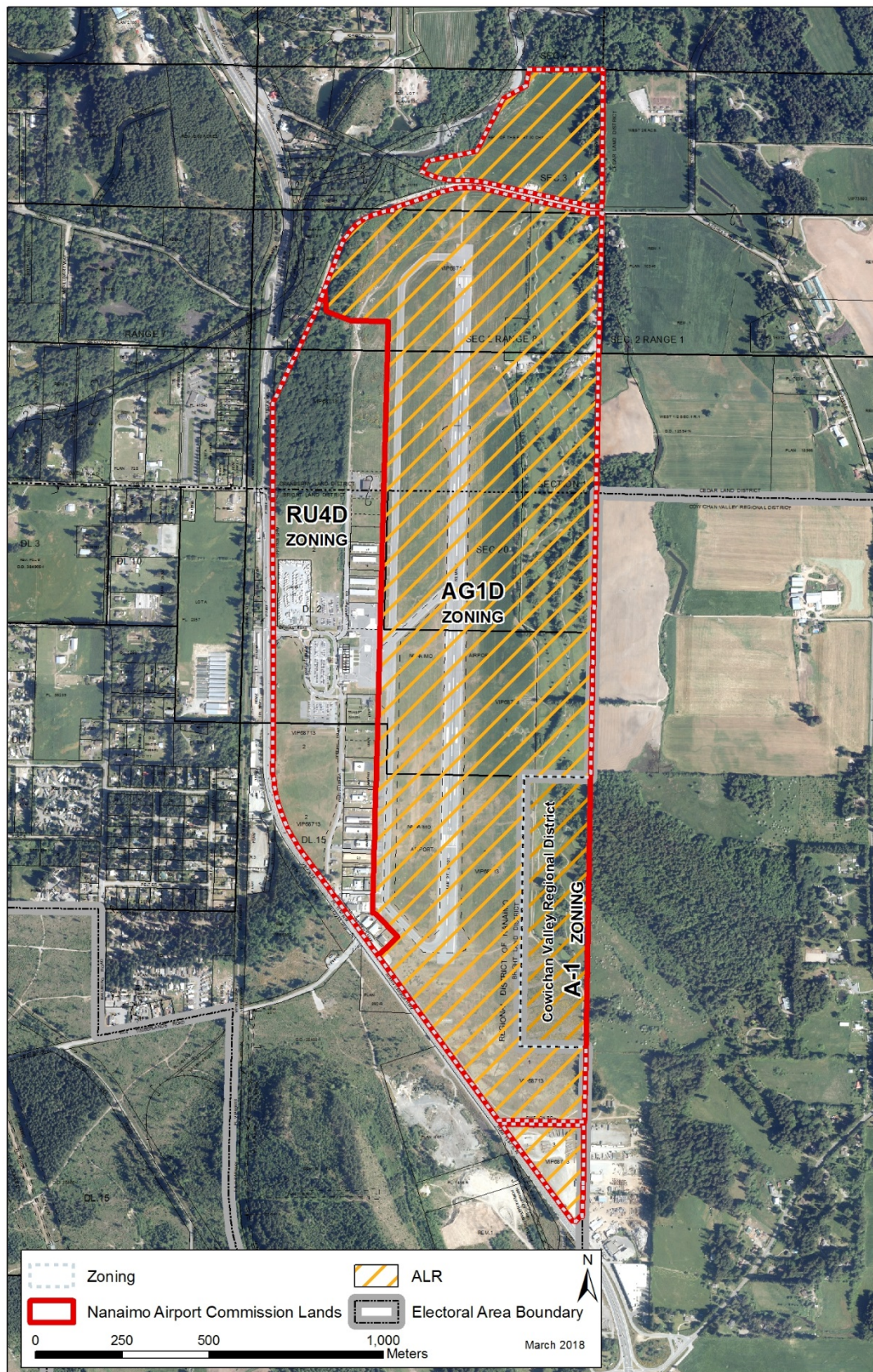


Figure 2 Nanaimo Airport Commission Lands and Current Zoning

## 1.1. Goal

To amend the RGS, OCP and zoning bylaw for the Nanaimo Airport lands to acknowledge current aviation use and to create policies, objective, guidelines and regulations for non-aviation related uses.

## 1.2. Objectives

- Support the growth of the Nanaimo Airport as a regional transportation hub and an important part of the central Vancouver Island economy.
- Consider the proposed land uses on Nanaimo Airport lands within the local and regional land use context.
- Ensure that development on the Nanaimo Airport lands is consistent with the vision, principles and goals of the OCP.
- Build on previous work to update RDN planning bylaws for the Airport lands.
- Ensure policies, regulations and guidelines are in place to protect the Cassidy aquifer, and other ecologically important habitats and features.

## 2. Scope of Work

The scope of this project includes stakeholder and public engagement on the existing planning work done for the Nanaimo Airport lands by the NAC and the RDN, and adoption of RGS, OCP and zoning bylaw amendments so that development of non-aviation uses on the Nanaimo Airport lands can proceed. The following specific activities are included in the project scope:

- Amendments to the RGS, OCP and zoning bylaw for the Nanaimo Airport lands.
- Preparation of draft RGS, OCP and zoning amendments for consultation.
- Development permit area designations for aquifer protection, form and character, and consideration of other development permit area designations.
- Consideration of zoning bylaw amendment for the golf course land.
- OCP amendments outside of the Nanaimo Airport lands to preserve the flight path.

In consideration of the stakeholder and public engagement that has already occurred for this project over the past several years, the scope does not include any visioning-style work for the use of these lands. Instead, this project builds on previous work. As well, continued development of the MOU with NAC is not within the scope of this project and will proceed separately.



### 3. Tasks and Timeline

The timetable below is based on the project scope as outlined in this Terms of Reference. Any proposed changes to the scope should be evaluated against the timeline to understand how the timeline may be impacted. The timeline for presentation of draft bylaws to the EASC depends on the timeline of the Nanaimo Airport for providing necessary information on their land use plan to ensure that the draft bylaws are consistent with their plans.

Project Timeline		
(dates updated June 13, 2019)		
	MILESTONE	TARGET DATE (2019)
INITIATE (3 months)	Terms of Reference and Engagement Plan to EASC	January 8 EASC
	Terms of Reference and Engagement Plan endorsed by Board	January 22 Board
	Liaison with Nanaimo Airport and NAC Board	Ongoing
	Draft for consultation reviewed by EASC	July 9 EASC
	Draft for consultation endorsed by Board	July 23 Board
	News Release and other communications	July – August
	First Nations and stakeholder outreach	July – August
CONSULT (3 months)	Office Hours in Cassidy (3 days)	September - October
	Stakeholder meetings	September - October
	Online survey	September - October
	Public open houses / meetings	September - October
ADOPT (4-5 months)	Report to EASC for OCP and zoning 1 <sup>st</sup> and 2 <sup>nd</sup> reading	November 26 EASC
	Report to Board for OCP and zoning 1 <sup>st</sup> and 2 <sup>nd</sup> reading	December 10 Board
	Bylaw referral to agencies and First Nations	December 11
	Public Hearing	January, 2020
	Report to COW for RGS 1 <sup>st</sup> reading	January, 2020
	OCP and zoning 3 <sup>rd</sup> Reading and Adoption	February, 2020
	Updates to website and follow up public communication	February, 2020
	Adoption of RGS amendment	April, 2020

## 4. Roles and Responsibilities

**Staff:** to provide project management and professional advice, organize, coordinate and facilitate public consultation, draft and finalize the bylaw amendments.

**Electoral Area Director:** to provide situational leadership throughout the project by chairing and/or presenting at public events, and reporting to the EASC and Board on the project as required.

**EASC:** to review the project from a regional and sub-regional perspective and make recommendations to the RDN Board on bylaw amendments which may result.

**RDN Board:** to consider recommendations from the EASC regarding bylaw amendments

**Member Municipalities:** to consider proposed RGS amendments.

## 5. Stakeholders and Public Engagement

The RDN is committed to ongoing and meaningful public consultation, and recognizes that not only do the people who live with the impacts of any of our plans, policies, programs or projects expect to share in the decision-making process but that better decisions are made through a shared approach<sup>1</sup>.

The plan for community engagement for this project is based on the following principals:

**Inclusiveness** – engage the widest possible audience through multiple consultation opportunities

**Timeliness** – offer early and ongoing opportunities for participation well before decisions are made

**Transparency** – records of all consultation activities will be made available to the public

**Balance** – provide opportunities for diverse perspectives and opinions to be raised and considered

**Flexibility** – adapt as required to meet the needs of participants

**Traceability** – demonstrate the impact of participation input on decision-making

### 5.1 Approach, Methods and Tools

A variety of methods and tools will be used to communicate and engage during the project. These methods and tools are divided into five approaches:

**Information** – The RDN will share information about the project throughout the process. Updates will be shared through RDN social media accounts and print materials such as the RDN Perspectives quarterly publication. A “Get Involved” page will be created for the project and updated regularly, acting as the main source of information for the project. Interested public and stakeholders will be encouraged to sign up for email alerts on the project through “Get Involved”.

**Online Consultation** – The RDN will solicit comments and feedback online through the “Get Involved” page for the project using tools such as online survey and the Question and Answer tool.

**Live Events** – The following live events are planned:

- Drop in office hours in the Cassidy area for three days with the target audience of the local Cassidy neighbourhoods.

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<sup>1</sup> Regional District of Nanaimo, 2008. *A Coordinated Public Consultation/Community Framework*.

- Two public meeting / open houses with presentation by staff targeting a broad range of interested public from the wider region.

**Outreach** – Outreach to the public will be through newspaper ads for the live events, Facebook and Twitter, direct email and phone calls to identified stakeholders listed in this Terms of Reference. Planning staff will seek to meet with stakeholder groups individually either by attending meetings they already have scheduled or at a meeting specifically to discuss the project. If groups that are not already identified in the stakeholder list in this Terms of Reference wish to be involved, Planning staff will meet with and otherwise include them in the consultation for this project.

Engagement with internal stakeholders at the RDN is also important to this process, and there will be collaboration with staff within the Strategic and Community Development department as well as those in other departments who may be impacted by the project or whose expertise may be important.

## 5.2 Outcomes and Products

One of the principles of this public engagement is transparency, and in order to achieve this, the “Get Involved” page for the project will be used to store information and resources. Presentation materials from public events will be posted to the website so that people who do not attend in person have access to the same information presented at the event. Input received from the public or stakeholders will be posted to the website. An exception to this may be engagement with First Nations, where confidential or sensitive information may not be posted publicly.

## 5.3 Referral Agencies, and Community Stakeholders

There is a statutory requirement for consultation in section 475 of the *Local Government Act*, which requires that during the development of an Official Community Plan, the Regional District must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected. The Board must specifically consider whether consultation is required with the board of any regional district that is adjacent to the area covered by the plan, the council of any municipality that is adjacent to the area covered by the plan, First Nations, school district boards, greater boards and improvement district boards, and the Provincial and Federal governments and their agencies.

The following is a list of stakeholders for Board consideration pursuant to the requirements in the *Local Government Act*. If groups or agencies identified in the list wish to be involved, Planning staff will meet with and otherwise include them in the consultation for this project.

Local	Provincial
<ul style="list-style-type: none"> <li>• Nanaimo Airport Commission</li> <li>• North Cedar Improvement District</li> <li>• Past members of the Electoral Area ‘A’ OCP Committee</li> <li>• Nanaimo Flying Club</li> <li>• Nanaimo Area Land Trust</li> <li>• South Wellington and Area Community Association</li> </ul>	<ul style="list-style-type: none"> <li>• School District No. 68</li> <li>• Island Health</li> <li>• Agricultural Land Commission</li> <li>• Ministry of Municipal Affairs &amp; Housing</li> <li>• Ministry of Environment</li> <li>• Ministry of Transportation &amp; Infrastructure</li> <li>• Ministry of Forests, Lands, Natural Resource Operations &amp; Rural Development</li> </ul>

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**Local Governments**

- Cowichan Valley Regional District
  - City of Nanaimo
  - Town of Ladysmith
- 

**Federal**

- Canadian Wildlife Service
- Transport Canada

## 5.4 First Nations Engagement

The Regional Growth Strategy recognizes the need to coordinate planning with First Nations. Regional Growth Strategy Policy 11.3 states that “the RDN wishes to involve First Nations in its planning processes in the same way it involves other levels of government”, and that the RDN will “continue dialogue with First Nations regarding land use planning in the RDN... for the purpose of building a mutual appreciation and understanding of land use planning processes”. The following First Nations have indicated interest in an area that includes the Nanaimo Airport lands.

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Stz’uminus First Nation  
Snuneymuxw First Nation  
Lake Cowichan First Nation  
Halalt First Nation  
Lyackson First Nation  
Penelakut First Nation  
Cowichan Tribes

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First Nations will be contacted by letter or email initially about the project, and asked how they would like to be involved. The plan for engagement with First Nations after this initial outreach will be defined based on their response. Regardless of response to this initial outreach, all First Nations will receive a formal bylaw referral after 1<sup>st</sup> reading.

## 6. Budget and Resources

Approximately 0.5 full-time staff equivalent from Strategic and Community Development and mapping resources will be assigned to the project through to completion. All community, stakeholder and First Nations engagement, bylaw drafting, communications materials drafting and design will be completed by RDN staff.

## 7. Monitoring and Evaluation

The RDN recognizes that engaging the public is a constantly evolving challenge, and is committed to developing new and innovative approaches to keep the community involved and informed as well as getting their feedback. Evaluating the public engagement for this project will be done throughout by using feedback forms, surveys, and polls to gauge to what extent the public’s expectations are being met, in order to adapt the consultation methods during the project, and as a learning tool for future projects.



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

**FROM:** Wendy Marshall  
Manager of Parks Services

**Subject:** Active Transportation Infrastructure Memorandum of Understanding

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### **RECOMMENDATION**

That the Active Transportation Infrastructure Memorandum of Understanding with the Ministry of Transportation and Infrastructure be approved.

### **SUMMARY**

In collaboration with Ministry of Transportation and Infrastructure (MoTI) and other Regional Districts from the Association of Vancouver Island Coastal Communities (AVICC), a Memorandum of Understanding (MOU) for Active Transportation Infrastructure (ATI) has been developed which outlines processes for the planning and development of ATI.

### **BACKGROUND**

Since the fall of 2018, RDN staff have been working with other Regional Districts from AVICC and the MoTI on the development of a Memorandum of Understanding (MOU) for Active Transportation Infrastructure (ATI). The other Regional Districts are the qathet, Sunshine Coast, Comox Valley and Cowichan Valley.

The MOU (Attachment 1) provides general understandings and processes regarding the implementation of ATI. This is a first step in moving towards a collaborative relationship with MoTI in order to plan and develop ATI within developed and undeveloped MoTI Road Rights of Way.

Under the MOU, planning and design for ATI will align with the ATI Planning and Approvals Guidelines Document which is under development. Once approved, there will be project specific agreements for each ATI project. The RDN will maintain a list of ATI priority projects that will be reviewed annually with MoTI.

Each of the above noted Regional Districts will be considering individual MoUs with the same terms as the MoU between the RDN and MoTI.

## ALTERNATIVES

1. That the Active Transportation Infrastructure Memorandum of Understanding with the Ministry of Transportation and Infrastructure be approved.
2. That the Active Transportation and Infrastructure Memorandum of Understanding with the Ministry of Transportation and Infrastructure not be approved and alternative direction provided to staff.

## FINANCIAL IMPLICATIONS

There are no direct financial implications for the execution of the MOU. Funding for individual ATI projects will be covered by the applicable Electoral Area Community Parks budget and the use of Community Works Funds will be reviewed by UBCM as a potential funding source.

## STRATEGIC PLAN IMPLICATIONS

Enhance dialogue with the Ministry of Transportation and Infrastructure (MOTI) for on- and off-road pedestrian and active transportation improvements.



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W. Marshall  
Wmarshall@rdn.bc.ca  
June 13, 2019

Reviewed by:

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

Attachments

1. Active Transportation Infrastructure MOU – MOTI and RDN

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

### AMONG:

Regional District of Nanaimo

6300 Hammond Bay Road

Nanaimo, BC V9T 6N2 (“**RDN**”)

### AND:

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**

As represented by the Ministry of Transportation and Infrastructure,

PO Box 9850, Stn. Prov. Govt.

Victoria, BC VAW 9T5

(the “**MoTI**”)

### WHEREAS:

- a. The Parties value active transportation, the health and wellness of the community and linking communities;
- b. The Parties recognize that the Ministry is vested with the administration and operation of the highways;
- c. MoTI recognizes and acknowledges that the RDN is a public body with an interest in providing for public uses of lands comprising provincial public highway provided that such uses comply with applicable policies respecting the operation of provincial public highways including that such uses do not interfere with the integrity of the provincial public highway infrastructure and the primary operation of the provincial public highways as safe and efficiently functioning public highways;
- d. MoTI acknowledges that it can stream line and expedite its permitting process for use of highways under its jurisdiction when dealing with a public body such as the RDN;
- e. The RDN has requested the ability to place ATI adjacent to the roadway and within the provincial public highway; and Parties recognize the need to work cooperatively to achieve safe active transportation but that the intent of this MOU is establish a cooperative set of principles to allow for placement of ATI by the RDN to be permitted under future specific agreements in a manner that is consistent with the shared values and desire to cooperate, that is set out herein;

NOW THEREFORE,

**DEFINITIONS:**

1. In this MOU:

“ATI” – means Active Transportation Infrastructure as described in this MOU.

“provincial public highway” – means the lands and infrastructure administered by the MoTI and comprising a “highway” as defined in the *Transportation Act*, including rural highway, arterial highways or highways referred to in section 35(2)(f) of the Community Charter, and for greater certainty includes without limitation lands whether or not improved in part or at all for public passage.

“roadway” – means the parts of the provincial public highway that are comprised of constructed road infrastructure including without limitation, those parts of the provincial public highway required for purposes of maintaining and facilitating the integrity of and the safe and efficient functioning of the road infrastructure whether or not used for vehicular traffic.

**PURPOSE:**

2. This Memorandum of Understanding (“**MOU**”) sets out the general understandings and processes of the RDN and the MoTI as of the date of this MOU, regarding the implementation of ATI, which generally includes:
  - (a) Gravel Pathways/Trails adjacent to the roadway
  - (b) Multi Use Pathways adjacent to the roadway
  - (c) Sidewalks adjacent to the roadway
  - (d) Widened shoulders in support of ATI connections
3. This MOU is non – binding and is subject to any and all applicable laws. Nothing in this MOU is intended to or does fetter the exercise of statutory discretions or statutory authorities applicable to the matters contemplated in this MOU.

**KEY PRINCIPLES:**

4. The MoTI and the RDN have been working collaboratively in unincorporated areas to consider and where reasonably appropriate permit and construct regional trails, pathways and other ATI within provincial public highway with the intent being that this will be implemented through project specific agreements for ATI projects under the guidelines described herein, which are to be developed in a mutually cooperative manner.

5. The RDN wishes to develop a framework to support where reasonably appropriate, the implementation of consistent processes to guide the planning, design, approval, construction and ongoing responsibility for ATI adjacent to roadways.
6. The RDN will work with other Regional Districts that comprise Vancouver Island Coastal Communities to promote consistency in liaising with the MoTI in its consideration of ATI proposals and administration and implementation of provincial review processes.
7. The MoTI will work, subject to and in conformance with applicable laws, with the RDN and other Regional Districts to review proposed ATI within provincial public highway.

**ROLES:**

8. The MoTI is vested with the administration and operation of provincial public highways and as part of this mandate reviews and may approve proposed ATI's within provincial public highways.
9. The RDN is representative of Electoral Areas A, B, C, E, F, G and H and as a part of its mandate wishes to develop ATI for the benefit of the residents in these rural areas.
10. RDN desires increased use and occupation of provincial public highway for ATI's and acknowledges that any such proposed use and occupation of provincial public highway must take into consideration and reflect provincial interests and requirements including interests and requirements relating to the preservation of the highway infrastructure and the safe and efficient functioning of the provincial public highway for ATI's.
11. RDN are prepared to be responsible for the planning, design, construction, operation, maintenance and repair of ATI's and the RDN shall contribute staff time, background studies and mapping to work cooperatively on same. The intention of the parties when dealing with future ATI projects proposed by RDN is to act reasonably and cooperatively to achieve an efficient and effective process, in accordance with the principles in this MOU.
12. RDN will maintain a list of ATI priority projects/program that will be shared with and reviewed annually with MoTI.
13. MoTI will share and annually discuss the district rehabilitation, safety and minor betterments program with the RDN.
14. The MoTI is mindful of the public interest in ensuring the provincial investments, financial and otherwise, in preserving the safe and efficient functioning of provincial

public highways while acknowledging the interest of the RDN to promote the location of ATI's within provincial public highways.

**REGIONAL TRAIL PLANNING AND DESIGN:**

15. MoTI and RDN acknowledge that ATI proposals must be consistent, among other things, with the applicable laws, policies and requirements including interests and requirements relating to the preservation of the highway infrastructure and the safe and efficient functioning of the provincial public highway.
16. RDN and MoTI acknowledge that among other factors that are to be taken into account in considering ATI's, there is a shared view that ATI's are generally to be located in locations sufficiently separated from roadways as to enable and where feasible maximize the integrity and the efficient functioning of the provincial public highway and the safety of person on and in the vicinity of provincial public highway and the ATI.
17. RDN acknowledge that ATI planning and design are to be consistent with and align with, amongst other things, Provincial highway corridor planning studies and goals and with the ATI Planning and Approvals Guidelines Document and are to be carried out in a manner and by adopting timelines that reasonably enable the meaningful involvement of MoTI staff.
18. MoTI and RDN acknowledge that numerous and varied factors including, without limitation, site specific circumstances and constraints, will apply to considering appropriate locations for ATI's and that as a result there may be an approach in considering and, if approved, approving proposed ATI's that is phased to allow for, amongst other things, incremental identification and resolution of issues including without limitation issues relating to the elaborate nature of ATI's and the distancing of ATI's from roadways. Without limiting MoTI's discretion, the parties agree that future guidelines will be developed by MoTI in consultation with the RDN, which may then be used in the design, operation and maintenance of ATI.
19. The MoTI retains the right to reject or refuse approval for any ATI proposal at its discretion.

**PROCESS:**

20. RDN and MoTI acknowledge that existing review and approval processes including without limitation, MoTI process for considering applications for permit and licence of occupation proposals, will apply and should be followed for ATI proposals, including submission of ATI proposals to the appropriate local MoTI Office Development Services department.

21. MoTI, at its discretion, and taking into account the relevant factors relating to each ATI proposal, may determine whether, if approved, a permit or licence of occupation is to apply to implementation of the ATI proposal.

**MEETING:**

22. RDN and MoTI intend that they will meet whenever a meeting is reasonably necessary or requested by the other party to deal with specific ATI projects and at least on an annual basis to discuss general matters and any upcoming highway and ATI plans, review operations on existing ATI on provincial public highway and review the terms of this MOU.
23. RDN and the MoTI intend to meet as may be reasonably required to discuss ATI and to cooperate in scheduling such meetings to achieve positive progress towards the objectives in this MOU.

**CONTACTS:**

24. The provincial lead contact with the RDN is the MoTI District Manager, [Lower Mainland District]
25. The provincial lead contact for RDN Regional District members is the local MoTI office
26. The RDN Regional District lead contact is General Manager of Recreation and Parks Services.

**[Execution Page Follows]**

This Memorandum of Understanding is signed on behalf of RDN and MoTI as follows.

**Regional District of Nanaimo (RDN)**

\_\_\_\_\_, 2019  
**Signature** **Date**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Witness Signature**

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE**

\_\_\_\_\_, 2019  
**Signature** **Date**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Witness Signature**





**MEETING:** July 9, 2019

**FILE:** 1704-06

**SUBJECT:** 2020 to 2024 Financial Plan Schedule

That the schedule for the Board's consideration of the 2020 to 2024 Financial Plan be approved.

A schedule is proposed for the Board's consideration of the 2020 to 2024 Financial Plan.

Regional Districts are required to prepare and adopt a five-year financial plan, by bylaw, no later than March 31 each year. The following is the proposed meeting schedule for the 2020 to 2024 Financial Plan, where the Board will consider the budget. All of the meetings are open to the public to attend.

Date	Meeting Type	Purpose
November 26, 2019	COW	Present the Provisional 2020 Budget
December 10, 2019	Board	Approval of Provisional 2020 Budget
February 11, 2020	COW	Present Five Year Financial Plan
February 25, 2020	Board	Adoption of the 2020 to 2024 Financial Plan Bylaw

The RDN will work towards continued education and information sharing on the budgeting process for the RDN with its residents. This will include additional information on the existing Get Involved RDN page – RDN Budget Talks with updated content based on what was heard in last year's budget survey such as Frequently Asked Questions explaining what services the region offers, how budgeting differs between regional and municipal government and more. Updated timelines of when the budget will be reviewed at public meetings, as well as a forum asking residents to share their ideas to the following: What are your priorities for the RDN Board to consider in the 2020 – 2024 budget? This will be asked from August 6th – September 30th. This will allow residents to share their ideas to the Board on what they want considered for

the upcoming budget review. Input received will be summarized and shared to the Board at the November 26th Special Committee of the Whole. The Question & Answer feature of the page will continue to be live, encouraging residents to ask questions and the Finance team will share answers. Residents will continue to be encouraged to register to receive electronic updates with budgeting information and to view budget documents.

The promotion of this engagement will be done using various tools throughout the late summer and fall including regular newspaper ads, social media posts, a news release, and information will be provided for Directors to send to their stakeholder lists and be posted on the RDN's website.

The Regional Hospital District Budgets will be considered at their own meetings, currently scheduled for December 10, 2019, February 11, 2020 and March 10, 2020.

## **ALTERNATIVES**

1. That the schedule for the Board's consideration of the 2020 to 2024 Financial Plan be approved.
2. Provide alternate direction to staff regarding the review and approval process for the 2020 to 2024 Financial Plan.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to the schedule to consider the financial plan.

## **STRATEGIC PLAN IMPLICATIONS**

This report aligns with the Board's Value of Fiscal Responsibility.



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Jeannie Bradburne  
[jbradburne@rdn.bc.ca](mailto:jbradburne@rdn.bc.ca)  
June 18, 2019

Reviewed by:

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

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**TO:** Committee of the Whole                      **MEETING:** July 9, 2019  
**FROM:** Jeannie Bradburne                      **FILE:** 1855-04-COWO  
            Director of Finance  
**SUBJECT:** Community Works Fund Status Report

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## **RECOMMENDATION**

That the Board receive the 2019 Community Works Funds Projects list (Attachment 1).

## **SUMMARY**

A list of Board approved Community Works Fund (CWF) projects and information on eligible project categories is provided. Attachment 1 provides a list of current CWF funded projects by electoral area, Attachment 2 provides a list of eligible project categories, and Attachment 3 provides a list of completed CWF projects from 2014 to 2018.

## **BACKGROUND**

The renewed Gas Tax Agreement (GTA) between Canada, British Columbia and the Union of British Columbia Municipalities (UBCM), and the 2014-2024 CWF Agreement between the Regional District of Nanaimo (RDN) and UBCM took effect April 1, 2014. Under these agreements, local governments receive annual transfers which may be used for local priorities to improve public infrastructure. The current Agreement is in place until 2024. In 2019, based on per capita amounts for the electoral area population, \$1,744,404 before interest is expected for the RDN.

As a result of the Board decision made in 2007, each RDN electoral area is allocated funds based on population. Municipalities within the RDN receive funds separately from UBCM under the CWF program. The CWF program is separate from the application-based Strategic Priorities Fund, which provides funding for projects that are larger in scale, regional in impact, or innovative in nature.

The projects listed in Attachment 1 include the development of community water and sewer systems, recreation and parks infrastructure, building upgrades and the implementation of official community plan initiatives.

Some of the projects include a transfer of funding to third parties such as improvement districts and not-for-profit associations. In those cases, agreements are completed with the recipients to ensure compliance with the overarching GTAs signed by the RDN with UBCM and by UBCM with British Columbia and Canada.

Costs such as land purchases, legal costs and operating/administrative costs remain ineligible for funding under the gas tax funding program. There is an expectation included in the agreements by the federal and provincial governments that the ultimate recipients (local governments and other eligible entities) are required to “work to strengthen” asset management during the term of the Agreement.

CWF projects that are complete are shown in Attachment 3. From 2014 to 2018, projects that have been completed total \$4,131,199 of investment into our community.

The Government of Canada announced that they would be making a one-time bonus payment to occur in the 2019/20 year. An additional payment of \$1,756,237 is expected to occur in the summer of 2019, but at the time of writing this report, a transfer schedule has not been confirmed by Canada. This payment has been excluded from the Financial Implications in this report because of the difference in fiscal years with the Government of Canada and the ability for this payment to occur in 2020.

## ALTERNATIVES

1. That the Board approved the Community Works Funds program project list included in Attachment 1.
2. Other direction, as provided by the Board.

## FINANCIAL IMPLICATIONS

In 2019, the RDN will receive \$1,744,404 in CWF base funding, which is added to the existing balance and will accrue interest during the year. The Board previously decided to allocate \$50,000 of the funding annually for cross-area projects and the remaining balance to the electoral areas on a per capita basis. Allocations are based on 2016 census data.

The following table sets out estimated balances available by area.

	<b>Jan 1, 2019 Opening Balance</b>	<b>2019 Allocation</b>	<b>2019 Budget</b>	<b>Dec 31, 2019 Projected Closing Balance</b>
Base Funding	\$196,800	\$50,000	\$20,000	\$226,800
Electoral Area A	\$1,934,858	\$328,858	\$1,346,500	\$917,215
Electoral Area B	\$873,195	\$170,276	\$852,499	\$190,972
Electoral Area C	\$1,000,246	\$118,556	\$61,288	\$1,057,514
Electoral Area E	\$937,175	\$268,313	\$954,758	\$250,730
Electoral Area F	\$2,137,413	\$326,113	\$1,378,962	\$1,084,564
Electoral Area G	\$2,094,125	\$315,178	\$313,611	\$2,095,692
Electoral Area H	\$212,201	\$167,110	\$352,264	\$27,046
<b>Total</b>	<b>\$9,386,012</b>	<b>\$1,744,404</b>	<b>\$5,279,883</b>	<b>\$5,850,533</b>

In 2019, \$5,279,883 is budgeted to be spent. Use of CWFs allows for projects to be completed which would not otherwise be feasible without significant tax increases.

## STRATEGIC PLAN IMPLICATIONS

Growth Management - Fully develop our Asset Management Plan.

Community Works Funds supports the Value of Fiscal Responsibility and is used towards supporting other key strategic areas such as Growth Management.



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Jeannie Bradburne

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

June 24, 2019

Reviewed by:

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

Attachments:

1. 2019 Community Works Fund Projects
2. Community Works Funds Eligible Project Categories
3. Community Works Funds Completed 2014 - 2018

**ATTACHMENT 1**  
**2019 Community Works Projects**

**All Electoral Areas**

<b>Project Description</b>	<b>2019 Budget</b>
Alternatives to BC building code for Green Buildings/Best Practices Guides	\$20,000

**Electoral Area A**

<b>Project Description</b>	<b>2019 Budget</b>
EA A Morden Colliery Bridge & Trail Design	\$37,875
EA A Cedar Community Centre Accessibility Project	\$78,625
EA A NCID Water System Upgrades	\$1,260,000

**Electoral Area B**

<b>Project Description</b>	<b>2019 Budget</b>
EA B Gabriola Cycling Plan	\$50,000
EA B Gabriola Village Trail Phase 2	\$712,822
EA B Gabriola Island Community Hall Assn	\$30,000
EA B Huxley Sport Court Pickleball project	\$10,000
EA B Huxley Park Phase 2 Upgrades	\$49,677

**Electoral Area C**

<b>Project Description</b>	<b>2019 Budget</b>
EA C Water Service Planning	\$30,000
EA C Jonanco Hobby Workshop Parking Lot	\$31,288

**Electoral Area E**

<b>Project Description</b>	<b>2019 Budget</b>
EA E Nanoose Bay Water Quality/Quantity Monitoring Program	\$31,000
EA E Nanoose Bay Peninsula Water Service Pump Station	\$778,758
EA E Stone Lake Natural Playground	\$50,000
EA E Jack Bagley Multi-Sport Site	\$30,000
EA E Nanoose Road Park Upgrade	\$5,000
EA E Nanoose Place Solar System and Landscaping	\$60,000

**Electoral Area F**

<b>Project Description</b>	<b>2019 Budget</b>
EA F Whiskey Creek Water System Upgrades	\$393,962
EA F Meadowood Community Rec Centre	\$915,000
EA F Melrose Place Water Reservoir Replacement	\$60,000
EA F David Lundine Trail	\$10,000

**Electoral Area G**

<b>Project Description</b>	<b>2019 Budget</b>
EA G Little Qualicum Hall Capital Upgrades	\$163,700
EA G Water Service Areas Planning	\$14,981
EA G San Pareil Water Service expansion	\$12,525
EA G French Creek Water Well Head Upgrade	\$25,000
EA G San Pareil Water Service Meter/Well Capital projects	\$37,404
EA G Surfside Water Reservoir Upgrade	\$55,000
EA G French Creek Highway Bridge Street Lights	\$5,000

**Electoral Area H**

<b>Project Description</b>	<b>2019 Budget</b>
EA H Tulnuxkw Lelum Bowser Cultural Learning Space	8,615
EA H Bower Sewer Servicing Outfall Design & Service Establishment	153,649
EA H Deep Bay Improvement District Critical Drinking Water Infrastructure	150,000
EA H Lighthouse Community Hall	40,000

<b>Total RDN CWF Projects</b>	<b>5,279,883</b>
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**ATTACHMENT 2**  
**COMMUNITY WORKS FUNDS ELIGIBLE PROJECT CATEGORIES**

- **Capacity building** – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices. Under the capacity building category, items related to asset management have been added such as long-term infrastructure plans, studies, strategies, or systems related to asset management and training directly related to asset management planning.
- **Local roads, bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
- **Highways** – highway infrastructure.
- **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
- **Short-line rail** – railway related infrastructure for carriage of passengers or freight.
- **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
- **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
- **Public transit** – infrastructure that supports a shared passenger transport system that is available for public use.
- **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
- **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
- **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
- **Community energy systems** – infrastructure that generates or increases the efficient usage of energy.
- **Brownfield Redevelopment** – remediation or decontamination and redevelopment of a brownfield site within Local Government boundaries, where the redevelopment includes:
  - the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
  - the construction of Local Government public parks and publicly-owned social housing.
- **Sport Infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).
- **Recreational infrastructure** – recreational facilities or networks.
- **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
- **Tourism infrastructure** – infrastructure that attracts travelers for recreation, leisure, business or other purposes.
- **Disaster mitigation** – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters. Limited to projects/costs that are for mitigation, not response related infrastructure.



**ATTACHMENT 3**  
**COMMUNITY WORKS PROJECTS COMPLETED 2014 - 2018<sup>1</sup>**

<b>Projects ELECTORAL AREA A</b>	<b>CWF Funding Provided</b>	<b>Description</b>
Snuneymuxw First Nations Sport Court – EA A	\$299,960	Capital funding agreement for sport court upgrades
Cedar Community Hall HVAC Upgrade – EA A	\$21,182	Capital funding agreement
Cranberry Community Hall Capital Upgrades	\$146,000	Capital funding agreement with Cranberry Improvement District
Ecoforestry Institute Society – EA A	\$150,000	Wilkinson Heritage Homestead Project
Well Assessments – EA A	\$6,292	Well Assessment
<b>ELECTORAL AREA B</b>	<b>CWF Funding Provided</b>	<b>Description</b>
Gabriola Village Trail Design Phase – EA B	\$109,388	Development of detailed design plan incorporating surveys, environmental studies, landowner, community and MoTI consultation
Gabriola Island Community Bus – EA B	\$24,684	Community Bus purchase and bus route infrastructure funding
Gabriola Commons Solar Array – EA B	\$16,034	Installation of solar array for power generation
Rollo McClay Community Park Infrastructure – EA B	\$12,000	Project with Gabriola Softball Association to install playground
Gabriola Seniors Citizens Association – EA B	\$29,959	Rollo Centre Capital Upgrades
Gabriola Museum Accessibility Upgrade – EA B	\$5,000	Funding agreement with Gabriola Historical & Museum Society
Gabriola Golf Club – EA B	\$26,030	Funding agreement with Golf Club for capital equipment funding
Gabriola Skatepark – EA B	\$11,787	Skatepark development project
Gabriola Island Recycling Facility – EA B	\$25,000	Roof replacement project
Gabriola Island Recycling Facility – EA B	\$6,325	Used oil tank replacement project
Huxley Park - EA B	\$12,500	Sport court upgrade project
Gabriola Seniors Citizens Association – EA B	\$42,000	Rollo Centre Upgrades

<sup>1</sup> Includes projects where the CWF portion of a project is complete but the overall project is still in progress

Huxley Park – EA B	\$200,613	Playground
Whalebone Stairs	\$19,722	Capital upgrades to stairs
Gabriola Island Community Bus – EA B	\$10,000	Purchase of a bus
<b>ELECTORAL AREA C</b>	<b>CWF Funding Provided</b>	<b>Description</b>
Extension Miners Bridge – EA C	\$22,166	Trail, stairs and bridge construction costs
Extension School – EA C	\$14,125	Design and cost estimates for historic building preservation
Meadow Drive Trail – EA C	\$43,255	Trail improvements
<b>ELECTORAL AREA E</b>	<b>CWF Funding Provided</b>	<b>Description</b>
Community Signage Program – EA E	\$34,292	Integrated wayfinding and community signage program for Nanoose Bay
Claudet Community Park Trail – EA E	\$95,974	Trail design & construction
Blueback Community Park – EA E	\$50,000	Park and trail infrastructure upgrades
Oakleaf Community Park – EA E	\$30,000	Park and trail infrastructure upgrades
Nanoose Bay Water Services – EA E	\$137,275	Matthew Road reservoir construction
Nanoose Bay Fire Hall HVAC optimization – EA E	\$9,349	Programming and capital improvements to optimize system & energy savings
Nanoose Place – EA F	\$107,098	Capital upgrades to HVAC, Mechanical, and Sound System
Nanoose Place – EA F	\$102,536	Capital upgrades to Paving, Signage, and other
Jack Bagley – EA E	\$10,000	Field improvements
<b>ELECTORAL AREA F</b>	<b>CWF Funding Provided</b>	<b>Description</b>
Westurne Heights Water System Upgrades – EA F	\$50,000	Engineering & construction of upgrades to water system taken over by RDN to meet VIHA requirements
Arrowsmith Community Trails – EA F	\$11,000	Price Road trail development/upgrades
Arrowsmith Community Trails – EA F	\$18,835	Cranswick Road trail development/upgrades
Arrowsmith Community Trails – EA F	\$20,584	Carrothers Road trail development/upgrades

Arrowsmith Recreational Hall – EA F	\$15,001	Septic system upgrade
E&N Rail Trail – EA F	\$374,444	E&N Rail Trail
<b>ELECTORAL AREA G</b>	<b>CWF Funding Provided</b>	<b>Description</b>
San Pareil Water Service – EA G	\$315,778	Capital upgrades to water system reservoir and distribution system
Miller Park – EA G	\$1,476	Bank stabilization project
E&N Rail Trail – EA G	\$117,014	E&N Rail Trail
Surfside Well #2	\$5,000	Emergency Pump Replacement
Surfside Well Water Upgrades – EA G	\$5,000	Capital upgrades to well water system
<b>ELECTORAL AREA H</b>	<b>CWF Funding Provided</b>	<b>Description</b>
Spider Lake Broadband – EA H	\$86,000	Partnering project with Telus to expand coverage
OCP Review Plans – EA H	\$72,728	Active Transportation Plan & ALR Boundary Scoping, Archeological Overview Assessment
Bowser Sewer Servicing Design – EA H	\$162,613	Contribution to design & costing project
Lighthouse Community Centre Upgrades – EA H	\$109,645	Agreement with Lighthouse Community Centre for capital upgrade funding
Bowser Legion Capital Upgrades – EA H	\$58,148	Agreement with Ladies Auxiliary of Bowser Legion for capital upgrade funding
Speed reader Board – EA H	\$13,440	Traffic calming initiatives within community plan
Lighthouse Community Centre – EA H	\$36,000	Agreement with Lighthouse Community Centre for capital upgrade funding – roof replacement
Dunsmuir Park – EA H	\$100,000	Sports Court, Parking, Playground
<b>ELECTORAL AREAS E, F, G, H</b>	<b>CWF Funding Provided</b>	<b>Description</b>
Community Parks & Trails Strategy	\$1,929	Strategy for community parks and trails
<b>ALL ELECTORAL AREAS</b>	<b>CWF Funding Provided</b>	<b>Description</b>
Green Building Outreach/Speaker Series – all EAs	\$32,421	Rainwater Harvesting guidebook
<b>TOTAL SPENDING 2014-2018 All Completed Projects</b>	<b>\$3,437,602</b>	

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

**FROM:** Courtney Simpson                      **FILE:** 0360-20 (MABR Roundtable)  
Senior Planner

**Subject:** Mount Arrowsmith Biosphere Region Roundtable Representation

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### **RECOMMENDATION**

1. That the Chair appoint a Director as the Regional District of Nanaimo representative to the Mount Arrowsmith Biosphere Region Roundtable.
2. That an amendment be made to "Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017" to add the Mount Arrowsmith Biosphere Region Roundtable to Schedule B - External Appointments.

### **SUMMARY**

The Mount Arrowsmith Biosphere Region (MABR) lies within the Regional District of Nanaimo (RDN). MABR is funded and managed by Vancouver Island University that receives guidance from a Roundtable of regional representatives of local First Nations, local and senior levels of government, Vancouver Island University, conservation organizations, forestry industry and local businesses, as well as two elected community representatives. The Regional District of Nanaimo elected representatives have not participated in the Roundtable and have recently been requested to appoint a representative. Given the focus of the MABR Roundtable and political representation from local governments and First Nations in the area, the RDN Board's participation at the Roundtable is recommended.

### **BACKGROUND**

Dr. David Witty, Director of the Mount Arrowsmith Biosphere Region (MABR) requested that the Regional District of Nanaimo (RDN) appoint an RDN representative to the Mount Arrowsmith Biosphere Region Roundtable, and reappoint the Coordinator of the Drinking Water and Watershed Protection Program to also sit on the Roundtable. Dr. Witty appeared as a delegation to the May 14, 2019 Committee of the Whole with this request (Attachment 1 – Delegation Request).

#### ***The Mount Arrowsmith Biosphere Region***

The MABR was initially coordinated through the Mount Arrowsmith Biosphere Foundation. In 2014, the foundation was dissolved and Vancouver Island University (VIU) and the City of Parksville took responsibility for managing the MABR. The MABR includes land within RDN

member municipalities and electoral areas (Attachment 2 – Mount Arrowsmith Biosphere Region Boundaries).

The current mandate of the MABR is as follows<sup>1</sup>:

*Biosphere reserves are considered model regions for sustainable development. They work to promote the conservation of biological and cultural diversity in addition to economic and social development. In each biosphere reserve, community partners work together to find innovative ways to achieve a balance between the needs of humans and nature.*

Further, the MABR has four strategic objectives<sup>2</sup>:

1. Conserve biodiversity, restore and enhance ecosystem services, and foster the sustainable use of natural resources.
2. Contribute to building sustainable, healthy and equitable societies, economies and thriving human settlements in harmony with the biosphere.
3. Facilitate biodiversity and sustainability science, education for sustainable development and capacity building.
4. Support mitigation and adaptation to climate change and other aspects of global environmental change.

The MABR Research Institute (MABRRI) at VIU delivers the programs and undertakes research with the guidance of the Roundtable. MABRRI's research and community engagement coordinators, project coordinators, VIU students, and faculty associates work with community partners to create and conduct research projects that advance understanding of people and nature, and the interaction between these, within the Mount Arrowsmith Biosphere Region. The following is a list of some of the current projects:

- Forage Fish Spawning Habitat Monitoring
- Wetland Mapping in the RDN
- Lake Monitoring in the Little Qualicum Water Region
- MABR Environmental Monitoring App
- Snaw-Naw-As Education & Outreach Program
- The MABR Amazing Places
- International Journal of Biosphere Reserves

### ***The Mount Arrowsmith Biosphere Region Roundtable***

In terms of governance, staff for the Mount Arrowsmith Biosphere Region and the its associated research institute at VIU receive guidance and direction from a Roundtable of regional representatives from local First Nations (Snaw-Naw-As, Qualicum, and Snuneymuxw), local and senior levels of government, Vancouver Island University, conservation organizations, forestry industry and local businesses, as well as two elected community representatives.

RDN staff attended the Roundtable from 2015 to 2017. In 2017, Dr. David Witty wrote to the RDN to extend an initiation that the RDN become an official partner of the MABR through

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<sup>1</sup> Mount Arrowsmith Biosphere Region Mandate (2019, June 17) Retrieved from: <http://www.mabr.ca/mandate/>

<sup>2</sup> Mount Arrowsmith Biosphere Region Mandate (2019, June 17) Retrieved from: <http://www.mabr.ca/mandate/>

signing of a Memorandum of Understanding (MOU) with VIU, modelled after MOU's with the City of Parksville and Town of Qualicum Beach and equal in spirit to the verbal agreements with the Qualicum First Nation and Snaw-Naw-As First Nation. However, at that time the RDN Board did not support continued RDN involvement in the Roundtable.

The recent request from Dr. David Witty is for the RDN to appoint a representative to the Roundtable and reappoint the Coordinator of the Drinking Water and Watershed Protection Program to also sit on the Roundtable. There is no request to enter into a MOU with VIU at this time. A MOU is not a requirement for participation on the Roundtable, but could be revisited in the future.

To appoint a Board representative to sit on the Roundtable, the Procedures Bylaw should be amended to add the MABR Roundtable to the list of external committees to which Board members are appointed. The Roundtable meets quarterly as a group to discuss the various initiatives that the Biosphere Region is engaged in. Given the political representation at the Roundtable it is appropriate to include a Director from the RDN Board but given organizational work program demands and the nature of the Roundtable discussions, it is not recommended that RDN staff be appointed to this body. Any requests for assistance from the RDN on projects or initiatives from the MABR, including staff time, would be the subject of a future report to the Board.

## **ALTERNATIVES**

1. Direct staff to prepare an amendment to "Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017" to add the Mount Arrowsmith Biosphere Region Roundtable to Schedule B - External Appointments and the Chair appoint a Director to the Mount Arrowsmith Biosphere Roundtable.
2. Receive this report and provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

Coordination of the MABR Roundtable is through a VIU staff member. The position is entirely funded by VIU. Specific activities and initiatives undertaken by the MABR are funded by a variety of sources, typically by grant funding. The appointment of a RDN Director to the MABR Roundtable can be accommodated within the existing 2019 financial plan and this appointment would be identified in subsequent annual financial plans.

## **STRATEGIC PLAN IMPLICATIONS**

Participation on the MABR Roundtable contributes to the Strategic Plan goal of Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations.



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Courtney Simpson  
[csimpson@rdn.bc.ca](mailto:csimpson@rdn.bc.ca)  
July 2, 2019

Reviewed by:

- K. Fowler, Manager, Long Range Planning and Energy & Sustainability
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Delegation Summary
2. Mount Arrowsmith Biosphere Region Boundaries

## **ATTACHMENT 1 DELEGATION SUMMARY**

**Delegation:** Dr. David Witty, Director, Mount Arrowsmith Biosphere Region, re Mount Arrowsmith Biosphere Roundtable Representation

**Summary:** Mount Arrowsmith Biosphere Region (MABR), a UNESCO designated area, lies within the Regional District of Nanaimo. The Biosphere has become known internationally for its significant work in community-based research and Indigenous relationships with the Snaw-Na-As First Nation and Qualicum First Nation. MABR has signed a Memorandum of Agreement with the City of Parksville and Town of Qualicum Beach both of which sit on the MABR Roundtable (in itself recognized for its innovative, collaborative processes). In the past, the RDN also attended the MABR Roundtable through the RDN's DWWP Program Coordinator. Unfortunately, the last RDN Council determined that it did not need to be involved in the MABR.

A UNESCO Biosphere designation (there are 650+ in the world and 18 are in Canada) is considered by other communities to be a major accomplishment and recognition of the importance of the natural environment and the relationship of humans to the environment. Such designations draw international attention.

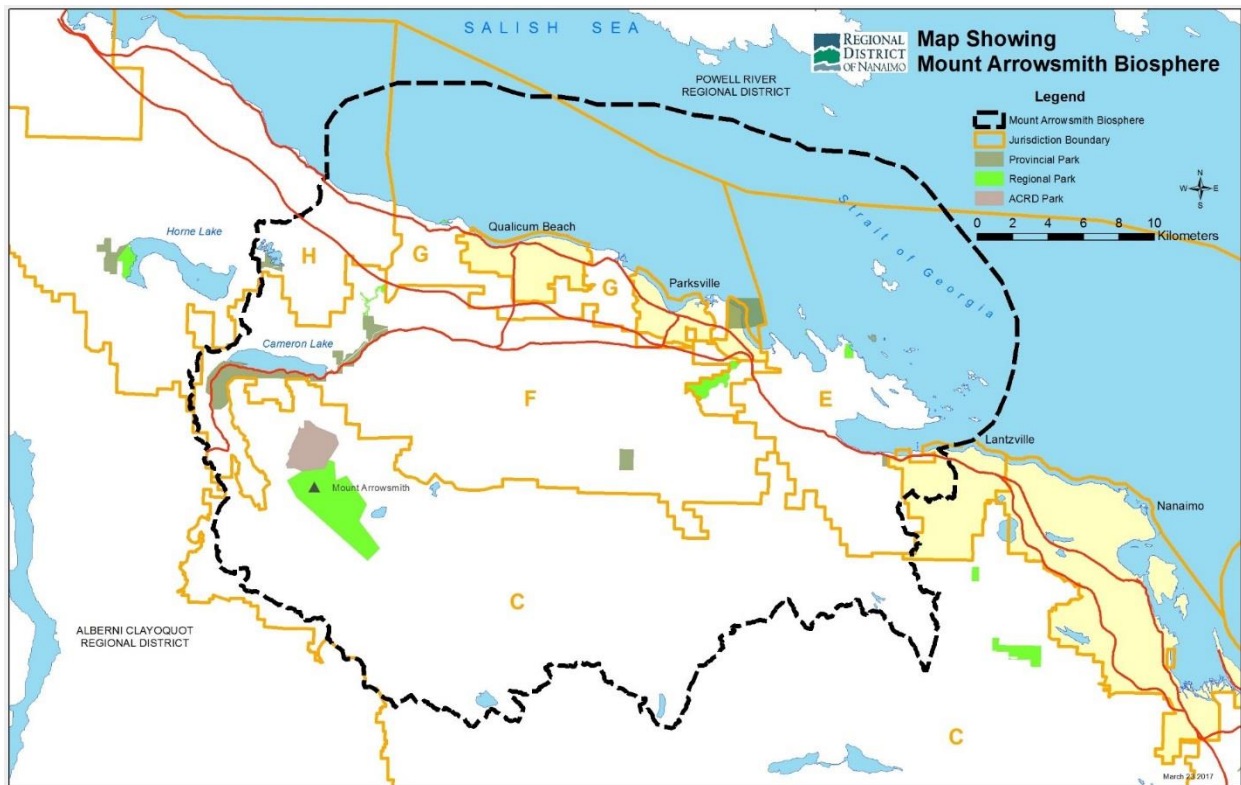
On behalf of MABR, I am requesting an opportunity to make a presentation to the RDN Committee of the Whole to seek RDN representation on the MABR Roundtable to join the leaders of Parksville, Qualicum Beach and the two First Nations. In addition, the RDN is requested to reappoint the Coordinator of DWWP, with whom the MABR continues to work on joint research projects, to also sit on the Roundtable (joining VIU and citizen representative and time company representation).

**Action Requested:** 1) RDN appoint a RDN representative to the Mount Arrowsmith Biosphere Region Roundtable; and  
2) Reappoint the Coordinator of DWWP to also sit on the Roundtable.



## ATTACHMENT 2

### MOUNT ARROWSMITH BIOSPHERE REGION BOUNDARIES



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

**FROM:** Sharon Horsburgh  
Sustainability Coordinator                      **FILE:** 1280-01

**SUBJECT:** CleanBC Communities Fund Grant Application for Electric Vehicle Charging Stations

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### **RECOMMENDATIONS**

1. That the Board approve the ten electric vehicle charging station locations identified in this report for the CleanBC Communities Fund grant application.
2. That the Board allocate \$222,222 in the 2020 budget from the Corporate Climate Action Reserve Fund for the installation of ten public electric vehicle charging stations, subject to receipt of a \$162,222 CleanBC Communities Fund grant to reimburse the Corporate Climate Action Reserve Fund.
3. That the Board direct staff to prepare a bylaw to create a new service area for the ongoing operations, maintenance and procurement of electric vehicle charging stations.
4. That the proposed 2020 budget contain \$25,000 for annual operating, maintenance and replacement costs for the electric vehicle charging station service.

### **SUMMARY**

On February 26, 2019, the Community Energy Association (CEA) made a presentation to the Board requesting the Regional District of Nanaimo (RDN) be the lead applicant on a CleanBC Communities Fund grant application to install EV charging stations across the mid-Island. The CEA is a non-profit society whose mission is to build capacity and to accelerate action on climate and energy collaboratively with local governments. In response to the CEA's delegation, the Board passed the following motions:

1. *That the Regional District of Nanaimo act as the lead applicant for a CleanBC Communities Fund application on behalf of multiple mid-island municipalities and regional districts. Community Energy Association will coordinate the other local governments and the application submission.*
2. *That ten Level 2 charging stations, to a maximum cost of \$60,000, be located at Regional District facilities and that use of the charging stations be free to the public at this time. Community Energy Association will assist with location selection.*

3. *That the Regional District of Nanaimo submit a letter of support for Community Energy Association's application to the Emotive Community Outreach Incentive Program on behalf of mid-island communities.*

The third part of this motion refers to a separate grant application made by the CEA, and is not the subject of this report.

The specific locations of the ten stations will be required by CleanBC after Phase 1 approval of the grant application, expected in the fall 2019. An assessment prioritized the ten locations and is shown in Table 2.

As this is a proposed new service, a service area must be established under Section 338 of the *Local Government Act* to tax for annual operating, maintenance and replacement costs of the EV stations. The annual cost estimate is shown in Table 3.

## BACKGROUND

The Regional Growth Strategy and the Board Strategic Plan 2019-2022 set goals to prepare for climate change and to reduce energy consumption. Expanding the network of public charging stations supports the transition to EV adoption, making it easier for individuals to switch from a carbon emitting vehicle powered by an internal combustion engine to a zero emission EV powered by British Columbia's 98% clean electricity.

Municipal partners provided input to the CEA to develop the grant application. The project area encompasses the mid-island communities including the RDN, north to Campbell River and west to Tofino and Ucluelet. The RDN is the named lead local government, while the CEA will manage the project on behalf of all twelve local governments. If the RDN receives the grant, the project will result in the installation of 28 new Level 2 (L2) EV charging stations across the mid-island. This will increase the current public EV charging station capacity from 70 to 98 EV charging stations. Details of the network within the RDN are shown in Attachment 1 – Map of RDN Existing and Proposed EV Charging Stations.

The total project cost for all 28 EV charging stations in the Mid-Island EV Charging Network project is \$687,500. As shown in Table 1 below, the total project cost for 10 EV charging stations in the RDN is \$222,222. CleanBC funds 73% of successful applications (\$162,222 for the RDN), and 27% is the responsibility of the local government (\$60,000 from the RDN). In addition, the City of Nanaimo allocated funding for four EV charging stations at City facilities through a separate CleanBC application.

**Table 1 – RDN Electric Vehicle Project Financial Commitments**

Local Government	No. Stations	Total Project Cost	CleanBC Contribution (73%)	RDN Contribution (27%)
RDN	10	\$222,222	\$162,222	\$60,000

If approved, the installation of the ten EV stations will begin in 2020. Usage data will be collected for one year to evaluate the suitability of each location, user pay options and long-term maintenance. A future report will be provided to the Board on the outcome of this project.

### ***Electric Vehicle Charging Station Location Assessment***

A map of the EV charging station locations in the RDN is shown in Attachment 1 – Map of RDN Existing and Proposed EV Charging Stations. Civic land ownership was required for this grant stream. A total of sixteen locations were considered based on a 2012 inventory of future EV charging station locations and input from municipal staff. While geographical distribution is a key consideration, additional factors including site access and technical feasibility were also considered for locations, resulting in the following selection criteria:

- Civic land ownership - only civic lands,
- Equity - distribution among members jurisdiction,
- Accessibility - ease of access and proximity to other services, and
- Technical considerations, such as utility connection and associated costs.

The locations were ranked from 1 to 3 with 1 containing all or a majority of the selection criteria. Ten priority locations are recommended within the Growth Containment Boundary with the exception of Area B Gabriola Island (Table 2) Details of all assessed locations are provided (Attachment 2 - Detailed EV Charging Station Location Assessment).

**Table 2 – Recommended EV Charging Station Locations**

# EV	Electoral Area	Location
1	B	Descanso Bay Regional Park
2	E	Nanoose Place Community Centre
3	F	Errington Community Park
4	G	French Creek Marina, RDN pump station
5	H	Lighthouse Community Hall / Lighthouse Country Regional Trail
	Municipality	Location
6	District of Lantzville	Huddleston Park
7	City of Nanaimo	Service and Resource Centre
8	City of Parksville	Parksville City Hall
9	City of Parksville	Oceanside Place Arena
10	Town of Qualicum Beach	Qualicum Beach Museum

The assessment noted several gaps in the public network (shown on Attachment 1 – Map of RDN Existing and Proposed EV Charging Stations) could not be addressed through this grant application. In particular, an EV charging station in the Cedar Village Centre would be a highly suitable location near amenities and fill a service gap; however, no RDN-owned facilities are located in the immediate area. To further address geographical gaps in the network, a future consideration may be to expand the existing RDN EV Charging Station Rebate Program to civic locations that are leased to community groups.

The leadership of the private sector (e.g. Petro Canada) in expanding their investment in EV charging stations will be reported back to the Board in future reports.<sup>1</sup>

## **SERVICE AREA CONSIDERATIONS**

A Memorandum of Understanding (MOU) between the RDN and the CEA establishes roles and responsibilities for this project. The CEA is responsible for project management, including developing a Request for Proposal and negotiating a contract with vendors to procure and install ten EV charging stations for the RDN. The CEA will also be responsible for providing periodic reports to CleanBC and the partners, as well as monitoring and evaluating the project through to completion. In exchange, the CEA will receive a Project Management fee of approximately \$55,500 from the RDN. The RDN will administer the funds transfer from CleanBC to the CEA on behalf of the other eleven local governments. The CEA has a MOU with each of the participating local governments. The RDN's terms and conditions for quality of service and installation will be required through these agreements.

Currently, the RDN has no service in place to address the installation and ongoing management of the proposed EV charging stations. Operation, electricity costs, maintenance, asset management replacement costs and administrative costs are required to establish a sustainable service model. Based on information from a network supplier, the average Level 2 charging station energy usage in BC is 2,778 kWh per year. With the annual cost of hydro per kilowatt hour being roughly 0.13 cents, the estimated energy costs are \$365 per station for operation. From an asset management perspective, the average capital cost to purchase new EV charging stations is estimated at \$10,000 with a lifespan of roughly 10 years. Based on this standard, an estimate of \$1,000 per station should be set aside annually to cover maintenance and replacement. This results in a cost of \$25,000 per year to cover operations, maintenance, administration and replacement for the EV charging network and will be included in the proposed 2020 budget.

## **ALTERNATIVES**

1. That the Board approve the ten electric vehicle charging station locations identified in this report for the CleanBC Communities Fund grant application.
2. That the Board allocate \$222,222 in the 2020 budget from the Corporate Climate Action Reserve Fund for the installation of ten public electric vehicle charging stations, subject to receipt of a \$162,222 CleanBC Communities Fund grant to reimburse the Corporate Climate Action Reserve Fund.
3. That the Board direct staff to prepare a bylaw to create a new service area for the ongoing of operations, maintenance and procurement of EV charging stations.
4. That the proposed 2020 budget contain \$25,000 for annual operating, maintenance and replacement costs for the EV Charging Station Service.
5. Provide alternate direction.

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<sup>1</sup> <https://www.petro-canada.ca/en/personal/fuel/alternative-fuels/ev-fast-charge-network>

## FINANCIAL IMPLICATIONS

The CleanBC Communities Fund model requires a local government to pass a resolution or adopt a bylaw to identify the source of their funding contribution. The local government must also demonstrate in their application that funds have been committed to operate, maintain and plan for replacement of the EV stations. A new service area is required for the ongoing operations, maintenance and replacement.

The RDN total project cost of \$222,222 may be allocated in the 2020 budget from the Corporate Climate Action Reserve Fund<sup>2</sup>. The current balance of this fund is \$497,422, which receives an annual provincial grant from the Climate Action Revenue Incentive Program (CARIP). The grant provides 100 percent of the carbon tax paid by the local government to be invested in climate action.

As outlined above, costs for the operation, maintenance and replacement costs for the new EV charging station service will be finalized and presented to the Board for consideration during the 2020 Financial Plan.

A summary of annual estimated costs to maintain the EV stations at RDN facilities is shown in Table 3.

**Table 3 – Annual Estimated Costs for EV Charging Stations**

<b>Annual Estimated Costs</b>	<b>\$</b>
Operations	3,783
Electricity costs	3,650
Maintenance & replacement costs	10,000
Asset Management & future expansion	3,783
Administration Costs	3,784
<b>Total</b>	<b>\$25,000</b>

## STRATEGIC PLAN IMPLICATIONS

This project is aligned with the 2019 – 2022 Board Strategic Plan under:

Goal 1: to “be leaders in climate change adaptation and mitigation and become net zero by 2032” by contributing to a regional network of public EV charging stations; making it easier for individuals to switch from a carbon-using and emitting powered vehicle to zero emission vehicles.

Action 1.3: to “Develop a regional strategy for electric vehicle charging”.

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<sup>2</sup> Corporate Climate Action Reserve Fund Establishing Bylaw No. 1650, 2011

This report addresses CEA's request to the RDN based on current EV charging locations and availability. As EV technology is rapidly advancing, a proposed regional EV charging strategy will be developed in the fall in consultation with member municipalities and electoral areas, and will include:

- Opportunities for the RDN to accelerate the uptake of EVs along with the private sector response.
- Consultation with the development community and other communities involved in EV charging station advancement.
- A best management practices guide for local governments outlining options on how to advance EV charging infrastructure.
- Recommended locations for new EV charging stations.



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Sharon Horsburgh  
[shorsburgh@rdn.bc.ca](mailto:shorsburgh@rdn.bc.ca)  
July 2, 2019

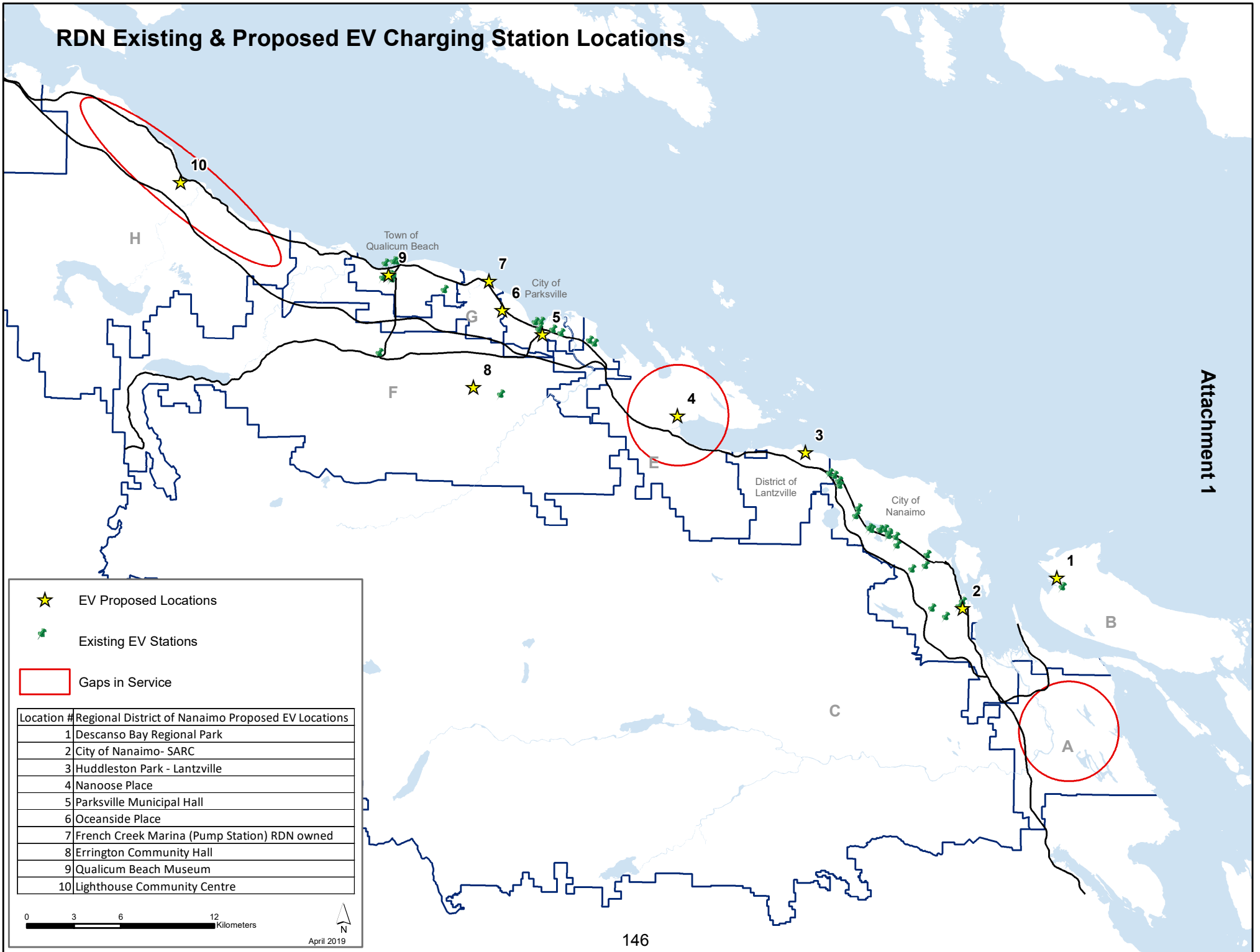
Reviewed by:

- K. Fowler, Manager, Long Range Planning, Sustainability & Energy
- G. Garbutt, General Manager, Strategic and Community Development
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Map of RDN Existing and Proposed EV Charging Stations
2. Detailed EV Charging Station Location Assessment

# RDN Existing & Proposed EV Charging Station Locations





**ATTACHMENT 2**  
**DETAILED ELECTRIC VEHICLE CHARGING STATION LOCATION ASSESSMENT**

Location	Electoral Area or Municipality	Civic Lands	Distribution	Accessibility	Technical	Rank Score	Comments
Cedar Village Shopping Centre	A	3	*N/A	N/A	N/A	3	Location is on private property and is ineligible.
Descanso Bay Regional Park	B	1	1	1	1	1	Parking area being re-configured power available
Nanoose Place	E	1	1	1	2	1	Centrally located in Nanaimo. Electrical capacity needs to be confirmed.
Errington Community Park	F	1	1	1	1	1	Electrical outlet EV location available
French Creek Marina	G	1	1	1	1	1	Working harbour with commercial activity.
Lighthouse Community Hall	H	1	1	2	1	1	Lighthouse Community association supports EV option at this location in Bowser
City of Nanaimo Service & Resource Centre	Nanaimo	1	1	1	1	1	EV location already available
RDN Administration Building	Nanaimo	1	3	3	1	3	Adequate EV Capacity at RDN Building.
Huddleston Park	Lantzville	1	1	1	1	1	This would be the first location in Lantzville.
Parksville City Hall	Parksville	1	1	1	1	1	This would add needed EV capacity in a busy location.
Parksville Chamber of Commerce	Parksville	1	2	2	2	2	Other funding mechanisms maybe available to community based organizations
Parksville Oceanside Place Arena	Parksville	1	1	1	1	1	This is a very busy retail area. EV capacity at the Arena would provide increase service level at this location.
Parksville Community Park	Parksville	1	2	2	1	2	There is already charging capacity in the area. This location did not score as high as other location and would require electrical upgrading.
City of Parksville Parking Lot 171 Memorial Ave	Parksville	1	2	2	2	2	There is already charging capacity in the area. This location did not score as high as other location and would require electrical upgrading
Qualicum Beach Museum	Qualicum Beach	1	1	1	1	1	This location adds capacity in a centrally located area. The Museum requested an EV station to be located on site and this location scores high.
Qualicum Beach Airport	Qualicum Beach	1	3	2	1	2	This location already has an EV charging station

1. \*N/A- Not Applicable as no location was identified on civic lands owned by the RDN.

2. The recommended ten priority locations are highlighted in the table (above) by shading.

### ***Location Selection Criteria & Ranking***

A relative rank from 1 to 3 was applied, where the highest ranked is given a score of 1, which contains all or a majority of the desired characteristics. The rankings have not been summed or otherwise aggregated as this would imply a relative weighting or a relationship/interdependency between attributes.

#### **Selection criteria:**

- land ownership - only civic lands;
- equity - distribution among members jurisdiction that serve the region;
- accessibility - ease of access and proximity to other services; and
- technical consideration - utility connection and associated costs

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**TO:** Committee of the Whole**MEETING:** July 9, 2019**FROM:** Dean Banman  
Manager, Recreation Services**SUBJECT:** Ravensong Aquatic Centre Solar Hot Water Community Energy Leadership  
Program Grant Application

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**RECOMMENDATION**

That the Board endorse the Community Energy Leadership Program grant application to the Fraser Basin Council for the Ravensong Aquatic Centre Solar Hot Water Heating Project.

**SUMMARY**

Board endorsement is required for the RDN's application for a Community Energy Leadership Program (CELP) grant. If successful the grant would fund 33% of the project's cost up to \$175,000. One requirement of the grant application is a resolution from local government that the project is supported.

**BACKGROUND**

In May of this year, the RDN completed an expression of interest to be considered for a grant through the Community Energy Leadership Program (CELP). This program is administered by the Fraser Basin Council. Original CELP funding was established in 2007 through the Innovative Clean Energy (ICE) Fund to support energy, economic and environmental priorities.

A project to improve the solar hot water heating capacity at Ravensong Aquatic Centre was submitted. The original hot water tank would be repurposed to collect and retain water preheated by the existing solar panels located on the roof of the aquatic centre. Other required components of the system (piping, heat exchangers, pumps, etc.) would be replaced or added as necessary. The preheated water would be used as a water source for the main tank (pool).

This project will improve the efficiency of the facility by utilizing solar energy more effectively and will reduce the use of natural gas to heat the pool. Should the facility be expanded in the future, the infrastructure would still be required and used to heat the swim tanks.

In June, the RDN was informed by the Fraser Basin Council that the Ravensong Solar Hot Water Heating Project was shortlisted to the final round of the grant application process.

The final grant funding decision is expected in August or September of this year.

## ALTERNATIVES

1. That the RDN Board endorse the Community Energy Leadership Program grant application to the Fraser Basin Council for the Ravensong Aquatic Centre Solar Hot Water Heating Project.
2. That the Board not endorse the grant application.
3. That the Board provide alternate direction.

## FINANCIAL IMPLICATIONS

Funding for the entire project in the amount of \$100,000 has been allocated in the approved Five-Year Financial Plan for the works to commence in 2019 and completed in 2020. If the RDN is successful in securing CELP grant funding, the amount equal to grant funding currently in the approved Financial Plan would not be required. This amount would be left in reserves to be used for future facility upgrades and capital replacement projects.

## STRATEGIC PLAN IMPLICATIONS

Climate Change - Be leaders in climate change adaptation and mitigation, and become net zero by 2032.



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Dean Banman  
[dbanman@rdn.bc.ca](mailto:dbanman@rdn.bc.ca)  
June 24, 2019

Reviewed by:

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

**TO:** Regional District of Nanaimo Board**MEETING:** July 9, 2019**FROM:** Hannah King  
Superintendent, Recreation Program Services**SUBJECT:** License to Occupy Agreement Renewal with School District 69 Qualicum

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**RECOMMENDATION**

That the Regional District of Nanaimo enter into a License to Occupy Agreement with School District No. 69 (Qualicum) for recreation program space at both Craig Street Commons (Parksville) and Qualicum Commons (Qualicum Beach) for a term of fifty-four (54) months commencing January 1st, 2020 through June 30th, 2024.

**SUMMARY**

Regional District of Nanaimo (RDN) Recreation Services has leased recreation program space from School District 69 (Qualicum) at Qualicum Commons since 2014 and at the Craig Street Commons in Parksville since 2017. The current Agreements for both spaces are due to expire December 31, 2019. Staff is seeking approval to enter into a combined License to Occupy Agreement with the School District 69 (Qualicum) for the continued use of the program spaces. The license fee would be \$2,050.00/month plus GST. Annually the cost would be \$24,600.00. The total cost over the term of the Agreement would be \$110,700 plus GST.

**BACKGROUND**

RDN owned and operated recreation program space is limited to two rooms at Oceanside Place which are suitable for public meetings and low impact activities. Benefits of leasing dedicated program space at both Commons include; reduced program cancelations and time changes which increase customer satisfaction, the ability to include program locations within marketing materials, less time spent securing program space, and continued expansion of program inventory within Qualicum Beach and Parksville which benefits all Oceanside communities.

In 2014 School District 69 (Qualicum) made it known that they were exploring options for community use of the former Qualicum Beach Elementary School site. On December 17, 2014 the RDN entered into the current agreement for the use of a classroom space at Qualicum Commons (formerly Qualicum Beach Elementary). The term was established for 5 years less 2 days and included custodial services, security, utilities and general repairs at a monthly fee of \$1,025.00 plus GST.

In 2017 a similar opportunity arose at the former Parksville Elementary School site. A License to Occupy Agreement was signed for a term of twenty-four (24) months to allow for the terms of the two Agreements to align. The monthly fee is \$946.84 plus GST and includes the same services as at Qualicum Commons.

As the term for both current Agreements end in December 2019 staff completed negotiations to renew with School District 69 in the spring of 2019. Both Agreements were reviewed by RDN legal counsel and were determined to be acceptable. The Agreement which amalgamates the two licenses is attached.

A number of the recommendations within the current Recreation Services Master Plan speak to maintaining and expanding cross sectional partnerships and continuing to strive to achieve efficiency in the delivery of recreation services. The leasing of space from the School District is an example of such a partnership. The fact that the facilities are established community hubs allows for the continued growth of partnerships with community groups based at the two facilities.

The following is a breakdown of cost and usage rates (2018) of the leased program space

Facility	Monthly Rate	Annual Rate	Hours Used	Hourly Rate
Qualicum Commons	\$1,025.00	\$12,300.00	926.25	\$13.28
Craig Street Commons	\$946.84	\$11,362.08	1,714.75	\$6.26
Total	\$1,971.84	\$23,662.08	2,641	\$8.96 (average)

The following is a list of comparable rental space rate options available within Oceanside (*adult user groups*)

- School District 69 classroom space - \$10.00
- Qualicum Beach Civic Centre - \$22.00-\$28.00
- Parksville Community Centre - \$43.00-\$54.00

## ALTERNATIVES

- 1) That the Regional District of Nanaimo enter into a License to Occupy Agreement with School District No. 69 (Qualicum) for recreation program space at both Craig Street Commons (Parksville) and Qualicum Commons (Qualicum Beach) for a term of fifty-four (54) months commencing January 1st, 2020 through June 30th, 2024.
- 2) Provide staff with an alternative direction.

## FINANCIAL IMPLICATIONS

The approved five-year Northern Recreation Services Financial Plan includes annual funding for the program spaces associated with the proposed Agreement.

## STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Seek opportunities to partner with the provincial and federal governments, other government agencies, and community stakeholder groups in order to advance strategic plan goals and objectives.



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Hannah King  
[hking@rdn.bc.ca](mailto:hking@rdn.bc.ca)  
July 2, 2019

Reviewed by:

- D. Banman, Acting Gen. Mgr., Recreation & Parks
- P. Carlyle, Chief Administrative Officer

Attachment:

- FinalRDNSD69 License to Occupy.pdf

## LICENSE TO OCCUPY

This "**Agreement**" made the \_\_\_\_ day of \_\_\_\_\_ 2019

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 69 (Qualicum)  
PO BOX 430; 100 JENSEN AVENUE EAST  
PARKSVILLE, BC V9P 2G5

(The "**Licensor**")

AND:

PHYLLIS CARLYLE, CAO  
REGIONAL DISTRICT OF NANAIMO  
RECREATION  
830 ISLAND HIGHWAY WEST  
PARKSVILLE, BC V9P 2X4

(The "**Licensee**")

WHEREAS the Licensor is the registered owner of the lands located at the following addresses, and improvements thereon (the "**Premises**"): 330 Craig Street; Parksville, BC (Craig Street Commons) and 744 Primrose Street; Qualicum Beach, BC (Qualicum Commons);

AND WHEREAS the Licensee wishes to obtain, and the Licensor wishes to grant to the Licensee, a non-exclusive license (the "**License**") to occupy that portion of the Premises indicated on Schedule A and Schedule B attached hereto (the "**License Area**"), or such other area as may be designated by the Licensor hereunder, on the terms and conditions set forth herein.

### GRANT OF NON-EXCLUSIVE LICENSE

In consideration of the covenants of the Licensee contained herein, and subject to the terms and conditions hereof, the Licensor does hereby grant the License to the Licensee. The interest granted pursuant to this Agreement constitutes a license only and does not constitute a lease or a sublease, nor create any other interest in land, nor any partnership, joint venture or agency relationship between the Licensor and the Licensee (collectively, the "**Parties**", and individually, a "**Party**").

The Licensee shall have a right of access, in common with the Licensor, over those portions of the common areas of the Premises that are reasonably required by the Licensee for proper use of the License Area. The Licensor may stipulate access limits and routes, and the Licensee shall ensure that its staff and invitees respect those stipulations.

#### a) **USE OF LICENSE AREA:**

This license areas are depicted in Schedule A (Craig Street Commons - Room 21) and schedule B (Qualicum Commons - Room 12) and are granted for the sole purpose of providing community recreation services programs.

The Licensee shall not use the License Area nor allow the License Area to be used for any other purpose other than that for which the License is granted, that is to say, for storage only, unless the consent in writing of the Licensor is first obtained, which consent may, in the Licensor's absolute discretion, be withheld or granted subject to conditions.



b) **TERM AND LICENSE FEES:**

Subject to early termination or renewal as may be provided herein or otherwise agreed in writing, the License shall be for a term of fifty-four (54) months commencing on the 1st day of January 2020 and ending on the 30th day of June 2024, subject to the Licensee's compliance with all the terms hereof, including timely payment to the Licensors in advance of license fees of \$2050.00 per month plus GST (\$2152.50) commencing January 1, 2020. (License Rate as Per Schedule C attached hereto.)

There shall be an option to renew for an additional sixty (60) months, subject to agreement on a license rate for the additional term.

The license fee includes a right for the Licensee to have a total of 160 hours per year of time for its exclusive use of the gymnasiums between either of two sites - Craig Street Commons and/or Qualicum Commons. These 160 hours must be used by June 30 of each year of the agreement and can be applied to either of two sites - Craig Street Commons and/or Qualicum Commons. Booking time is done on a first come first served basis through the office of the General Manager of Operations. In the management and operation of the Premises, the Licensors will not knowingly grant rights to other persons to use the Bookable Space to the point that the Licensee cannot reasonably obtain 160 hours per year to be shared between the two sites of Craig Street Commons and Qualicum Commons.

c) **NO NUISANCE:**

The Licensee shall not at any time during the said term or any renewal thereof permit anything to be done or kept on or around the License Area that shall be deemed a nuisance.

d) **COMPLY WITH LAWS:**

The Licensee shall observe, fulfill and comply at its expense with all laws, ordinances, regulations, requirements and recommendations, which may be applicable to the Licensee, or to the manner of use of the License Area, or any and all Federal, Provincial, Civic, Municipal, and other authorities and all notices in pursuance of same and whether served upon the Licensors or the Licensee. The Licensee shall save the Licensors harmless from all costs, charges or damages which the Licensors may incur or suffer by reason of the Licensee's breach of any such law, rule or regulation.

Without limiting the foregoing, the Licensee acknowledges that the Ministry of Education has introduced legislation that prohibits the use of tobacco and smoking in all School District buildings and on School District lands (the "Smoking Ban"). During the term and while the Licensee remains in possession of the Property, the Licensee will comply with the Smoking Ban and will use its best efforts to enforce the Smoking Ban on the Property.

e) **DAMAGE BY LICENSEE:**

The Licensee shall pay the cost of any damage to any property of the Licensors arising from the use of the License Area or the Licensors' property by the Licensee or its staff or invitees. Without limiting the foregoing, the Licensee shall reimburse the Licensors for costs incurred by the Licensors in making good any damage caused to the said License Area or any part thereof as a result of the negligence or willful act or omission of the Licensee, its invitees, licensees, agents, servants, clients or other persons from time to time in or about the License Area.

f) **INSURANCE:**

The Licensee shall maintain, at its own expense, property and liability insurance as the Licenser requires (minimum limits of \$5,000,000) and shall provide the Licenser with evidence of such coverage upon application of this agreement. Such coverage will include Tenants Legal Liability and will name the District as an additional insured.

The Licensee shall be responsible for securing its own property and the property of others in its care and control in the License Area, and for ensuring the safety of its staff and invitees, and hereby releases the Licenser from any and all liability whatsoever in respect thereof, except to the extent such results from the wrongful act or failure to act or negligence of the Licenser, or of the Licenser's agents or employees.

The renter shall indemnify and pay to the Board forthwith upon demand for any loss, damage or power wastage occurring to the property of the Board, either directly or indirectly as a result of the use of the facilities under the terms of this agreement.

g) **ASSIGNMENT OR SUBLICENSING:**

This Agreement and the License are personal to the Licensee and may not be assigned or sublicensed, including by succession or operation of law, except with the prior written consent of the Licenser, which may be withheld in the absolute discretion of the Licenser. In no event shall any assignment or sub-licensing release or relieve the Licensee from its obligations fully to perform all the terms, covenants and conditions of this License on its part to be performed. It is agreed that any change from the present control of the Licensee shall constitute an assignment of the License requiring the prior written consent of the Licenser.

h) **INDEMNITY OF LICENSOR:**

The Licensee shall indemnify and save harmless the Licenser (which indemnity shall survive the expiry or sooner determination of this License) from any and all liabilities, damages, costs, claims, suits, or actions, including all costs and actual legal fees and disbursements incurred, in connection with:

- (i) any breach, violation, or non-performance of any covenant, regulation, condition or agreement in this License set forth and contained on the part of the Licensee, to be fulfilled, kept, observed and performed;
- (ii) any act or omission of the Licensee;
- (iii) any damage to property while said property shall be in or about the License Area; or
- (iv) any injury to any licensee, invitee, agent or employee of the Licensee, including death resulting at any time therefrom, occurring in or about the License Area,

except to the extent such results from the wrongful act or failure to act or negligence of the Licenser, or of the Licenser's agents or employees.

i) **CONDITION OF LICENSE AREA, REPAIRS AND MAINTENANCE:**

The Licensee hereby accepts the License Area on an "as is" basis, subject to leasehold improvements as agreed upon in writing, and the Licensee shall, during the said term and any extension thereof, sufficiently repair, maintain, and keep all improvements on the License Area in good repair. All costs pertaining to leasehold improvements will be charged to the Licensee.

j) **ALTERATIONS AND INSTALLATIONS:**

The Licensee shall not make any alterations, repairs, installations, removals or improvements in or about the License Area or the improvements thereon without the Licensor's prior written consent, in the Licensor's absolute discretion, as to suitability and acceptability and only after having submitted adequate plans and specifications thereof to the Licensor. Such consent shall be at the approval of the Director of Facilities of the Licensor, and in the event of such consent, all work shall be done in good and workmanlike manner to a standard acceptable to the Director of Facilities of the Licensor.

k) **FIXTURES:**

At the expiration of the term hereby granted or if the License shall be otherwise terminated, all improvements erected or placed upon the License Area by the Licensee and all fixtures in or about the License Area placed by the Licensee shall be removed by the Licensee.

The Licensor shall have the right upon the termination of this License by effluxion of time or otherwise to require the Licensee by notice in writing, to remove the chattels and equipment located on the License Area and if the Licensee does not remove its personal property forthwith after written demand, the Licensor shall not be responsible for any loss or damage to such property because of such removal.

l) **LIENS AND ENCUMBRANCES:**

The Licensee covenants to forthwith discharge any liens and other encumbrances at any time filed against the License Area arising by reason of any work done or materials supplied at the direction of the Licensee, and to keep the said License Area free from any and all liens and other encumbrances, arising as a result of its acts or omission, and if the Licensee fails to do so, the Licensor may, but shall be under no obligation, to pay into court, the amount required to obtain a discharge of any such lien in the name of the Licensee and any amount so paid together with all disbursements and costs in respect of such proceedings on a solicitor and client basis shall be forthwith due and payable by the Licensee to the Licensor as additional license fees. The Licensee shall allow the Licensor to post and keep posted on the License Area any notices that the Licensor may desire to post under the provisions of the *Builders Lien Act* or any other legislation.

m) **UTILITIES AND OTHER COSTS:**

The License Fee is inclusive of electric, gas, water, janitorial, and maintenance to the building envelope, garbage collection and snow removal. The Licensee shall pay and be responsible for all other costs in connection with the License Area not specifically included in the license fee. This includes: tenant insurance, room and equipment maintenance costs, internet access, leasehold improvements, repairs, assessments, painting, and all other costs, charges, outlays and expenses in connection with the License Area or any improvements thereon. Should any taxes be levied against the License Area or improvements by any authority, then the parties shall enter into a renegotiation of the Licensee fee.

n) **ACCESS, SECURITY AND PARKING:**

The Licensee shall have access to the license areas as depicted in Schedule A (Room 21) and Schedule B (Room 12) via the door directly into the license area and the main doors next to the license area. The License Fee is inclusive of security service and will ensure adequate and proper parking of vehicles to a standard acceptable to the General Manager of Operations of the Licensor.

o) **LICENSOR'S ACCESS TO LICENSE AREA:**

The Licensor shall be entitled to enter, inspect and otherwise have access to the License Area throughout the term of the License, and upon the expiration or sooner determination of the term, or of any renewal thereof, the Licensee shall forthwith peaceably vacate and cease occupancy of the License Area without notice from the Licensor.

p) **TIME:**

Time is of the essence of this Agreement.

q) **TERMINATION:**

The Licensor may terminate the License on one month's notice in the event of non-payment of license fees or any other default or non-performance of any covenant hereunder by the Licensee.

The Licensor may terminate the License on three months' notice in the event that the School District requires the space for School District programs.

The Licensee may terminate the License with three months' notice.

This License may be terminated at any time by mutual agreement.

r) **ENTIRE AGREEMENT:**

This Agreement contains the entire agreement between the Parties. There are no other conditions, representations or warranties, express or implied, by either of the Parties to the other, and no amendment or addition hereto shall be valid unless set out in writing and executed on behalf of each of the Parties.

s) **NOTICES:**

Any notice, request, demand, direction or statement required or permitted to be given hereunder, shall be sufficiently given if mailed in Canada by registered mail, postage prepaid, to the appropriate Party at the address first set out above for that Party, or such other address as may be designated by written notice given by that Party to the other Party in accordance with this provision.

Any notice mailed as aforesaid shall be conclusively deemed to have been received on the third business day following the day on which such notice is mailed as aforesaid.

t) **REGISTRATION:**

The Licensee shall not in any circumstances apply to register this License or any other interest or notice of interest against or in respect of the License Area, the Premises or any part thereof. The Licensee further covenants not to mortgage or otherwise encumber this License or any interest hereunder.

u) **EXPROPRIATION:**

During the term of this License, if the whole of the License Area shall be expropriated, or otherwise taken by virtue of any power or authority having the power for such acquisition or condemnation, then the term of this License shall be deemed terminated from the date of entry of such authority without any liability to the Licensor or recourse by the Licensee to the Licensor whatsoever including, without limitation, for any refund of prepaid license fees or for any costs or damages.

Notwithstanding the foregoing, the Licensor shall refund all prepaid License Fees related to any period after the date of entry of the expropriating authority.

Additionally, nothing herein contained shall prevent the Licensor nor the Licensee or both from recovering damages from such authority for the value of their respective interests or for such other damages and expenses allowed by process of law.

v) **LIABILITY FOR DAMAGE TO PERSONS OR PROPERTY:**

The Licensor shall not be responsible in any way for any injury to any person or for the loss of or damage to any property belonging to the Licensee or to the employees, invitees, or licensees of the Licensee while such person or persons or property is in or about the buildings on the License Area or any part of the License Area, and the Licensee covenants to indemnify the Licensor against all loss, costs, claims or demands in respect of any injuries, loss or damage referred to in this paragraph.

w) **OVERHOLDING:**

If the Licensee continues to occupy the License Area with the express consent of the Licensor after the expiry of the term of this License without any further written agreement, the Licensee shall be a monthly licensee on the terms and conditions herein set out.

x) **COMMENCEMENT:**

The covenants expressed herein shall be binding on the Parties from the commencement of the term set out herein notwithstanding the dates of execution of this Agreement by the Parties.

y) **ENUREMENT:**

All of the provisions of this License shall be binding upon and enure to the benefit of the Parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.

IN WITNESS WHEREOF the Parties have duly executed and delivered this Agreement as of the day and year first above written.

LICENSOR:



Ron Amos, CPA, CMA  
Secretary-Treasurer  
School District No. 69 (Qualicum)  
250-248-4241

  
\_\_\_\_\_  
Witness

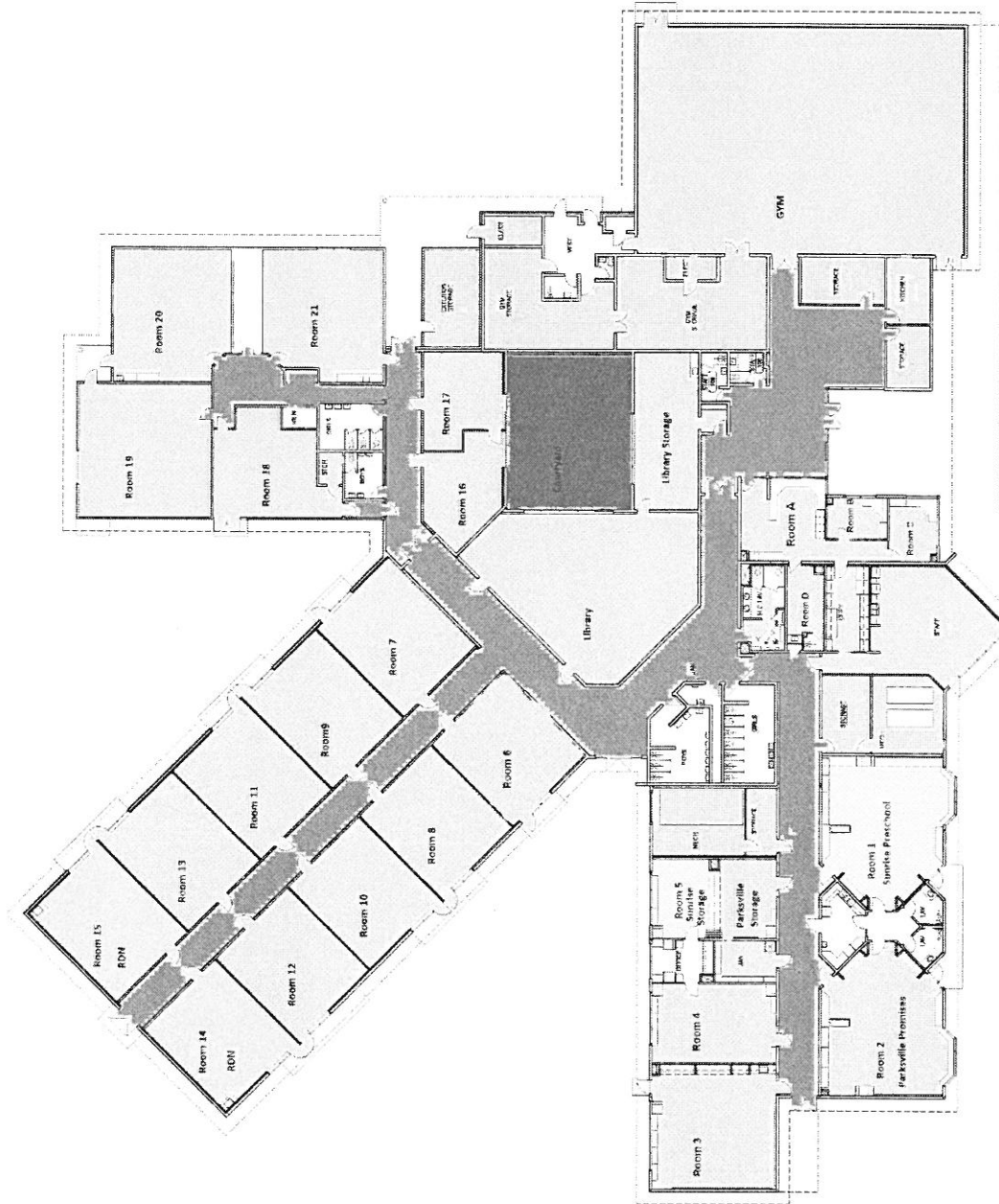
LICENSEE:

\_\_\_\_\_  
Phyllis Carlyle, CAO  
Recreation Services  
Regional District of Nanaimo  
250-248-3252

\_\_\_\_\_  
Witness



SCHEDULE A  
 DIAGRAM OR DESCRIPTION OF LICENSE AREA (CRAIG STREET COMMONS)



The floor plan of the second floor shows a central corridor system. On the left side, there is a large GYMNASIUM, a MECH room, a CLAP room, a Stage, and a Restroom. On the right side, there is a Resource Room, a Storage area, a Gym, and a Storage area. The bottom section of the plan includes a Marching Band room, a Marching Band room, a School Occupancy Play School room, a School Pre-School room, a School Kitchen, a School Restroom, and a School Office. The top section of the plan includes a Restroom, a Storage area, a Gym, and a Storage area. The plan also shows a large outdoor area labeled 'Foster's Courtyard'.

SCHEDULE C  
MONTHLY LICENSE FEES  
CRAIG STREET COMMONS AND QUALICUM COMMONS

Monthly License Fee	\$2050.00*
GST @ 5%	<u>\$102.50</u>
Total Monthly Fee	<u>\$2152.50</u>

**\*License Fee will include free use of the gymnasium for up to a total of 160 hours per year to be used between the two sites – Craig Street Commons and/or Qualicum Commons - which must be booked through the Operations & Maintenance Department.**

**Note: All costs pertaining to leasehold improvements will be charged to the Licensee.**



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**TO:** Committee of the Whole                      **MEETING:** July 9, 2019  
**FROM:** Deb Churko  
Engineering Technologist                      **FILE:** 5500-21-01  
**SUBJECT:** Bylaw 789.05 – A Bylaw to Amend the Fairwinds Streetlighting Local Service

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### **RECOMMENDATION**

That “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019” be introduced and read three times.

### **SUMMARY**

A petition has been received from the owner of 3521/3529 Dolphin Drive in Nanoose Bay (Fairwinds Landing/Schooner Cove). The owner wishes to join the adjacent streetlighting service area so streetlights can be installed along Dolphin Drive to improve vehicle and pedestrian safety. By joining the streetlighting service area, the property owner would pay taxes towards the local streetlighting service.

### **BACKGROUND**

The subject property is located at the corner of Dolphin Drive and Outrigger Road in Nanoose Bay, B.C., where a new hotel and condominium development is underway. The RDN currently provides overhead streetlighting service to the Fairwinds residential neighbourhood located across Dolphin Drive to the south (see Location Plan in Figure 1). The subject property is being developed at a later date than the original Fairwinds subdivision, and has not received streetlighting service to date.

According to the Phased Development Agreement and the Memorandum of Understanding between the RDN and the Fairwinds/Schooner Cove owner, a streetlighting service area is anticipated to be established (or an existing streetlight service area is to be amended) in order for the owner to install streetlights to improve vehicle and pedestrian safety adjacent to the new development. The owner has subsequently petitioned the RDN to be included within the adjacent Fairwinds Streetlighting Local Service. As with each RDN streetlighting service, BC Hydro will charge the annual cost to operate the streetlights to the RDN, and the RDN in turn will recover those costs from all the participants of the streetlighting service in the form of taxes.

The RDN's newest streetlighting specifications will ensure that only dark-sky compliant streetlights are installed on ornamental poles, and that no upward or outward-facing light will be experienced by neighbouring property owners.

The Fairwinds Streetlighting Local Service Bylaw No. 789, 1989 requires an amendment in order to include this property within the taxation boundary for streetlighting service. A bylaw amendment is attached to this report for the Board's consideration.

## **ALTERNATIVES**

1. Accept the request for inclusion into the Fairwinds Streetlighting Local Service; or
2. Provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to the RDN. The property owner has agreed to install ornamental streetlights and poles as part of their development costs at Fairwinds Landing/Schooner Cove. If accepted into the Fairwinds Streetlighting Service, the annual hydro charges for the new streetlights would be recovered from the entire streetlight service area, including the subject property.

## **STRATEGIC PLAN IMPLICATIONS**

Social Wellbeing - Make the Region a safe and vibrant place for all, with a focus on children and families in programs and planning.

Including the property at 3521/3529 Dolphin Drive into the Fairwinds Streetlighting Local Service supports the Board's goals to provide opportunities for residents to move effectively through and around the region, and to make the region a safe and vibrant place for all. Vision, Mission, and Values as described in the 2019-2022 Strategic Plan.



Deb Churko  
[dchurko@rdn.bc.ca](mailto:dchurko@rdn.bc.ca)  
June 12, 2019

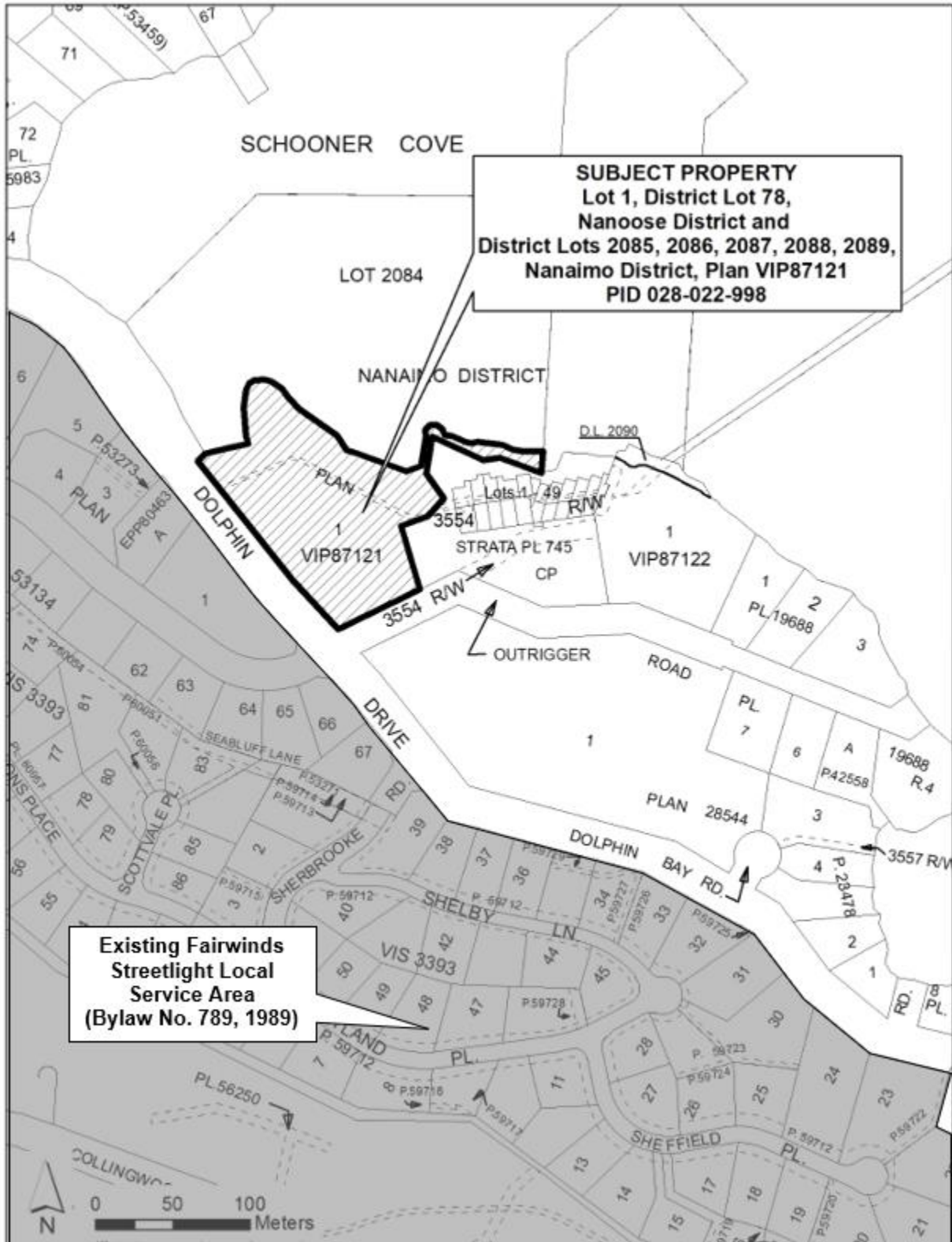
### **Reviewed by:**

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

### **Attachments:**

1. Figure 1 – Location Plan
2. Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019

Figure 1 – Location Plan



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 789.05**

**A BYLAW TO AMEND THE BOUNDARIES OF  
REGIONAL DISTRICT OF NANAIMO  
FAIRWINDS STREETLIGHTING LOCAL SERVICE**

WHEREAS the Regional District of Nanaimo established the Fairwinds Streetlighting Local Service pursuant to Bylaw No. 789, cited as “Fairwinds Streetlighting Local Service Establishment Bylaw No. 789, 1989”;

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

- Lot 1, DL 78, Nanoose Land District, and District Lots 2085, 2086, 2087, 2088, and 2089, Nanaimo Land District, Plan VIP87121;

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

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

**1. Amendment**

“Fairwinds Streetlighting Local Service Establishment Bylaw No. 789, 1989” is amended as follows:

- a) By amending Schedule ‘A’ to include the property shown outlined on Schedule ‘A’ attached to and forming part of this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as “Fairwinds Streetlighting Local Service Amendment Bylaw No. 789.05, 2019”.

Introduced and read three times this      day of      2019.

Adopted this      day of      2019.

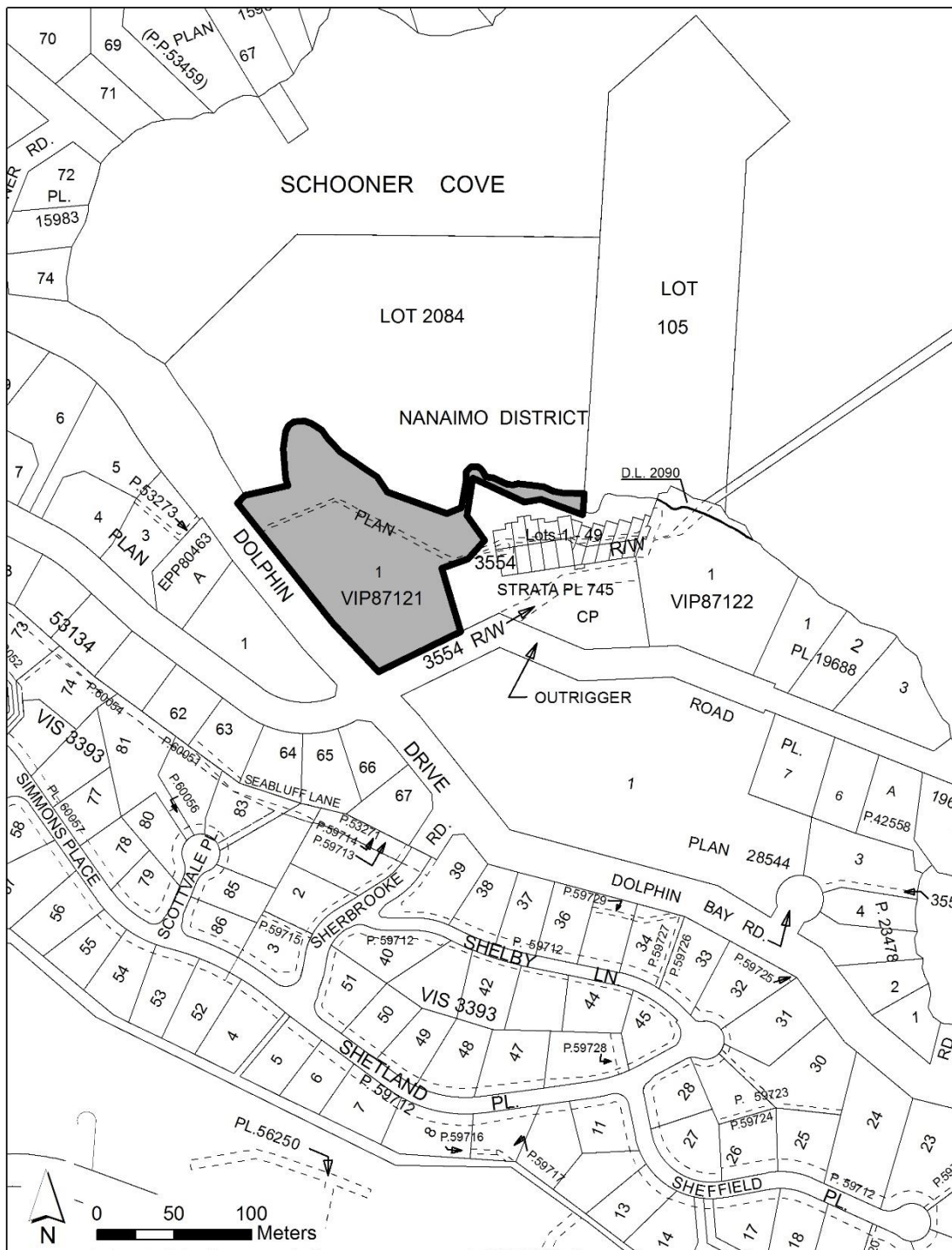
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CHAIR

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CORPORATE OFFICER

Corporate Officer



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

**FROM:** Deb Churko  
Engineering Technologist                      **FILE:** 5500-20-PS-01

**Subject:** Bylaw Nos. 889.74 and 1021.13 – Amendments to the Northern Community Sewer Service and the Pacific Shores Sewer Service

---

### **RECOMMENDATIONS**

1. That “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019” be introduced and read three times.
2. That “Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.13, 2019” be introduced and read three times.

### **SUMMARY**

Petitions have been received from the owner of 1469 Bay Drive to amend the boundaries of the Pacific Shores and Northern Community Sewer Service Areas. The owner wishes to connect to the community sewer system instead of expanding the existing on-site septic treatment and disposal system. Connecting this property to the community sewer system would mitigate the possible impacts of the on-site disposal system to the marine foreshore and the on-site drinking water well.

### **BACKGROUND**

The subject property is located at the West end of Bay Drive in Nanoose Bay. This waterfront property consists of one single-family home that has been discharging domestic sewage to an on-site septic tank and disposal field for over 40 years. A drinking water well is also present on the subject property. During house renovations, the owner wishes to connect to the community sewer system instead of expanding the existing on-site septic treatment and disposal system. The property owner has petitioned the Regional District of Nanaimo (RDN) to be included in the Pacific Shores Sewer Local Service Area. The subject property is located immediately adjacent to the Pacific Shores Sewer Service Area boundary, and a sewer stub is located along the foreshore on the north side of the subject property thereby making a connection to the community sewer possible. By including the subject property into the Pacific Shores Sewer Local Service Area, domestic sewage would be collected by the community sewer system, and treated at the French Creek Pollution Control Centre.

*Pacific Shores Sewer Local Service Area Bylaw No. 1021 (1996) as well as Northern Community Sewer Local Service Area Bylaw No. 889 (1993) require amendment in order to include this property in the sewer service area. These bylaws are attached to this report for the Board’s consideration. Similar boundary amendment bylaws have been adopted by the RDN*

over the past 10 years for neighbouring properties with aging septic tank and field disposal systems.

A Capital Charge of \$2,483 is payable when a property is being brought into the community sewer service area pursuant to *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003*.

## **ALTERNATIVES**

1. Adopt the bylaws to include the subject property into the Pacific Shores and Northern Community Sewer Local Service Areas.
2. Do not adopt the bylaws, and provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

There will be no financial implications to the RDN. All costs associated with connection to the community sewer would be at the expense of the applicant. The owner has paid the required Capital Charge in the amount of \$2,483 as contribution towards the French Creek Pollution Control Centre. Annual cost recovery for sewer service is done through parcel taxes.

If the application for sewer servicing is not approved, the owner would need to explore options for on-site sewage treatment and disposal. The initial Capital Charge paid by the property owner would be refunded.

## **DEVELOPMENT IMPLICATIONS**

The subject property is located in a “Rural Residential” area outside of the Urban Containment Boundary as described in the *Regional Growth Strategy Bylaw No. 1309 (2003)*. The Regional Growth Strategy supports the provision of community sewer and water services to land outside the Growth Containment Boundary as long as they do not support additional development, consistent with official community plans. Section 5.8, Policy No. 7 of the *Nanose Bay Official Community Plan (Bylaw No. 1400, 2005)* states that, “The inclusion of properties into the local community sewer service area may be considered by the RDN Board when there is evidence that an existing sewage disposal system has failed, an ensuing health problem is evident and/or there is no alternative means of resolving the disposal problem through on-site measures, including pump and haul, to address environmental or health concerns.”

In keeping with the intent of the Regional Growth Strategy, the provision of community water and/or sewer service is not intended to allow uses of the property beyond what is currently supported in *Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500*. The subject property is zoned Residential RS1-F with a minimum parcel size of 1 hectare (10,000 m<sup>2</sup>). At approximately 4400 m<sup>2</sup> in size (1.09 acres), the subject property would not be able to subdivide even with community water and sewer services. The presence of the adjacent community sewer main excludes the property from Pump & Haul service eligibility.

## **STRATEGIC PLAN IMPLICATIONS**

Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations.



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Deb Churko  
[dchurko@rdn.bc.ca](mailto:dchurko@rdn.bc.ca)  
June 26, 2019

Reviewed by:

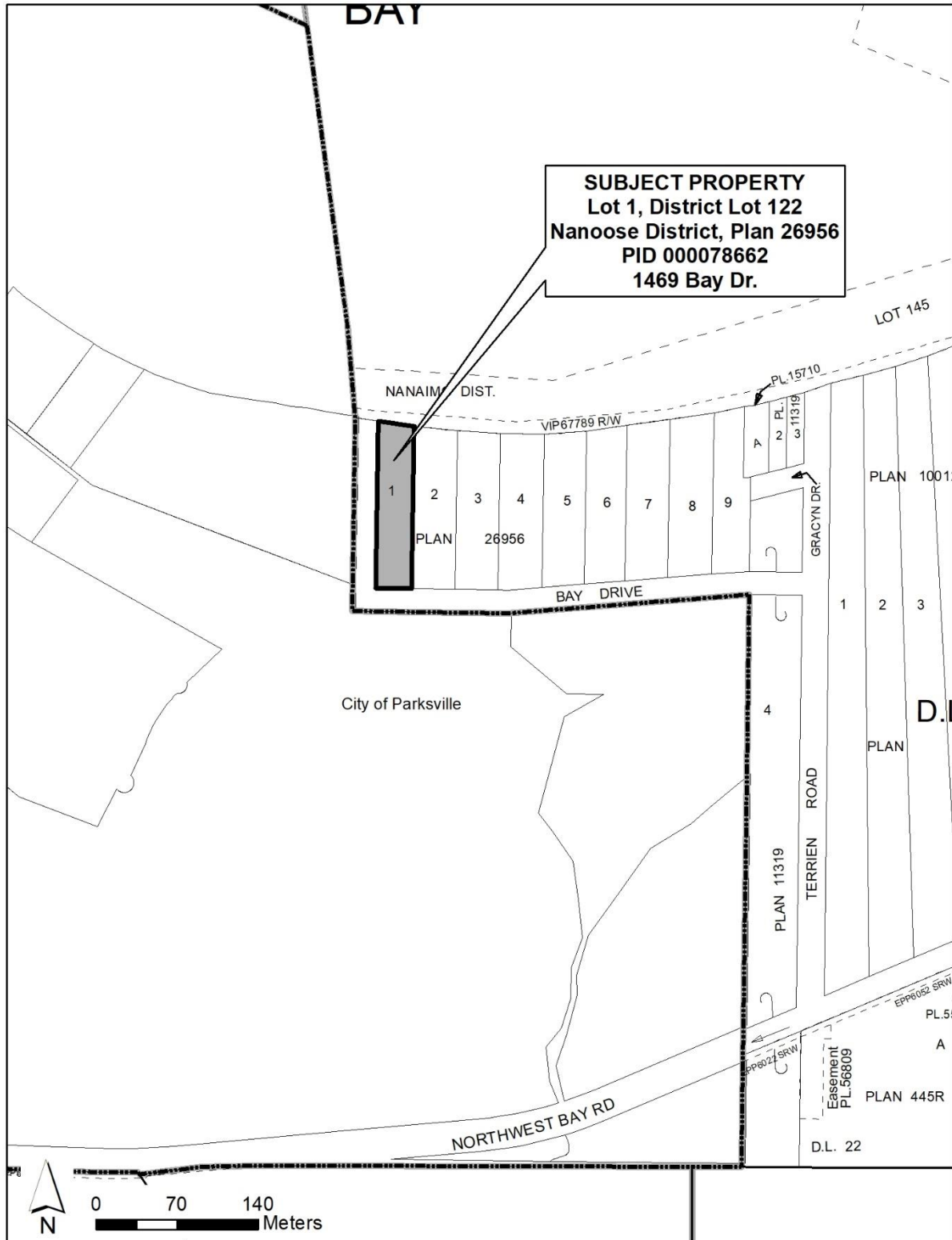
- M. Walters, Manager, Water Services
- S. De Pol, Director, Water & Wastewater Services
- R. Alexander, General Manager, RCU
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Figure 1 - Location Plan
2. Bylaw No. 889.74 – A Bylaw to Amend the Northern Community Sewer Service
3. Bylaw No. 1021.13 – A Bylaw to Amend the Pacific Shores Sewer Service



**Figure 1 - Location Plan**



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 889.74**

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

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

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

- Lot 1, District Lot 122, Nanoose District, Plan 26956;

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

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

**1. Amendment**

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

- a) By amending Schedule ‘A’ to include the property shown outlined on Schedule ‘A’ attached to and forming part of this bylaw.

**2. Citation**

This bylaw may be cited for all purposes as “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.74, 2019”.

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

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

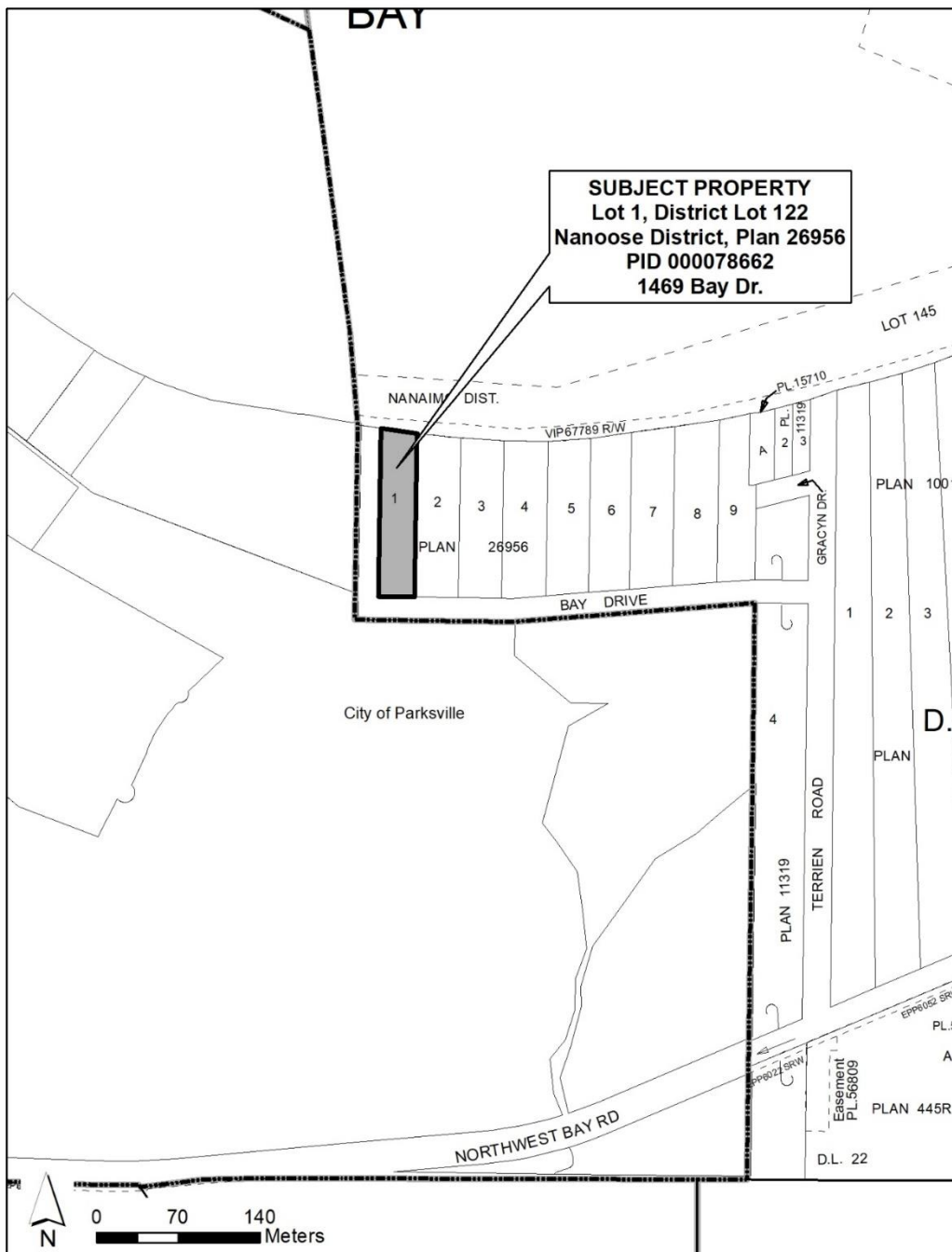
\_\_\_\_\_  
CHAIR

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

Schedule 'A' to accompany "Regional District of  
Nanaimo Northern Community Sewer Local Service  
Amendment Bylaw No. 889.74, 2019"

Chair

Corporate Officer



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1021.13**

**A BYLAW TO AMEND THE BOUNDARIES OF THE  
PACIFIC SHORES SEWER LOCAL SERVICE**

WHEREAS the Regional District of Nanaimo established the Pacific Shores Sewer Service pursuant to Bylaw No. 1021, cited as “Pacific Shores Sewer Local Service Area Establishment Bylaw No. 1021, 1996”;

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

- Lot 1, District Lot 122, Nanoose District, Plan 26956;

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

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

**1. Amendment**

“Pacific Shores Sewer Local Service Area Establishment Bylaw No. 1021, 1996” is amended as follows:

By amending Schedule ‘A’ to include the property shown outlined on Schedule ‘A’ attached to and forming part of this bylaw.

**2. Citation**

This Bylaw may be cited as “Pacific Shores Sewer Local Service Area Amendment Bylaw No. 1021.13, 2019”

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

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

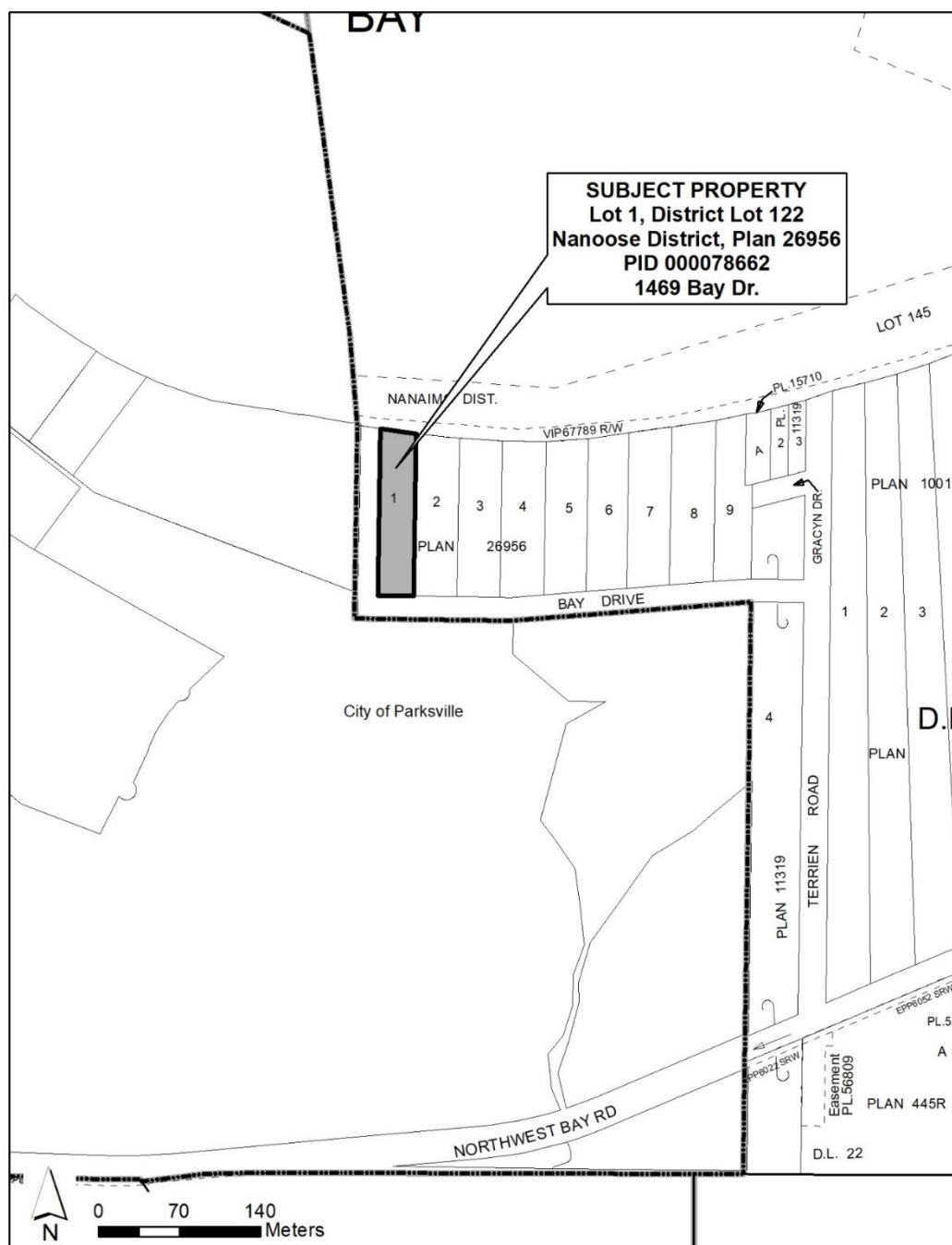
\_\_\_\_\_  
CHAIR

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

Schedule 'A' to accompany "Pacific Shores Sewer Local  
Service Area Amendment Bylaw No. 1021.13, 2019"

Chair

Corporate Officer



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**TO:** Transit Select Committee                      **MEETING:** July 11, 2019

**FROM:** Erica Beauchamp                      **FILE:** 8500 01 SNP  
Superintendent, Transit Planning &  
Scheduling

**SUBJECT:** South Nanaimo Local Area Transit Plan Adoption

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### **RECOMMENDATION**

That the South Nanaimo Local Area Transit Plan be adopted and that the improvement priorities identified therein, be added to the Regional District of Nanaimo Transit Service Priorities List for future expansion consideration.

### **SUMMARY**

The South Nanaimo Local Area Transit Plan (SNLATP) is a review of the transit routes and service within the Southern areas of Nanaimo and the Regional District of Nanaimo (RDN). The final report identifies a number of transit service and infrastructure improvement priorities, some to be implemented with the next transit expansion in January 2020, and others to be added to the RDN Transit Service Priorities List. The transit service improvements outlined within the SNLATP were developed in collaboration with BC Transit, and are informed by stakeholders and public engagement feedback. Based upon transit design principles, the transit improvement priorities identified within the report will be added to the RDN Transit Service Priorities List, to act as a guide to inform the decision-making of future transit expansions.

### **BACKGROUND**

Development of the South Nanaimo Local Area Transit Plan began in fall 2017 with reviews of the Transit Future Plan, transit priorities and their alignment with Official Community Plans, Transportation Master Plan, as well as neighbourhood plans. Following this, a detailed review and analysis of existing transit services including route structures, ridership statistics and demographics was conducted. In spring 2018, a collaborative RDN & BC Transit public 1`21engagement process began, including engagement sessions, a survey and a stakeholder workshop. Information gathered from this first round of engagement helped develop service and route options for the areas of South Nanaimo and South RDN.

In November and December of 2018, a second public engagement process, including seven open houses and an online survey, was undertaken to gather feedback regarding proposed route re-alignments and service frequencies. Approximately 550 people participated (exceeding our sample size of 383) in the engagement process, with feedback serving to inform further stages of the process. As well, an extensive media campaign was conducted including website customer alerts, Facebook, Twitter, Rack Cards, Interior Bus Cards, and radio announcements in order to inform the public of both the open houses as well as the survey.

Feedback gathered from the second public engagement sessions assisted to finalize the proposed transit service improvements and to develop implementation priorities. With a goal of working towards increased ridership and providing enhanced transit service to rural and urban areas, the SNLATP lists improvement recommendations such as simplifying or separating routes, reducing service duplication and increasing frequencies. Improvement priorities recommended in the SNLATP (Table 1) will be added to the RDN Transit Service Priorities List for consideration as expansion resources become available.

Implementation Priorities		Service Hours Required	Buses Required
1	Restructure routes 7 Cinnabar and 30 NRGH. Introduce routes 8 Cedar and 78 Cassidy.	5,200	4
2	Restructure routes 5 Fairview, 6 Harewood, and 40 VIU Express.	5,000	4
3	Introduce route 70 Duke Point	5,000	2
4	Increase service on South Nanaimo routes.	TBD	TBD
5	Establish interregional service with the Cowichan Valley Regional District	TBD	TBD

Table 1: Detailed summary of all proposed service improvements from the SNLATP (BC Transit, 2019)

## ALTERNATIVES

1. That the South Nanaimo Local Area Transit Plan be adopted and that the improvement priorities identified therein, be added to the RDN Transit Service Priorities List for future expansion consideration.
2. That alternate direction be provided.

## FINANCIAL IMPLICATIONS

Transit expansions are reviewed annually and will be implemented based on priority and required hours. Each implementation priority equates to variable associated expansion costs according to the number of required hours. Detailed financial implications will be analyzed and brought forward for each future expansion.

## STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



---

Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)  
June 19, 2019

Reviewed by:

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

Attachments

1. South Nanaimo Local Area Transit Plan June 2019



# South Nanaimo Local Area Transit Plan

JUNE 2019 DRAFT



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## Executive Summary

The [Regional District of Nanaimo Transit Future Plan \(February 2014\)](#) provides a 25-year transit strategy for the Region with a high-level overview of the resources required to achieve the Regional District of Nanaimo's transit mode share target of 5 per cent. As a result of strong investments in the Regional District of Nanaimo Transit System, ridership has grown by more than 30 per cent over the past five years. The South Nanaimo Local Area Transit Plan provides a plan to realize the goals of the Transit Future Plan in the South Nanaimo area, which encompasses an area from Country Club Shopping Centre in the north to the rural area of Cassidy and the Nanaimo Airport in the south.

The South Nanaimo Local Area Transit Plan identifies a number of transit service improvements and infrastructure priorities for implementation over the next one to seven years. Transit service improvements were developed in collaboration with staff at the Regional District of Nanaimo, are based on transit design principles, and were revised through engagement with the public and stakeholders. This document acts as a guide for decision-making on future transit expansions. The Plan includes a proposed investment of approximately 60,000 additional service hours and calls for capital investments that include:

- An additional 25 buses added to the transit fleet;
- New transit exchanges and upgrades to transit exchanges; and
- Improvements to customer amenities at transit stops.

To increase transit ridership, the plan proposes to straighten existing routes, improve frequency and reliability, and reduce service duplication. As this is a Local Area Plan within a region with competing priorities, implementation will occur through an evaluation of priorities across the region. Adding additional hours to increase the span of service, frequency of service, and off-peak hours will provide critical enhancements to the system so that it is a reliable and realistic form of transportation.

Establishing the South Nanaimo Local Area Transit Plan requires prioritizing the transit investments and developing an implementation strategy to transform today's network into the future network. Table 1, below, provides a summary of short and medium term investments for more immediate consideration. Table 2, on the following page, summarizes all transit service improvements discussed within this plan for consideration during the full term of this Plan.

Implementation Priorities		Service Hours Required	Buses Required
1	Restructure routes 7 Cinnabar and 30 NRGH. Introduce routes 8 Cedar and 78 Cassidy.	5,200	4
2	Restructure routes 5 Fairview, 6 Harewood, and 40 VIU Express.	5,000	4
3	Introduce route 70 Duke Point	5,000	2
4	Increase service on South Nanaimo routes	TBD	TBD
5	Establish interregional service with the Cowichan Valley Regional District	TBD	TBD

Table 1: Detailed summary of all proposed service improvements

System	Route	Service Improvements	Annual Service Hours*	Expansion Buses
Frequent Transit Network	40 VIU Express	<b>Package I:</b> Restructure route in downtown Nanaimo between Vancouver Island University and Prideaux Exchange	900	1
		<b>Package II:</b> Increase weekday frequencies	13,000	5
		<b>Package III:</b> Increase weekend frequencies	5,000	2
Local Transit Network	30 NRGH	<b>Package I:</b> Restructure route by eliminating circuitous routing around Country Club Exchange	(700)	0
		<b>Package II:</b> Increase weekday frequencies	9,000	3
		<b>Package III:</b> Increase weekend frequencies	1,600	1
	5 Fairview	<b>Package I:</b> Restructure route by streamlining service between Prideaux Exchange and Vancouver Island University, and introduce service to College Heights. Introduce with service levels similar to existing Route 5	3,200	2
		<b>Package II:</b> Increase weekday frequencies	5,000	2
		<b>Package III:</b> Increase weekend frequencies	900	1
	6 Harewood	<b>Package I:</b> Restructure route by extending service to South Parkway Plaza, and routing along Bruce and Tenth Street	900	1
		<b>Package II:</b> Increase weekday frequencies	8,500	3
		<b>Package III:</b> Increase weekend frequencies	1,300	1
	7 Cinnabar & 8 Cedar	<b>Package I:</b> Restructure route 7 by only routing to Cinnabar. Introduce new Route 8 to provide service between Cedar and Vancouver Island University, with service levels similar to route 7	4,400	3
		<b>Package II:</b> Increase weekday frequencies	1,200	1
		<b>Package III:</b> Increase weekend frequencies	3,500	2
Unserviced Areas	78 Cassidy	<b>Package I:</b> Implement new route between Prideaux Exchange and Cassidy three days per week, with service every two hours	1,000	1
	70 Duke Point	<b>Package I:</b> Implement new route between Prideaux Exchange and Duke Point Ferry Terminal, meeting six ferries per day, seven days per week	5,000	2
	Interregional Service	Implement new service between the Regional District of Nanaimo and the Cowichan Valley Regional District, subject to Feasibility Study	TBD	TBD

Table 2: Detailed summary of all proposed service improvements

Note: All hours are estimated, further refinement is required during implementation. Hours are based on terminating at the Prideaux Exchange.

To supplement transit service improvements, investments in a rapid bus system, development of new transit exchanges, and installation of new bus shelters at key bus stops is required to enable and support service improvements as well as to enhance the customer experience.

Infrastructure Priorities	Estimated Resources
Improve Woodgrove Transit Exchange, Country Club Transit Exchange, and the Downtown Transit Exchange to continue growing the transit system. This includes: <ul style="list-style-type: none"> <li>• Expanding vehicle capacity</li> <li>• Expanding passenger capacity (i.e., waiting space)</li> <li>• Reducing transfer distances</li> </ul>	TBD
Continue to improve transit customer facilities, including shelters and bicycle facilities	TBD
Establish Park & Rides to support the interregional (CVRD to RDN) connection	TBD
Strategic Priorities	
Right-sizing initiative to match ridership with transit vehicle capacity	TBD
Complete a Rapid Transit Study for the Island Highway, develop an implementation plan, establish rapid transit stations and introduce transit priority measures	TBD
Continue to explore introduction of U-Pass at Vancouver Island University	TBD

Table 3: Summary of Infrastructure priorities and strategic priorities

This plan will be presented to the Regional District of Nanaimo's Transit Select Committee and Board for approval. Upon approval, service improvements identified within this Local Area Plan will be added to the Regional District of Nanaimo Service Improvements Priorities List, which prioritizes transit improvements for the entire region. Service improvements will be integrated into the three year Transit Improvement Process (TIPs), which is updated on an annual basis. Prior to implementation of service changes, BC Transit planning staff will work with staff at the Regional District of Nanaimo to ensure service improvements appropriately reflect local needs. Additional targeted engagement may be conducted. A Local Area Transit Plan for North Nanaimo will be developed in the coming year to identify service and infrastructure improvements for that area.



# 1 Introduction

This Plan identifies and prioritizes transit service and infrastructure improvements to improve the transit network over the next seven years. The plan builds on priorities identified in the [Transit Future Plan \(2014\)](#) and provides specific strategies for implementing the high-level Transit Future goals in the South Nanaimo Region. More specifically, this Local Area Plan:

- Identifies opportunities to support the Regional District of Nanaimo's Transit Future Plan goal to increase transit mode share to five per cent;
- Defines interim improvements for transit service and infrastructure over the next one to seven years; and
- Provides revised transit routes that more efficiently connect neighborhoods with key destinations to improve travel times and increase customer convenience.

Local Area Transit Plans provide a number of defined service improvements for implementation over the next seven years and ensure that transit improvement priorities are consistent with evolving local priorities, emergent transit demands, and BC Transit operational capacity. The Plan is informed by two public engagement processes, analysis of existing transit use, feedback from local governments and takes into account long term planning documents such as the City of Nanaimo's Official Community Plan and the City of Nanaimo's Transportation Master Plan.

This Local Area Plan recommends an increase of close to 60,000 additional service hours to grow transit ridership in the South Nanaimo area over the next seven years. This would increase the transit system by nearly 50 per cent. These expansions will support the region in supporting economic growth, social wellbeing, and climate change objectives of the region.



Figure 1: Transit is often used in combination with other travel modes.

## 1.1 Plan Area

The geographic scope for this Plan is shown in the map below. The area encompasses central and south Nanaimo from Country Club Centre at the northern extent to Cassidy at the south. The plan includes the jurisdictions of the City of Nanaimo as well as Regional District Electoral Areas A and C.



Figure 2: Geographic Scope of this Local Area Plan

## 1.2 Developing a Local Area Plan

### 1.2.1 Timeline

Development of this Local Area Plan began in the fall of 2017 and included a number of distinct phases to understand the current context, receive input from the public, review potential service changes with stakeholders, and draft a plan that provides a framework for short-term to medium-term growth of the transit system in the plan area. Figure 3 illustrates the key steps involved in developing this Local Area Plan.

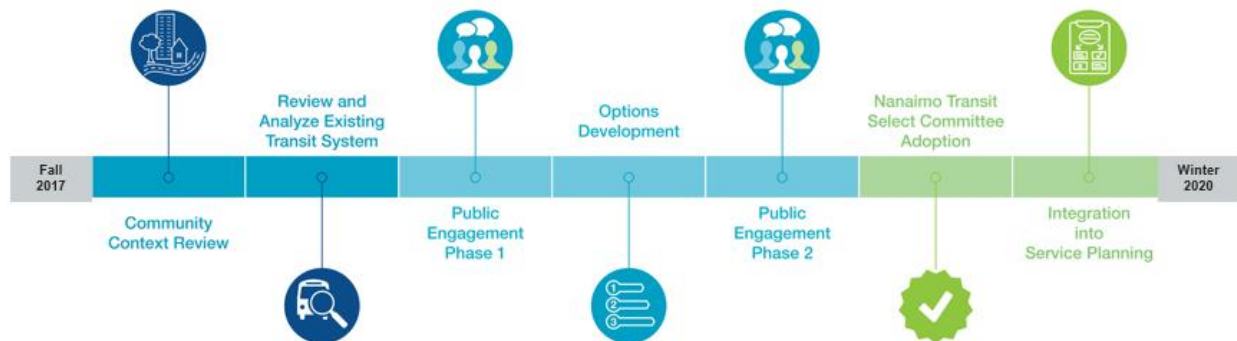


Figure 3: Timeline for the development of this Local Area Plan.

### 1.2.2 Informing the Plan

BC Transit has worked with staff at the Regional District of Nanaimo to develop a Local Area Plan that prioritizes transit improvements that builds upon and is informed by the Regional District of Nanaimo Transit Future Plan (2014), existing and proposed land uses, the community's demographic composition, and public input. Supporting work that contributed to this plan is summarized below.

**Community Context Review:** Local planning documents and recent census data provided a high-level context of the area's changing demographics and land uses. The [City of Nanaimo's Official Community Plan \(PlanNanaimo\)](#) and [Transportation Master Plan](#), various neighborhood community plans, and the [Regional District of Nanaimo's Transit Future Plan \(2014\)](#) were reviewed.

**Review of the Existing Transit System:** An evaluation of the Regional District of Nanaimo's existing transit system was carried out to identify the strengths and opportunities of current bus routes in the context of emerging development patterns within the plan area.

**Existing Travel Patterns:** Statistics Canada Journey to Work data and BC Transit's Automatic Passenger Count data were analyzed to determine ridership patterns (See *Appendix B* for a Bus Stop Activity Maps).

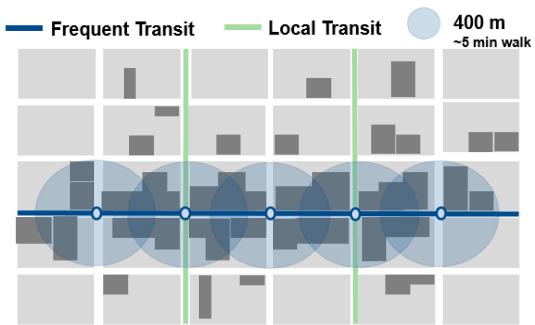

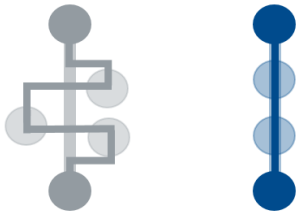
**Project Working Group:** The content, data collection, and recommendations of this Local Area Plan were developed in collaboration with a working group comprised of both BC Transit staff and staff at the Regional District of Nanaimo.



### 1.2.3 Transit Service Design Principles

To meet the goals of the Transit Future Plan (2014), this plan proposes to make improvements to the transit system so that is more convenient for transit users, appealing to potential transit users and cost-effective. To accomplish this, this plan proposes to streamline and realign service to support the development of a rapid transit route along regional corridors, frequent transit routes along high-density corridors, and local transit service to lower density areas with moderate transit demand.

The following guiding design principles were used to develop and refine routes:

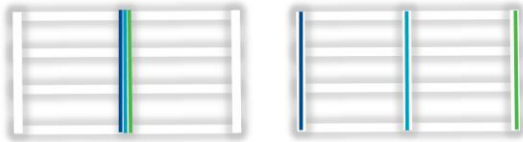
Design Principle	Description
<b>Service Areas of Demand</b> 	<p>Transit service is most productive by providing service to areas with high demand. The Regional District of Nanaimo Transit Future Plan affirms that transit service should be focused on major activity centers and residential areas within urban areas to increase ridership.</p>
<b>Connections to Regional Centres</b> 	<p>Transit is most useful when it connects residents to regional centres. Concentrating mixed-used development along transit corridors will ensure consistent and high ridership. Route 40 - the Frequent Transit Network is located on a medium-high-density corridor. Local routes feeding into route 40 are generally located in “neighbourhood” areas.</p>
<b>Simplify Routes</b> 	<p>Routes that are as direct and consistent as possible are more likely to increase ridership. This helps ensure route legibility, which refers to how easy a service is to understand and remember.</p>

### Improve Speed and Reliability



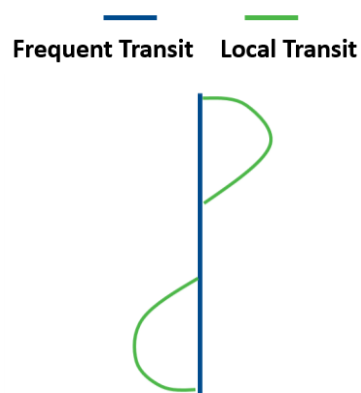
To be competitive with the automobile, transit travel time must be competitive. Spacing bus stops appropriately along a corridor can improve speed and reliability. Transit priority measures, such as queue jumper lanes or transit signal priority also improve speed and reliability.

### Avoid Service Duplication



Transit service should operate on different corridors so they do not duplicate or compete for passengers. Routes that overlap reduce ridership on each route.

### Standardize Service Categories



Standardizing service categories allows for predictability of service. Both frequencies and span of service are consistent, increasing customer legibility.

Table 4: Principles of Transit Service Design

## 1.3 Community Context

The following context was developed through public engagement, stakeholder input, a survey of relevant data and reports, and close examination of the existing transit system and current Nanaimo plans. The following considerations provide critical opportunities and challenges to developing the transit system in the South Nanaimo area:

**The City of Nanaimo** is experiencing strong growth and provides the economic hub for the larger region. Particular intensification has occurred in the urban nodes and mobility hubs of Woodgrove Centre, Uplands Drive/Longwood Station, Country Club Centre, Nanaimo Regional General Hospital, Vancouver Island University, Linley Valley, and the downtown core. The Old Island Highway and Bowen Road corridors feature an intensive mix of commercial and non-residential development with more development planned. The Duke Point Ferry Terminal is one of the only ferry terminals in the province not served by transit, and may present an opportunity for a new multi-modal transit hub.

**Electoral Area A** is southeast of the City of Nanaimo and includes the rural communities of South Wellington, Cedar, Cassidy, and Yellow Point with a total 2016 population of 7,058. Residential development in this Electoral Area is primarily concentrated in Cedar along Cedar Road and in Cassidy on the west side of the Island Highway. Cassidy also encompasses the Nanaimo Airport. South Wellington contains an industrial and commercial area along the Island Highway. Cedar is the only community in Electoral Area A with existing transit service. Area A also borders the Cowichan Valley Regional District (CVRD), where there is growing interest in a connector service between the Regional District of Nanaimo and the CVRD.

**Electoral Area C** includes the rural communities of Extension, Arrowsmith-Benson, East Wellington, and Pleasant Valley with a total 2016 population of 2,808. Extension is the sole community that is within the geographic scope of this Local Area Plan. As Extension is a low-density rural residential community with a small population, high quality, frequent transit service is not deemed cost-effective at this time.



Figure 4: Route 7 Cinnabar/Cedar

## 1.4 Transit Context

Ridership on the Regional District of Nanaimo Transit System has grown by more than 30 per cent over the past five years. While many factors influence transit use, new investments typically spur growth in ridership. The Nanaimo system has benefitted from a series of substantial service expansions in accordance with recommendations contained in the Transit Future Plan (2014).

For example, in 2015, the route 40 VIU Express was established to provide frequent and reliable service between key destinations in North Nanaimo with Vancouver Island University and Downtown Nanaimo. In January 2019, 5,000 additional hours were invested in the route 40 to improve reliability, reduce pass-ups, and decrease wait time.

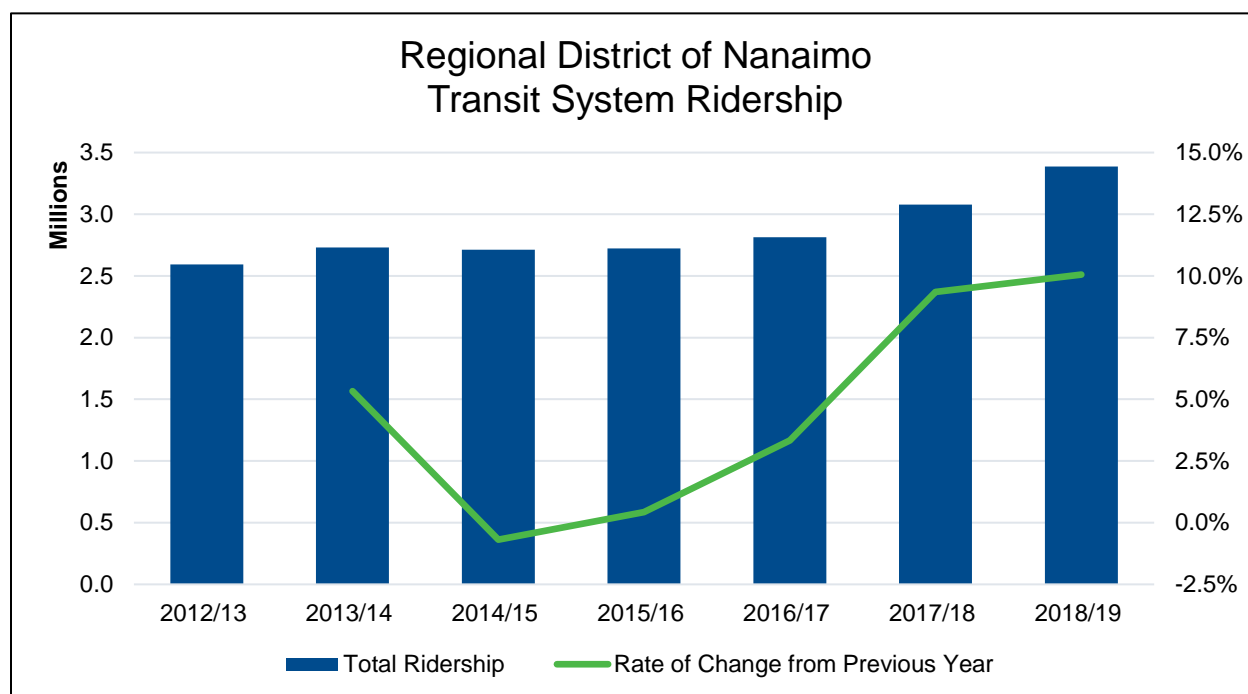


Figure 5: RDN Transit System Ridership

**Current Transit Service Design:** Communities grow and change as development and population growth occurs. In reviewing the current transit system, several routes were identified as unnecessarily circuitous and convoluted. Redefining routes to be more direct and straightforward will reduce trip times, increase system performance, provide additional service hours to increase the frequency or reallocate elsewhere.

**Service Performance:** The RDN *Service Standards and Performance Guidelines* sets route level targets for the transit system. Targets are set in terms of average boardings per trip and average boardings per revenue hour. Scaling the size of vehicles to the maximum ridership load per trip may provide an opportunity to optimize transit system efficiency.

The following routes are meeting or exceeding their targets:

- 7 Cinnabar/Cedar
- 30 NRGH
- 40 VIU Express

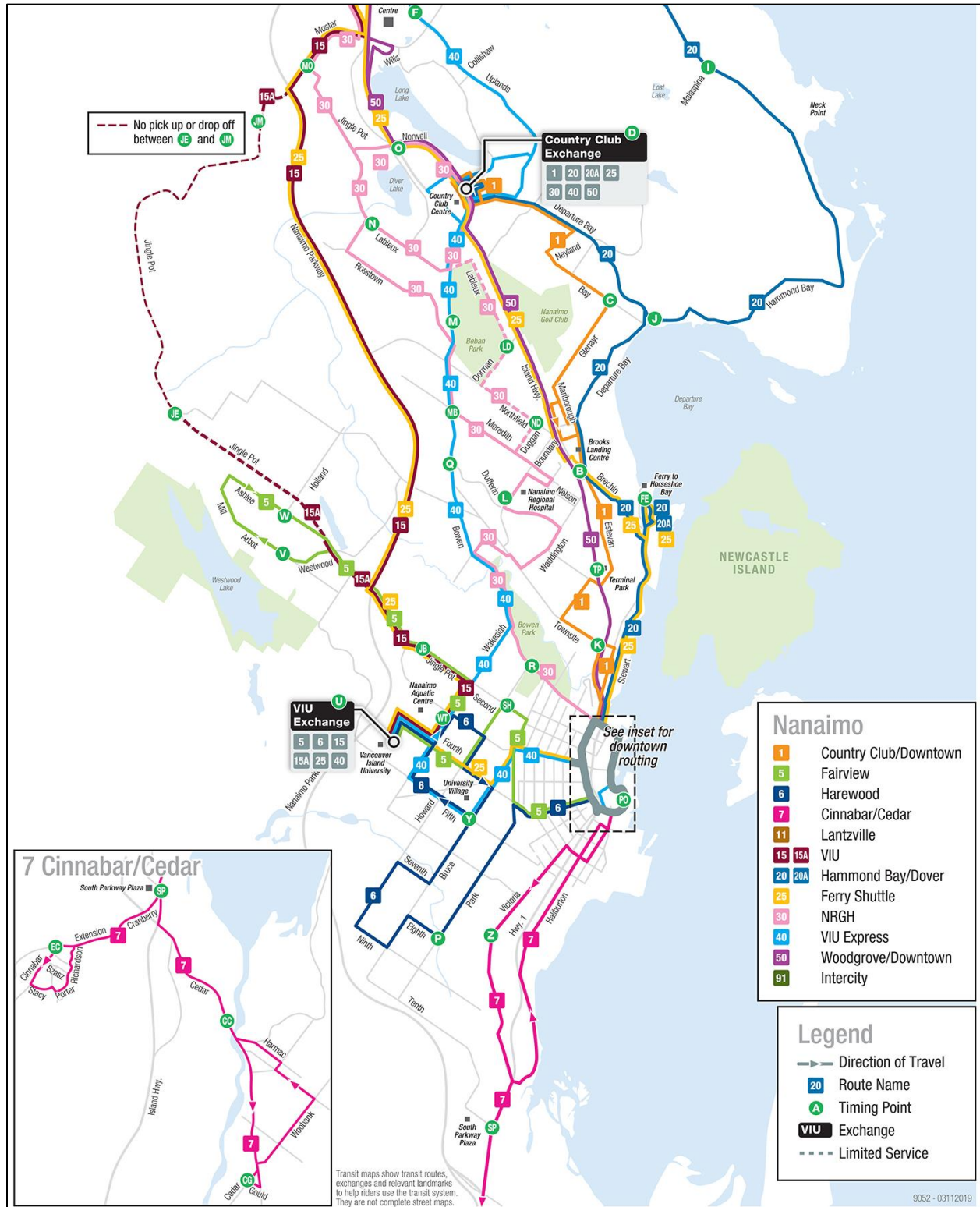


Figure 4: Current Transit Routes within Plan Area

The following routes are currently not meeting their targets:

- 6 Harewood (only underperforming in the number of boardings per trip)
- 5 Fairview

The following chart shows weekday route performance by each route considered in this Local Area Plan.

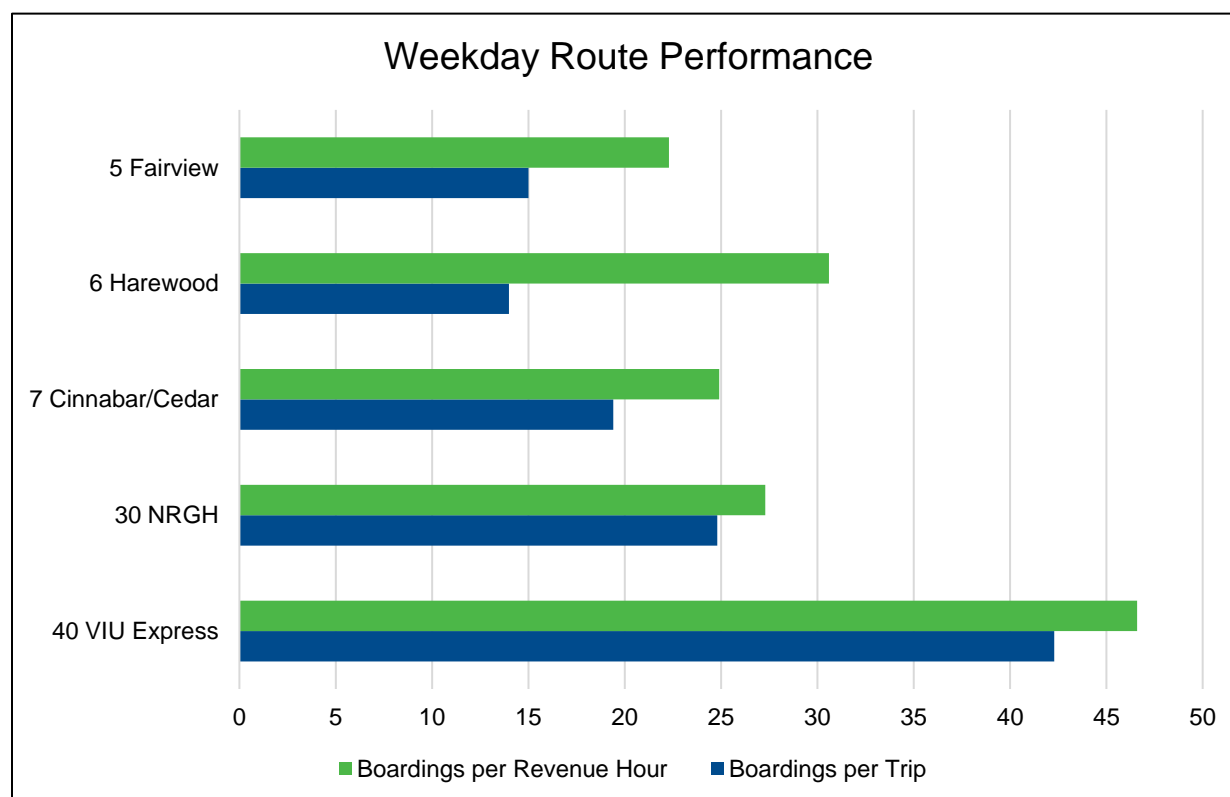


Figure 6: RDN Transit System Ridership

**Transit Exchanges:** Transit exchanges facilitate transfers between bus routes and allow buses to recover to maintain on-time performance. There are currently four transit exchanges within Nanaimo: Prideaux Street, Vancouver Island University, Country Club Centre, and Woodgrove Centre. As the exchanges are reaching capacity, further expansion requires additional investment in exchange infrastructure. The current locations are not situated for optimal travel time efficiency, therefore new exchange locations could allow for greater system efficiency and shorter travel times. See section 3.1 Infrastructure Planning for further discussion.

**U-PASS System:** Transit systems that have established Universal Pass (U-PASS) programs with post-secondary institutions significantly improve transit ridership numbers and increase transit mode share. In 2011, transit mode share at Vancouver Island University was 19 per cent, and the University set a target that 40 per cent of trips to and from the University be by transit by 2030. The Regional District of Nanaimo has initiated preliminary conversations with Vancouver Island University to establish a U-PASS system.



## 1.5 Public Engagement

Two phases of public engagement contributed to the development of this Local Area Plan. Phase I provided an open-ended opportunity to provide feedback on the existing system and ideas for service improvements, while phase II presented draft route alignments for more specific feedback on tentative route changes. Close to 1,100 participants were involved in the two phases of public engagement.

### 1.5.1 Phase I

[Phase I](#) took place in winter of 2018 and presented a detailed analysis of existing transit services including identifying challenges and opportunities. A workshop with stakeholders and the public was held in the spring of 2018 ([Workshop Summary](#)). Key messages received from the public during this first phase included the following:

- More direct service between key destinations
- More direct service on routes 6 Harewood, 7 Cinnabar/Cedar, and 30 NRGH
- Establish service to Duke Point Ferry Terminal
- Improve frequency of existing routes
- Extend span of service earlier in the morning and later in the evening
- Provide service between Ladysmith and the Regional District of Nanaimo with connections to Vancouver Island University



Figure 7: Public engagement at Vancouver Island University



Figure 8: BC Transit staff evaluate route options

## 1.5.2 Phase II

Phase II presented a series of route changes and new routes to address the challenges and opportunities identified in Phase I. The final concepts were shaped by a combination of professional analysis, public engagement input, and stakeholder feedback. The following themes were noted from the second phase of public engagement:

- Provide service between Ladysmith and the Regional District of Nanaimo with connections to Vancouver Island University
- Strong support for proposed route restructuring of routes 6 Harewood, 7 Cinnabar, 30 NRGH and 40 VIU Express
- Strong support for proposed new route 8 Cedar
- Establish service to the Nanaimo Airport
- Establish service to Duke Point Ferry Terminal
- Improve frequency of existing routes
- Establish service to South Wellington

From this phase and in consideration of the above themes, staff further revised service improvement and route concepts as follows:

- Modifications to route 5 to include Vancouver Island University and service to the College Heights Area.
- Modification to proposed route 30, returned route to Meredith rather than Northfield.
- Identified a phased approach to implement new route alignments as well as increased transit service frequency within the Study Area.



Figure 9: Country Grocer Public Engagement

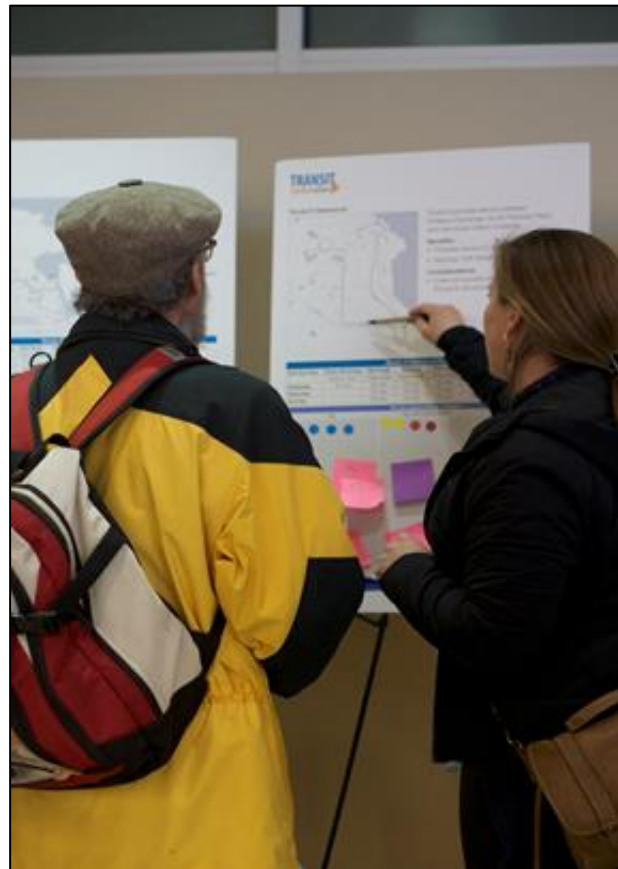


Figure 10: Port Place Public Engagement



## 2 Proposed Transit Changes

Proposed transit system changes – presented in the following pages – were developed using the service design principles detailed in section 1.2.3 following the Transit Future Plan Network set out in the Nanaimo Transit Future Plan, and with input received through public engagement as detailed in section 1.5. These routing configurations and service hour improvements are a framework for development of a transit system that is easy to understand, frequent, direct, and supports meeting goals of this Local Area Transit Plan.

The Three-Year Transit Improvement Process (TIPs) provides an annual opportunity to revise and update changes to local demand and align with priorities of the Regional District of Nanaimo Board. The specific service proposals outlined in this report, therefore, should be reviewed on an annual basis. Transit service changes identified for the upcoming year will be further refined through additional detailed planning and scheduling development.

Additionally, as this Local Area Plan will be implemented in combination with other areas within the Regional District of Nanaimo Transit System, priorities may be implemented according to the Regional District of Nanaimo's transit priorities for the entire region.

The Transit Future Plan defines three types of transit services that make up a network that attracts new riders:

**A Rapid Transit Network** moves passengers between major regional destinations along key transportation corridors. Service is very frequent - at least every 15 minutes from 7:00 a.m. to 10:00 p.m. – with stops at greater intervals. Investments in Rapid Bus infrastructure, technology, vehicles, and service levels combine to increase system performance. To improve travel time and reliability, Rapid Bus services may utilize an exclusive or semi-exclusive right-of-way to eliminate or significantly reduce the impact of general traffic on transit vehicles. Rapid Bus services use high capacity buses and may include future investments along the corridor in transit priority measures, right-of-way improvements, premium transit stations, corridor branding, and off-board ticketing.

**The Frequent Transit Network** serves medium to high density mixed use corridors. It provides convenient, fast, reliable, and frequent service – at least every 15 minutes from 7:00 a.m. to 10:00 p.m. The following route is currently the sole route on the Frequent Transit Network:

- 40 VIU Express

**The Local Transit Network** is designed to provide connections between neighbourhoods and local destinations as well as with the Frequent Transit Network and, eventually, the Rapid Transit Network. Currently, the following routes make up the Local Transit Network:

- 5 Fairview
- 6 Harewood
- 7 Cinnabar/Cedar
- 30 NRGH

The table on the following page details all service changes proposed by this Local Area Transit Plan.

System	Route	Service Improvements	Annual Service Hours*	Expansion Buses
Frequent Transit Network	40 VIU Express	<b>Package I:</b> Restructure route in downtown Nanaimo between Vancouver Island University and Prideaux Exchange	900	1
		<b>Package II:</b> Increase weekday frequencies	13,000	5
		<b>Package III:</b> Increase weekend frequencies	5,000	2
Local Transit Network	30 NRGH	<b>Package I:</b> Restructure route by eliminating circuitous routing around Country Club Exchange	(700)	0
		<b>Package II:</b> Increase weekday frequencies	9,000	3
		<b>Package III:</b> Increase weekend frequencies	1,600	1
	5 Fairview	<b>Package I:</b> Restructure route by streamlining service between Prideaux Exchange and Vancouver Island University, and introduce service to College Heights. Introduce with service levels similar to existing Route 5	3,200	2
		<b>Package II:</b> Increase weekday frequencies	5,000	2
		<b>Package III:</b> Increase weekend frequencies	900	1
	6 Harewood	<b>Package I:</b> Restructure route by extending service to South Parkway Plaza, and routing along Bruce and Tenth Street	900	1
		<b>Package II:</b> Increase weekday frequencies	8,500	3
		<b>Package III:</b> Increase weekend frequencies	1,300	1
	7 Cinnabar & 8 Cedar	<b>Package I:</b> Restructure route 7 by only routing to Cinnabar. Introduce new Route 8 to provide service between Cedar and Vancouver Island University, with service levels similar to route 7	4,400	3
		<b>Package II:</b> Increase weekday frequencies	1,200	1
		<b>Package III:</b> Increase weekend frequencies	3,500	2
Unserviced Areas	78 Cassidy	<b>Package I:</b> Implement new route between Prideaux Exchange and Cassidy three days per week, with service every two hours	1,000	1
	70 Duke Point	<b>Package I:</b> Implement new route between Prideaux Exchange and Duke Point Ferry Terminal, meeting six ferries per day, seven days per week	5,000	2
	Interregional Service	Implement new service between the Regional District of Nanaimo and the Cowichan Valley Regional District, subject to Feasibility Study	TBD	TBD

Table 5: Detailed summary of all proposed service improvements

Note: All hours are estimated, further refinement is required during implementation. Hours are based on terminating at the Prideaux Exchange.

The map on the following page presents the first phase of changes proposed by this Local Area Plan, and highlights areas of key changes in yellow. Each individual service change is detailed more explicitly in the following section.

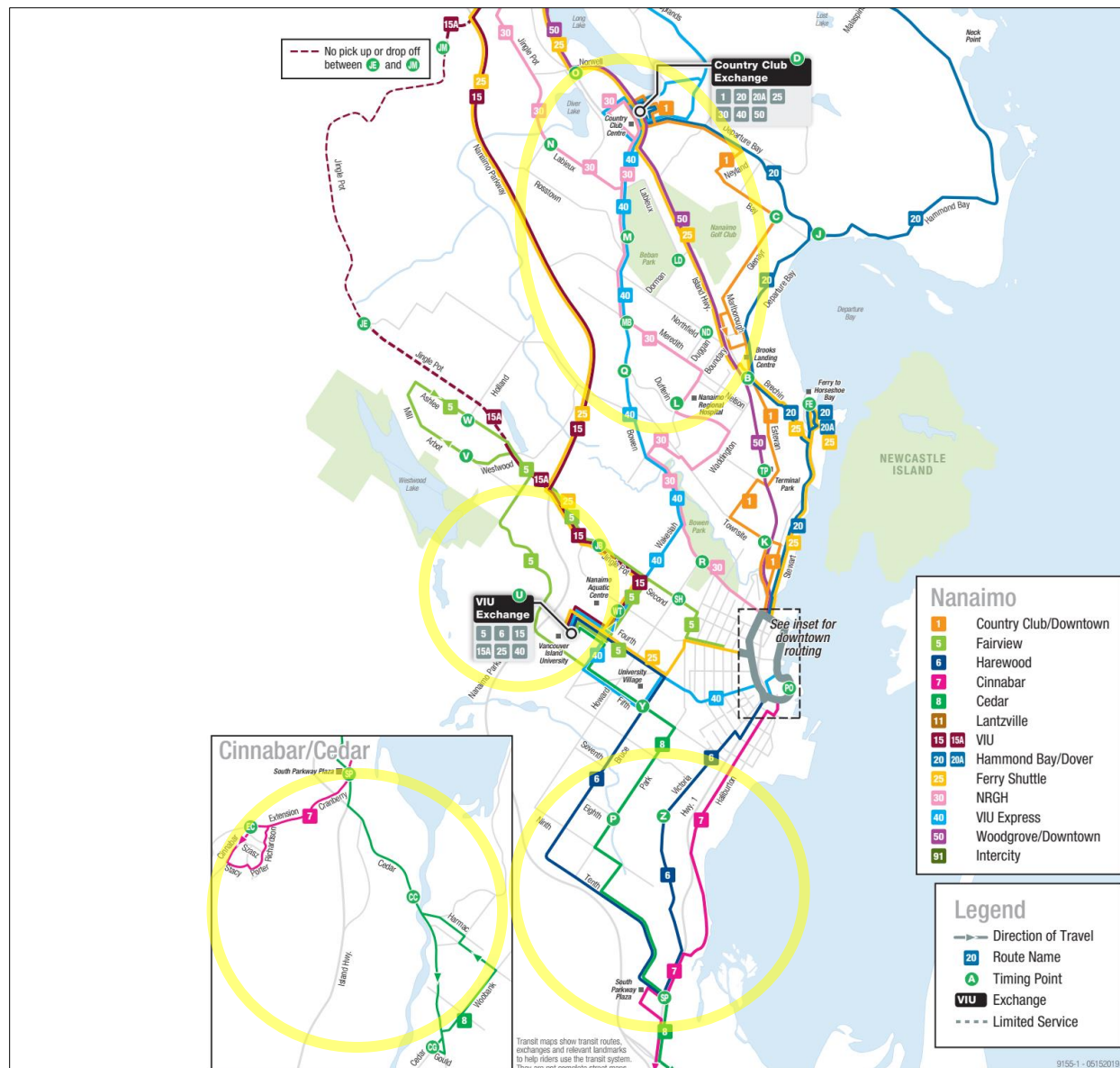


Figure 11: First phase of restructured routes with areas of key changes highlighted

## 2.1 Proposed Service Changes to Existing Routes

The following section outlines proposed service change concepts to existing routes. Route changes are detailed in maps indicating both proposed routing and discontinued routing. Each route section also recommends specific improvements in service hours. Resources required for both changes are detailed in summary tables.

### Route 40 VIU Express

Route 40 VIU Express connects North Nanaimo and South Nanaimo along the Bowen Road corridor. Key destinations along the route include Woodgrove Centre, Country Club Centre, Nanaimo District Secondary School, Vancouver Island University, and Port Place Shopping Centre. The proposed service change simplifies route 40 VIU Express to use a more direct routing between downtown Nanaimo and Vancouver Island University.

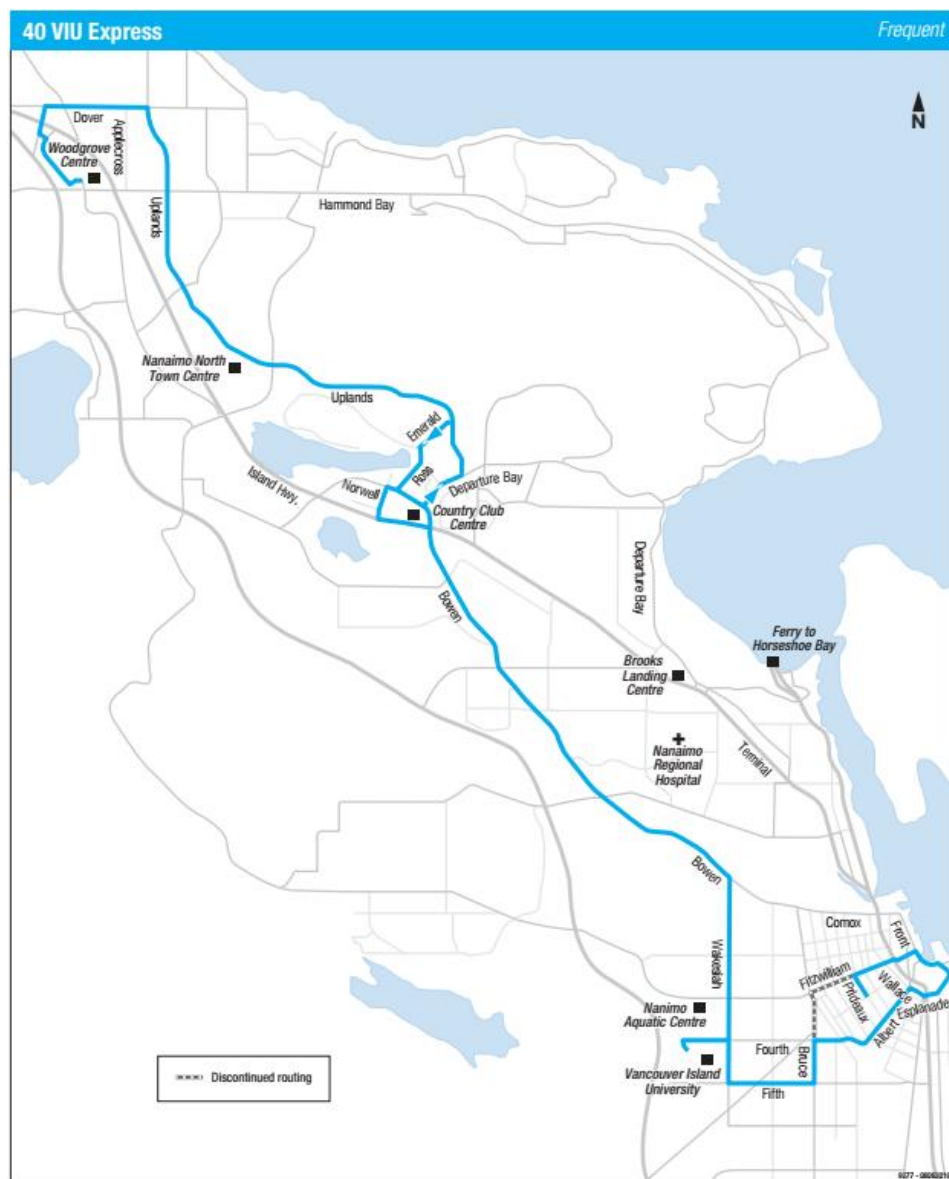


Figure 12: Proposed routing of route 40 VIU Express

**Design Principles:**

- Currently, route 40 VIU Express only services Port Place Shopping Centre going southbound (when using Prideaux Exchange as a terminus) causing customer confusion, so the revised routing would service Port Place Shopping Centre in both directions
- Improve travel times and directness of route

**Benefits:**

- Avoids route duplication around downtown
- Simpler to travel between Port Place Centre and Vancouver Island University

**Considerations:**

- Continues to utilize Prideaux Exchange, which is operating at capacity
- Proposed new route structure would discontinue service along a segment of Bruce Avenue and Fitzwilliam Street

**Engagement Results**

- 91 per cent supported the proposed changes
- 84 per cent indicated this would work better or similar

**Resources Required:**

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
<b>Package I:</b> Restructure route in downtown Nanaimo between Vancouver Island University and Prideaux Exchange. Introduce with service levels	900	N/A	N/A	1
<b>Package II:</b> Increase weekday frequencies	13,000	10 min/ 15 min	6:00 a.m. to 12:30 a.m.	5
<b>Package III:</b> Increase weekend frequencies	5,000	20 min/ 30 min	Saturdays: 6 a.m. to 2 a.m.  Sundays: 6 a.m. to 11 p.m.	2

Table 6: Proposed Service Improvements for route 40 VIU Express

## Route 30 NRGH

Route 30 NRGH (Nanaimo Regional General Hospital) serves as a connector between North and South Nanaimo that services the residential areas adjacent to the Bowen Road corridor. Key destinations along the route include Woodgrove Centre, Country Club Centre, Nanaimo Regional General Hospital and downtown Nanaimo. The proposed service change eliminates a route variant along Northfield Road and reduces circuitous routing to the Country Club Exchange.

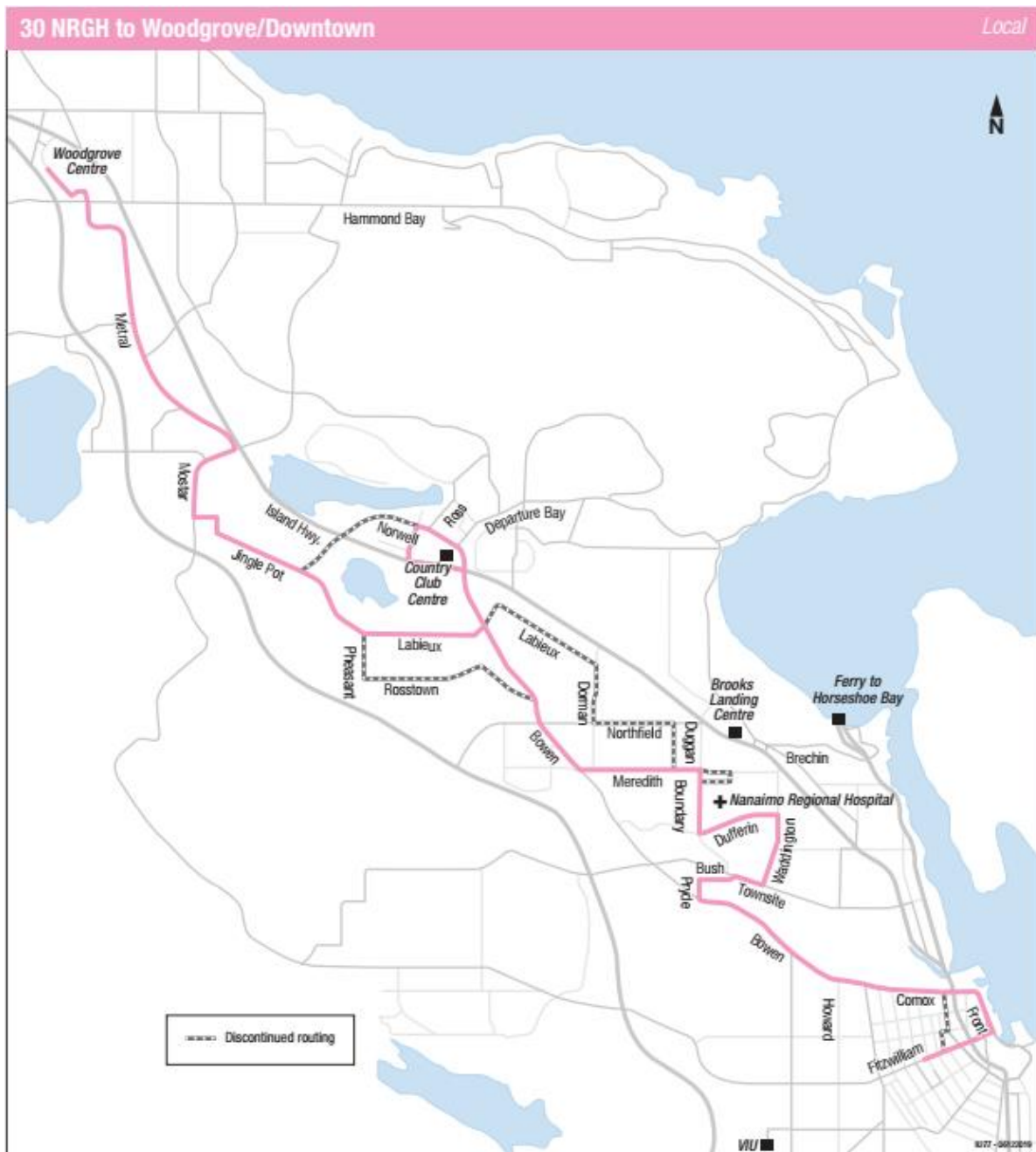


Figure 13: Proposed routing of route 30 NRGH

**Design Principles:**

- Route variants and circuitous routing to and from Country Club Exchange create customer confusion
- Proposed route reduces travel time between key destinations of Nanaimo Regional General Hospital and Country Club Exchange

**Benefits:**

- More direct service
- Potential to continue as route 7 Cinnabar at Prideaux Exchange

**Considerations:**

- Proposed new route structure would discontinue service on Northfield Road; BC Transit data indicates there is very limited ridership on this portion (see *Appendix B*)
- Proposed new route structure would discontinue service to Kiwanis Lodge; additional stops are located within a 400 metre walking distance to this location
- Proposed new route structure would discontinue service to Rosstown Road; some stops are located within 400 metre walking distance along Labieux Road

**Engagement Results:**

- 83 per cent supported the proposed changes
- 77 per cent indicated that this would work better or similar

**Resources Required:**

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
<b>Package I:</b> Restructure route by eliminating circuitous routing around Country Club Exchange	(700)	N/A	N/A	0
<b>Package II:</b> Increase weekday frequencies	9,000	15 min/ 30 min	6:00 a.m. to 12:30 a.m.	3
<b>Package III:</b> Increase weekend frequencies	1,600	30 min/ 60 min	Saturdays: 6 a.m. to 2 a.m.  Sundays: 6 a.m. to 11 p.m.	1

Table 7: Proposed Service Improvements for route 30 NRGH



## Route 5 Fairview

Route 5 Fairview connects the Westwood Lake neighborhood to downtown Nanaimo. Key destinations along the route include Vancouver Island University and Nanaimo District Secondary School. The proposed service change was significantly modified following phase 2 of public engagement to continue to provide service to Vancouver Island University and include service to College Heights.



Figure 14: Proposed routing of route 5 Fairview



**Design Principles:**

- Services areas of demand
- Improves access to regional centres

**Benefits:**

- Potential opportunities to continue as route 8 Cedar

**Considerations:**

- Longer travel time may effect on-time performance
- Proposed route structure would discontinue service along Second Street, Pine Street, Albert Street and Front Street
- Proposed route would operate on roads currently not serviced by transit: Harwell Road and College Drive

**Engagement Results:**

- 59 per cent supported proposed changes
- 53 per cent indicated this change would work better or similar to current routing

**Outcomes:**

- Modified route proposal
- Continue servicing Vancouver Island University
- Provide service to College Heights, an area currently unserved by transit

**Resources Required:**

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
<b>Package I:</b> Restructure route by streamlining service between Prideaux Exchange and Vancouver Island University, and introduce service to College Heights. Introduce with existing levels similar to existing route 5	3,200	N/A	N/A	0
<b>Package II:</b> Increase weekday frequencies	5,000	15 min/ 30 min	6:00 a.m. to 12:30 a.m.	2
<b>Package III:</b> Increase weekend frequencies	900	30 min/ 60 min	Saturdays: 6 a.m. to 2 a.m. Sundays: 6 a.m. to 11 p.m.	1

Table 8: Proposed Service Improvements for route 5 Fairview

## Route 6 Harewood

Route 6 Harewood connects the Harewood neighborhood to downtown Nanaimo and Vancouver Island University. Key destinations along the route include John Barsby Community School and University Village. The proposed service change realigns route 6 Harewood to service Bruce Avenue and Tenth Street and extends service to South Parkway Plaza.

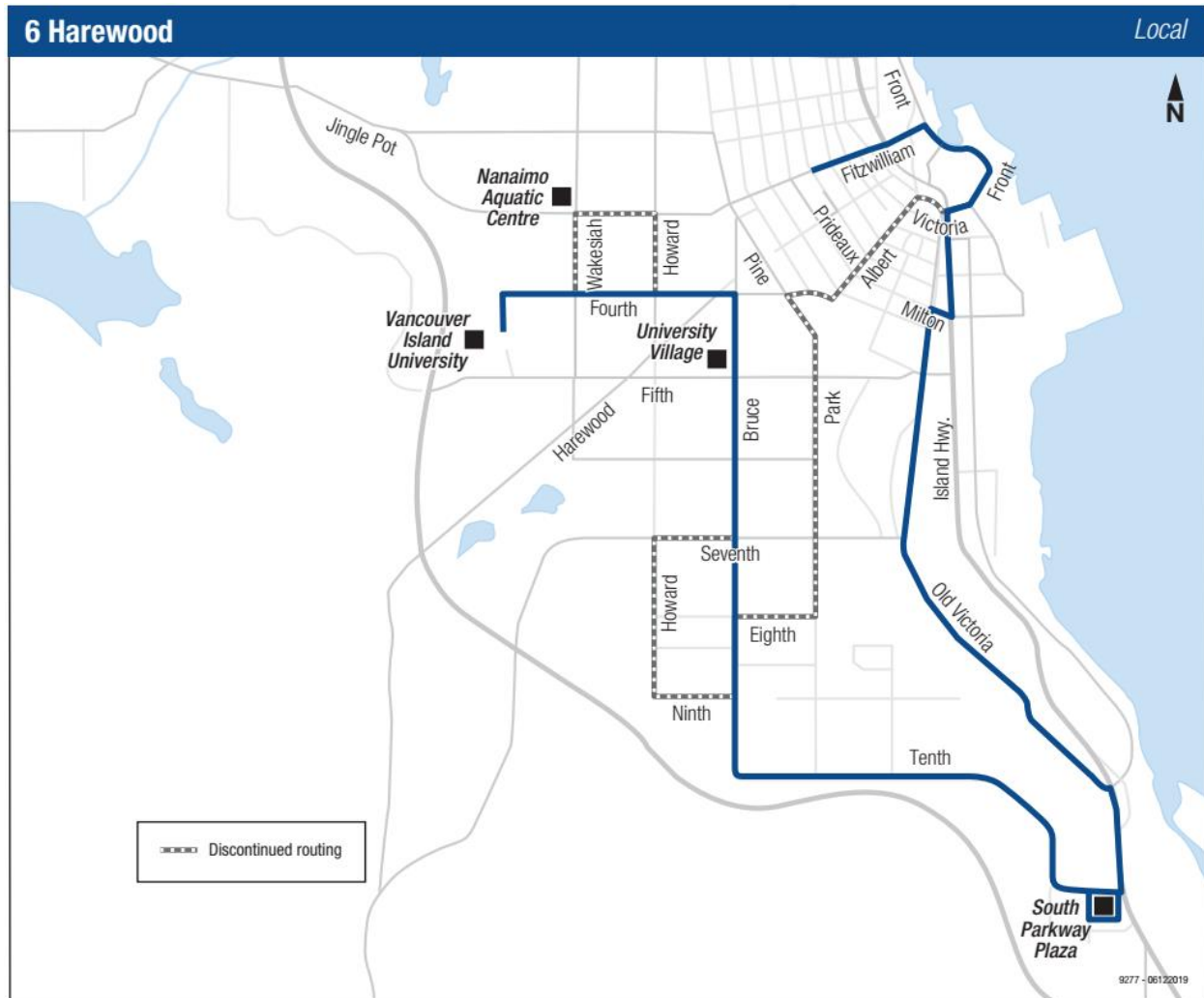


Figure 15: Proposed routing of route 6 Harewood

**Design Principles:**

- Improve access to regional centres
- Better service to areas of growing demand, including Bruce Avenue and Tenth Street
- More direct

**Benefits:**

- Provides service to South Parkway Plaza
- Services Tenth Street and Bruce Street

**Considerations:**

- Proposed new route would discontinue service on Albert Street, Park Avenue, Ninth Street, Howard Avenue and a segment of Wakesiah Avenue

**Engagement Results:**

- 85 per cent support these proposed changes
- 83 per cent indicated this would work better or similar

**Resources Required:**

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
<b>Package I:</b> Restructure route to provide service between Prideaux Exchange, South Parkway Plaza and Vancouver Island University	900	N/A	N/A	1
<b>Package II:</b> Increase weekday frequencies	8,500	15 min/ 30 min	6:00 a.m. to 12:30 a.m.	2
<b>Package III:</b> Increase weekend frequencies	1,300	30 min/ 60 min	Saturdays: 6 a.m. to 2 a.m.  Sundays: 6 a.m. to 11 p.m.	1

Table 9: Proposed Service Improvements for route 6 Harewood

## Route 7 Cinnabar

Route 7 Cinnabar connects Cinnabar to downtown Nanaimo with select trips that service Cedar. Key destinations include South Parkway Plaza in South Nanaimo and Port Place Shopping Centre in downtown Nanaimo. The proposed service change removes Cedar service from this route, which would be serviced by the proposed route 8 Cedar.



Figure 16: Proposed routing of route 7 Cinnabar

**Design Principles:**

- Simplifies route and is more direct

**Benefits:**

- Cinnabar residents do not need to travel through Cedar
- Provides connection to downtown Nanaimo
- Potential opportunities to continue as route 30 NRGH at Prideaux Exchange

**Considerations:**

- Transfer to route 8 Cedar at South Parkway Plaza for service to Vancouver Island University, Nanaimo District Secondary School and John Barsby Secondary School
- Proposed new route structure would discontinue service on Irwin Street, Victoria Road, Cedar Road, Holden Corso Road and Woodbank Road

**Engagement Results:**

- 85 per cent supported changes
- 80 per cent indicated this would work better or similar

**Resources Required:**

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
<b>Package I:</b> Restructure route by eliminating service to Cedar	(1,300)	N/A	N/A	0
<b>Package II:</b> Increase weekday frequencies	1,200	30 min/ 60 min	6:00 a.m. to 12:30 a.m.	1
<b>Package III:</b> Increase weekend frequencies	900	30 min/ 60 min	Saturdays: 6 a.m. to 2 a.m.  Sundays: 6 a.m. to 11 p.m.	1

Table 10: Proposed Service Improvements for route 7 Cinnabar

## 2.2 Proposals for New Routes

This section provides summaries of three proposed new routes – 8 Cedar, 78 Cassidy and 70 Duke Point – and discusses the concept of an interregional service operated collaboratively with the Cowichan Valley Regional District.

### Route 8 Cedar

Route 8 Cedar would provide service between Cedar and Vancouver Island University. Key destinations include South Parkway Plaza in South Nanaimo and Vancouver Island University. While this route is a new route, route 7 Cinnabar/Cedar is indicated – as discontinued routing – on the map below for reference.

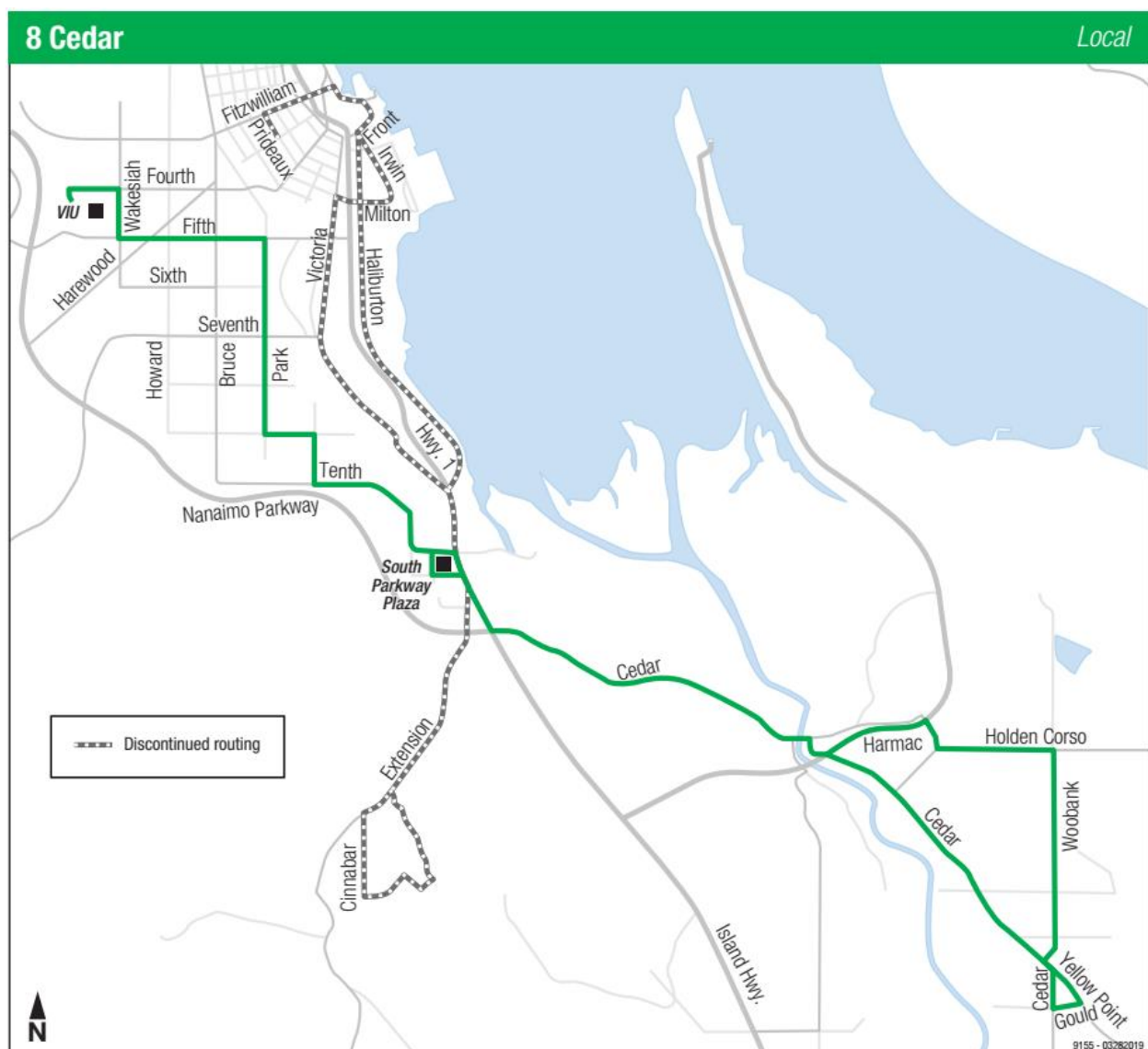


Figure 17: Proposed routing of route 8 Cedar

**Design Principles:**

- Better serves areas of demand, including Cedar, which currently has limited service
- Improves access to regional centres

**Benefits:**

- Provides more frequent service to and from Cedar to Vancouver Island University
- Potential opportunities to continue as route 15 VIU Connector at Vancouver Island University

**Considerations:**

- Transfer to route 7 Cinnabar/Cedar at South Parkway Plaza for service to downtown
- Should be established concurrent with replacement of 7 Cinnabar/Cedar with 7 Cinnabar as detailed in section 2.1

**Engagement Results:**

- 85 per cent supported changes
- 80 per cent indicated this would work better or similar

**Resources Required:**

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
<b>Package I/II:</b> Introduce new route to provide service between Cedar and Vancouver Island University	5,500	30 min/ 70 min	6:00 a.m. to 12:30 a.m.	3
<b>Package III:</b> Increase weekend frequencies	2,600	30 min/ 70 min	Saturdays: 6 a.m. to 2 a.m. Sundays: 6 a.m. to 11 p.m.	1

Table 11: Proposed Service Improvements for route 8 Cedar

## Route 78 Cassidy

Route 78 Cassidy would provide the rural area of Cassidy with service. Key destinations include the Nanaimo Airport, South Parkway Plaza in South Nanaimo, and Downtown Nanaimo. Service should be flexible to accommodate demand at appropriate times for these destinations.

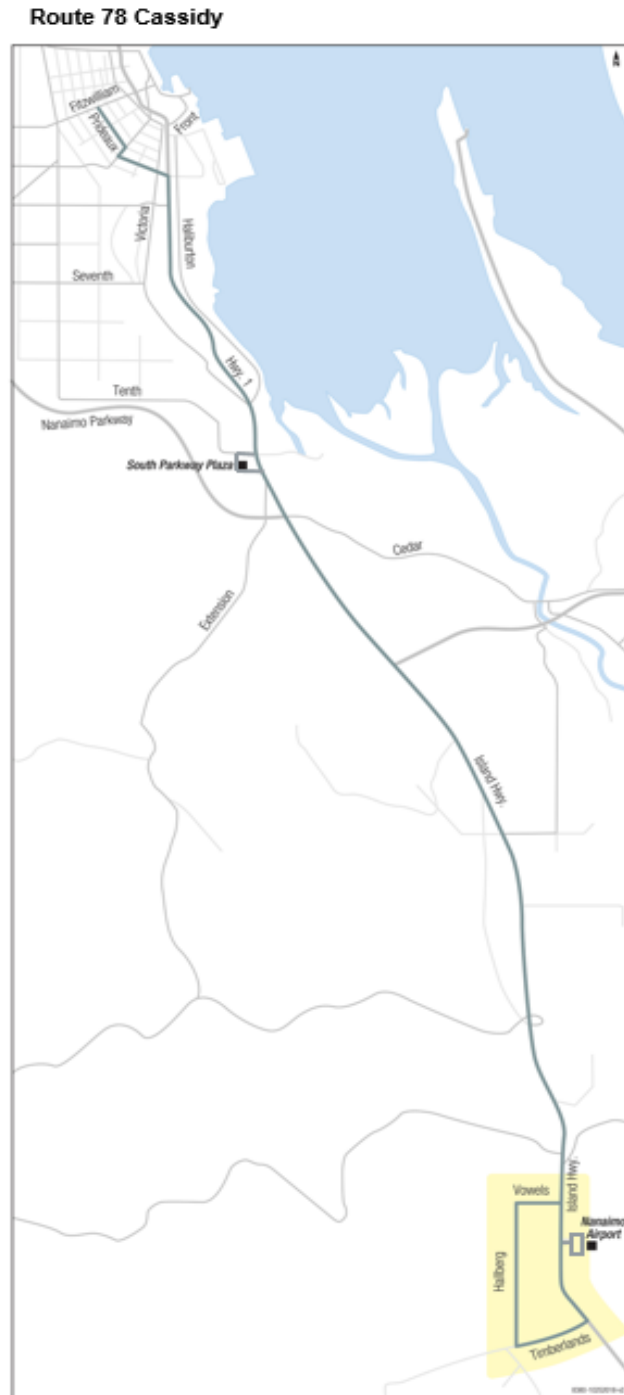


Figure 18: Proposed routing of route 78 Cassidy



**Design Principles:**

- Provides a valuable connection for a low income neighbourhood
- Creates connections to regional centres

**Benefits:**

- Provides service to Cassidy and Nanaimo Airport, which is currently unserved by transit

**Engagement Results:**

- 90 per cent supported route 78 Cassidy
- 90 per cent indicated this would work better or similar

**Resources Required:**

Proposed Service Improvement	Est. Service Hours	Frequency	Service Span	Expansion Buses
<b>Package I:</b> Implement Service	1,000	Every 2 hours 3 days per week	8:00 a.m. to 6:00 p.m.	1

Table 12: Proposed Service Improvements for route 78 Cassidy

## Route 70 Duke Point

The route 70 Duke Point would provide service from downtown Nanaimo to the Duke Point Ferry Terminal and a nearby industrial area. The Duke Point terminal is currently not served by existing routes.

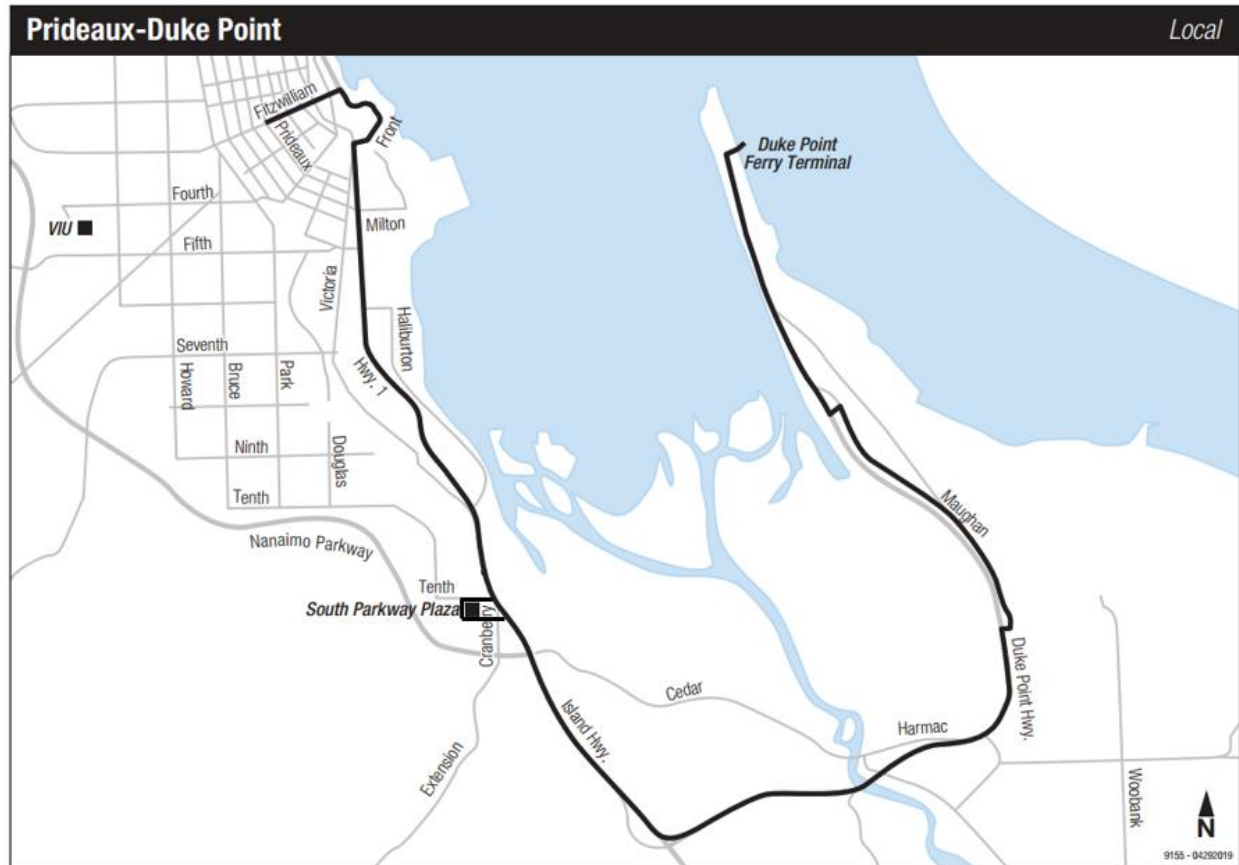


Figure 19: Proposed routing of route 70 Duke Point

### Design Principles

- Services Duke Point Ferry Terminal and Cedar industrial areas
- Creates multimodal connections to Lower Mainland

### Benefits:

- Connects the downtown core to Duke Point Ferry Terminal and surrounding industrial area, which is currently not serviced by transit

### Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency	Service Span	Expansion Buses
<b>Package I:</b> Implement Service	5,000	Meet peak morning, midday, and peak evening ferry trips seven days per week	Scheduled per ferry schedule	2
<b>Package II:</b> Meet all ferry trips	TBD		Scheduled per ferry schedule	TBD

Table 13: Proposed Service Improvements for route 70 Duke Point

## Interregional Service

Improved interregional transit service between Nanaimo and the Cowichan Valley was identified as a need through the consultation process and in the Transit Future Plan. Both regional districts have also identified improved interregional connections to the Comox Valley as a high priority.

Commuter travel to Vancouver Island University and downtown Nanaimo from Ladysmith are frequently indicated as destinations that would benefit from such a service. As well, service to the Nanaimo airport has also been identified as a need.

Interregional service would involve jointly administering the transit service and sharing the associated costs between the Regional District of Nanaimo and the Cowichan Valley Regional District. This presents specific challenges that are different from providing local service within the Regional District of Nanaimo. Before service could be implemented, an agreement between all parties would be needed that includes the following items:

- Development of a service plan and implementation timeframe as well as the development of a governance mechanism for changing service levels in the future;
- A cost sharing agreement outlining responsibility for both capital and operating costs;
- Development of a tariff strategy, fare structure and revenue sharing agreement specifically related to Inter-regional service that could potentially include allowing passengers to use their transit pass within the other transit system; and
- Development of an operational plan to deliver the service including where the service would be administered, who would operate the service, where the fleet would be maintained and identification of responsibilities for development and maintenance of associated infrastructure, such as transit stops and Park & Rides.

Developing a long-term agreement prior to implementing interregional services is essential to provide all parties with long-term stability. For example, without a long-term agreement outlining responsibilities one party could potentially opt out of the service agreement and leave the remaining party in a possibly unsustainable situation.

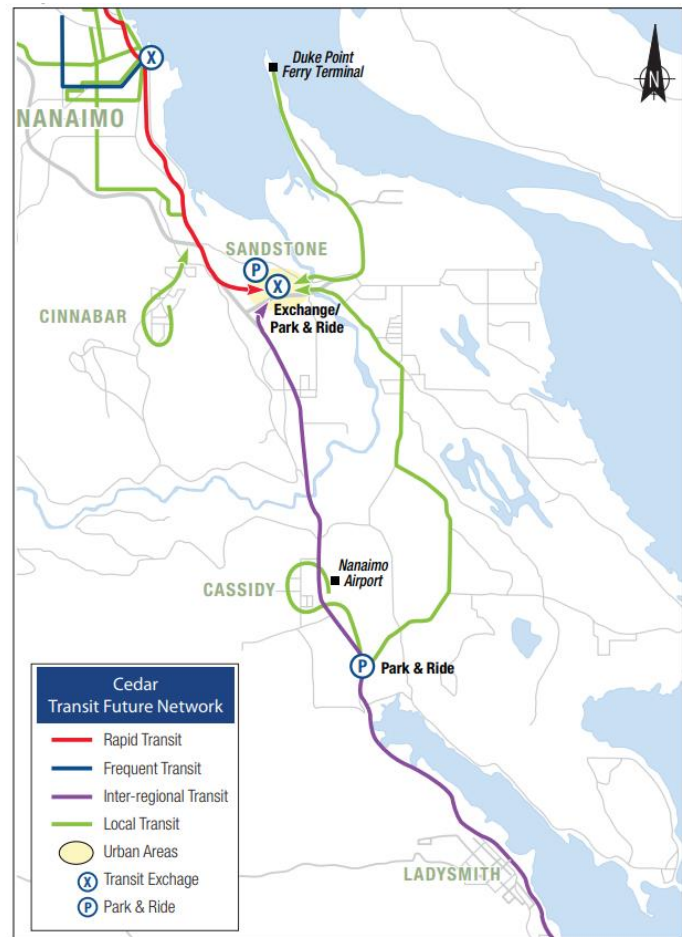


Figure 18: Possible Route to Cowichan Valley Regional District

## 2.3 Service Implementation Plan

The following section details an implementation strategy over time for short to medium-term transit service improvements. The implementation plan prioritizes improvements in accordance the Service Improvement Priorities list with consideration to the annual hours of expansion.

Implementation Priorities		Service Hours Required	Buses Required
<b>1</b>	Restructure routes 7 Cinnabar and 30 NRGH. Introduce routes 8 Cedar and 78 Cassidy.	5,200	4
<b>2</b>	Restructure routes 5 Fairview, 6 Harewood, and 40 VIU Express.	5,000	4
<b>3</b>	Introduce route 70 Duke Point	5,000	2
<b>4</b>	Increase service on South Nanaimo routes	TBD	TBD
<b>5</b>	Establish interregional service with the Cowichan Valley Regional District	TBD	TBD

Table 14: Transit Service Implementation Plan

## 3 Initiatives

### 3.1 Infrastructure Planning

#### 3.1.1 Rapid Bus



Figure 19: Potential Approximate Routing of Rapid Bus

Rapid Bus services are designed to move high volumes of passengers between major regional destinations along key transportation corridors. Service is very frequent (at least 15 minutes between 7:00 a.m. and 10:00 p.m.) throughout the week and stops less often than traditional transit services. Investments in Rapid Bus infrastructure, technology, vehicles, and service levels combine to increase system performance. To improve travel time and reliability, Rapid Bus services may utilize an exclusive or semi-exclusive right-of-way to eliminate or significantly reduce the impact of general traffic on transit vehicles. Rapid Bus services use high capacity buses and may include future investments along the corridor in transit priority measures, right-of-way improvements, premium transit stations, corridor branding, and off-board ticketing.

Rapid Bus services provide a critical component of a comprehensive transit network that would meet the existing and future needs within the Regional District of Nanaimo. Preliminary review of opportunities for Rapid Bus service suggests increased service levels on route 50 Downtown/Woodgrove in tandem with a restructured route for direct service and investments in infrastructure to establish a Rapid Bus corridor between Woodgrove Centre and the City of Nanaimo Downtown. These changes will involve increases to the frequency and span of service. Planning for a Rapid Bus service entails a planning study with the following objectives:

- Determine the transit alignment right-of-way;
- Identify opportunities for transit priority;
- Identify Rapid Transit Station locations;
- Plan for expanded transit exchanges in the downtown Nanaimo, Woodgrove Mall and Country Club Centre; and
- Provide an implementation strategy to phase infrastructure and service improvements.

### 3.1.2 Exchanges

Transit exchanges are typically located within the activity centres of the community, such as downtown, village centres, and shopping malls, in order to provide walkable connections with popular destinations and support existing land use patterns. If appropriately designed, transit exchanges can become effective multi-modal exchanges and pedestrian-oriented sites.

Transit exchanges should provide:

- Weather protection;
- Seating;
- Transit route and schedule information;
- Lighting; and
- Bicycle parking.

The exchanges in the Regional District of Nanaimo include Prideaux Exchange, Country Club Exchange, Vancouver Island University, and Woodgrove Exchange. Significant infrastructure improvements are immediately required to accommodate transit expansion.

The Transit Future Plan identified the need for a downtown transit exchange to support the implementation of the Transit Future Network and the land use strategy of the City of Nanaimo's downtown. Planning is underway to identify how a new transit exchange in the Downtown Nanaimo Waterfront District would be integrated with other adjacent land uses. The transit exchange should be located within an active pedestrian-oriented area along the future Rapid Transit alignment that is large enough to accommodate future growth in transit services. Amenities at the transit exchange should include transit shelters, benches, transit customer information and cycling facilities.

An interim effort has been carried out to temporarily relocate the Prideaux Exchange. The improvements detailed in Transit Future Plan support peak period transit service to increase from 45 buses per hour to over 130 buses per hour over the next 20 years.

In 2018, planning work was undertaken to develop transit exchange options to support anticipated growth. Three locations for development of new exchanges have been identified and are being evaluated for amenities and requirements. Once complete, the parties will pursue federal funding to offset costs. The following exchanges and amenities have been included:

**Woodgrove Centre Exchange:** This project will consist of either exchange upgrades or construction of a new exchange including:

- Up to eight bus bays and six layover bus bays
- Up to eight bus shelters
- Ancillary pedestrian wayfinding enhancements
- Lighting and landscaping

**Country Club Centre Exchange:** This project will improve the existing Country Club Exchange by expanding bus bays, passenger amenities and public realm improvements to further improve the transportation network, and facilitate passenger connections including:

- Construction to provide ten on-street bus bays
- Ten shelters
- Roadway and pedestrian improvements on Norwell Drive
- Lighting and landscaping

**Downtown Exchange:** This project will replace the existing Prideaux Exchange with a new exchange in a better location that will include the following:

- Up to ten bus bays and bus layover bays
- Up to four shelters
- Ancillary pedestrian wayfinding enhancements
- Roadway enhancements
- Lighting and Landscaping

Preliminary work on the development of these exchanges and amenities has identified a capital budget of approximately \$16 million in 2018 dollars.



### 3.1.3 Bus Stops

The Regional District of Nanaimo Transit Future Plan identified locations where investments are required for key stops on the route 40 VIU Express. Investments for new bus stop amenities should be made on bus stops with the greatest number of boardings, as evidenced by Automatic Passenger Count Data. Transit stops with lower levels of passenger activities should, at a minimum, meet accessibility guidelines and provide a bench. [BC Transit's Infrastructure and Design Guidelines](#) provides additional design recommendations and engineering specifications for bus stops and transit exchanges.

The table below identifies key bus stops within the area of this Local Area Plan with high boarding activity and no existing shelter. These stops should be prioritized as funding becomes available or opportunities arise.

Bus Stop Location	Bus Stop ID	Average Daily Boardings
Victoria at Albert (EB)	109773	83
Wakesiah at Foster (SB)	109769	76
Bowen at Pryde (SB)	110469	66
Bastion at Skinner (WB)	110497	52
11 <sup>th</sup> St 40 block (WB)	110158	51
5 <sup>th</sup> at Hillcrest (WB)	110068	47
Bowen at Caspers (WB)	110076	47

Table 15: Bus Stop Activity

## 3.2 Matching Vehicle Type with Service Design

Current ridership levels within the Regional District of Nanaimo Transit System presents a potential opportunity to use smaller vehicles on lower capacity trips, which will increase operational efficiency allowing for savings to be reinvested back into the system. To explore this opportunity, BC Transit and the Regional District of Nanaimo will review data in closer detail to evaluate the potential benefits and impacts of adding a smaller vehicle type to the existing fleet and to develop an implementation scheme. Automatic Passenger Counter data can be used to inform trips that could employ a lower capacity vehicle. Analysis shall include consideration of scheduling and cost implications. Evaluation of alternative fuel technologies can also be explored.

The graph below identifies routes that provide opportunities for potential bus right sizing by comparing average bus capacity to the maximum number of passengers on a trip at the busiest time during the trip. Pursuant to the graph below, the following routes should be considered for right-sizing: 7 Cinnabar/Cedar, 11 Lantzville, 25 Ferry Shuttle, 88 Parksville, 97 Eaglecrest, 98 Qualicum Beach and 99 Deep Bay.

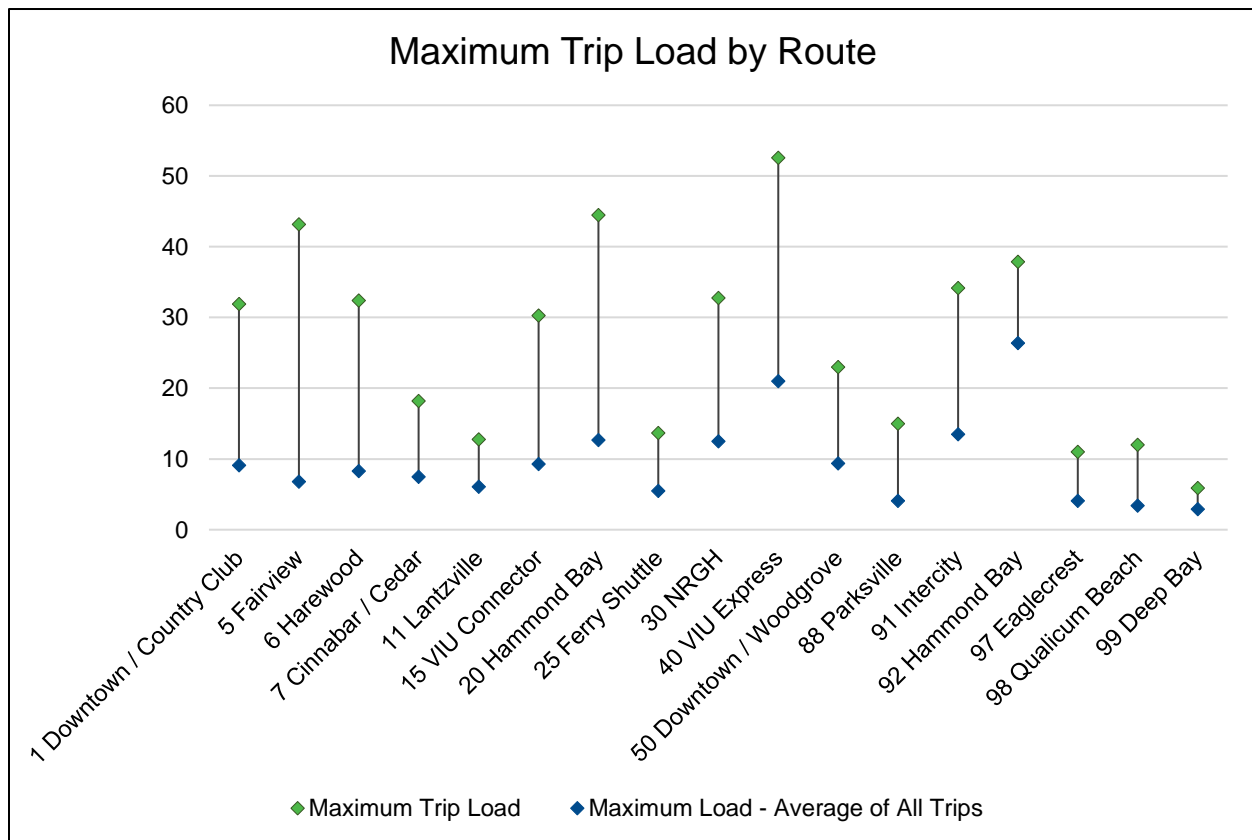


Figure 20: Maximum Load on all RDN Routes

## 4 Emerging Technology

New emerging technologies will have a direct impact on future mobility. Mobility as a service, autonomous and electric vehicles, and other emerging bus technologies have the potential to reshape how people choose to move throughout their communities.

The following section outlines some of these future technologies and how they could potentially affect the transit system in the South Nanaimo area.

### 4.1 Fleet-Related Technology

BC Transit is committed to continuously enhancing the rider experience. As part of this endeavour, BC Transit is moving forward with the installation and development of technology initiatives to improve efficiency, increase security and put passengers in control of their BC Transit experience. SmartBus is a major BC Transit project with the goal of improving fleet technology.

#### 4.1.1 SmartBus

##### Phase 1

The first phase of the SmartBus program at BC Transit introduces real-time bus information, automated stop announcements, and closed circuit TV Cameras onboard each bus. The implementation of these bus technology improvements within the Regional District of Nanaimo Transit System have already been completed.

##### Phase 2

BC Transit is beginning a review of fare technology and fare payment systems with the intent to move to an advanced fare collection system.

The review process includes an assessment of BC Transit fare collection systems and industry wide trends in fare collection systems for transit. Recommendations from the review suggest BC Transit move towards an advance system where the customer brings their own ticket (i.e. mobile app, bank card) and includes the required onboard electronic readers and software systems to allow onboard validation/payment, and back office accounting and data management. In 2018, a request for information (RFI) to industry suppliers and subject matter experts is anticipated in order to validate the recommendations identified by the review and to collect the required information needed to write a business case for the project. Afterwards, a business case will be completed and an RFP for evaluation and response by industry suppliers will be posted.”

To validate the recommendations presented in the report and collect the required information necessary to write a business case for the project a request for information (RFI) to industry suppliers and subject matter experts was posted.

The next step is to complete the business case and post an RFP for evaluation and response by industry suppliers. The intent of the RFP is to select a contractor to help BC Transit make an advanced fare collection system a reality.

#### 4.1.2 Electric Buses

BC Transit began trialing an electric bus within the Victoria Regional Transit System in January 2018. The trial will give BC Transit a better understanding of the capabilities, range, and

operational processes and requirements of modern electric bus technology. Based on the results from this trial there may be opportunities to consider electric bus technology in other parts of the Province in the future.

## 4.2 Mobility as a Service

Mobility as a Service (MaaS) is the transition away from personally-owned forms of transportation to mobility options that are purchased as a service. Recent technology improvements have provided consumers options to plan, reserve, and pay for travel using an application on their electronic device. Mobility as a Service applications are capable of combining multiple travel modes into one trip, allowing multi-modal travel options for customers including walking, public transit, car share, bike share, or ride hailing.

### Car and Bike Sharing

Car and bike sharing leverages the sharing economy to extend the benefits of car or bicycle ownership to individuals without the upfront costs, maintenance, and storage required for ownership. Touted benefits of car and bicycle sharing include decreasing the incidence of car ownership and promoting multimodal travel within communities, which could help build transit ridership within a community. Car and bike sharing programs can help address the first and last mile issue with transit; in other words, car and bike sharing services can extend the reach of transit by connecting transit riders between a bus stop and their trip origin or destination.

There are several different car sharing models including station based, A to B, and free-floating models. Further, there are several different car sharing business models including business to consumer, business-to-business, peer to peer, and not for profit. Similar to car sharing, there are several different bicycle sharing models include docked, dockless, workplace pool bikes, bike loans, and peer to peer sharing. Another distinguishing factor within these models is whether the bikes are geofenced or not. Many transportation-sharing services are currently seeing significant investment as technology improvements and profitable business models emerge for these services.

### Ride Hailing

Ride hailing is the provision of immediate or on-demand service whereby a vehicle and driver are hired for a fee to transport a passenger, or a small group of passengers, between locations of their choice. This service may be provided by either Transportation Network Companies (TNCs) or traditional taxi operators. Although ride hailing from TNCs such as Uber or Lyft is not currently permitted in British Columbia, Provincial Legislation is currently being considered to permit and regulate the operation of TNCs within BC. As seen in many other cities that currently permit TNCs, the widespread adoption of ride hailing services can either supplement or substitute for existing fixed-route transit services depending on various contextual factors.

### Autonomous Vehicles

Autonomous vehicle technology is rapidly emerging, and has the potential to drastically alter the way people move throughout their communities. The widespread implementation of autonomous vehicles would change the variety and cost of mobility options available to the public, and consequently may have implications for how public transit is planned and delivered. By changing how people get around, the emergence of autonomous vehicle technology also has implications for future land use and transportation related policy and infrastructure.

## 5 Moving Forward

### 5.1 Funding the Plan

To achieve the goals of this Local Area Plan, capital and operating investments in the transit system will be required over the next one to seven years. Annual operating costs are based on service hours that are projected to increase 60,000 hours. The plan also calls for capital investments that include:

- An additional 25 buses added to the transit fleet;
- New transit exchanges or upgrades to transit exchanges; and
- Improvements to customer amenities at transit stops.

Given the level of transit investment anticipated over the coming decades, BC Transit and its funding partners will need to evaluate stable and predictable funding sources beyond the existing mechanisms.

### 5.2 Keys to Success

To guide the plan from vision to reality will require an on-going dialogue between the Province, BC Transit and the Regional District of Nanaimo on transportation policy, funding and the connection between land use and transit planning.

The South Nanaimo Local Area Transit Plan builds upon the Transit Future Plan as well as local land use and transportation plans and will be used to support the vision and direction for transit in the region. Steps required for the success of the plan include integrating the transit strategy into other municipal projects, supporting travel demand management measures, transit-oriented development and transit-friendly land use practices.

This plan will be presented to the Regional District of Nanaimo's Transit Select Committee and Board for approval. Upon approval, service improvements identified within this Local Area Plan will be added to the Regional District of Nanaimo Service Improvements Priorities List, which prioritizes transit improvements for the entire region. Service improvements will be integrated into the three year Transit Improvement Process (TIPs), which is updated on an annual basis. Prior to implementation of service changes, BC Transit planning staff will work with staff at the Regional District of Nanaimo to ensure service improvements appropriately reflect local needs. Additional targeted engagement may be conducted. A Local Area Transit Plan for North Nanaimo will be developed in the coming year to identify service and infrastructure improvements for that area.

## Appendix A – Population Density

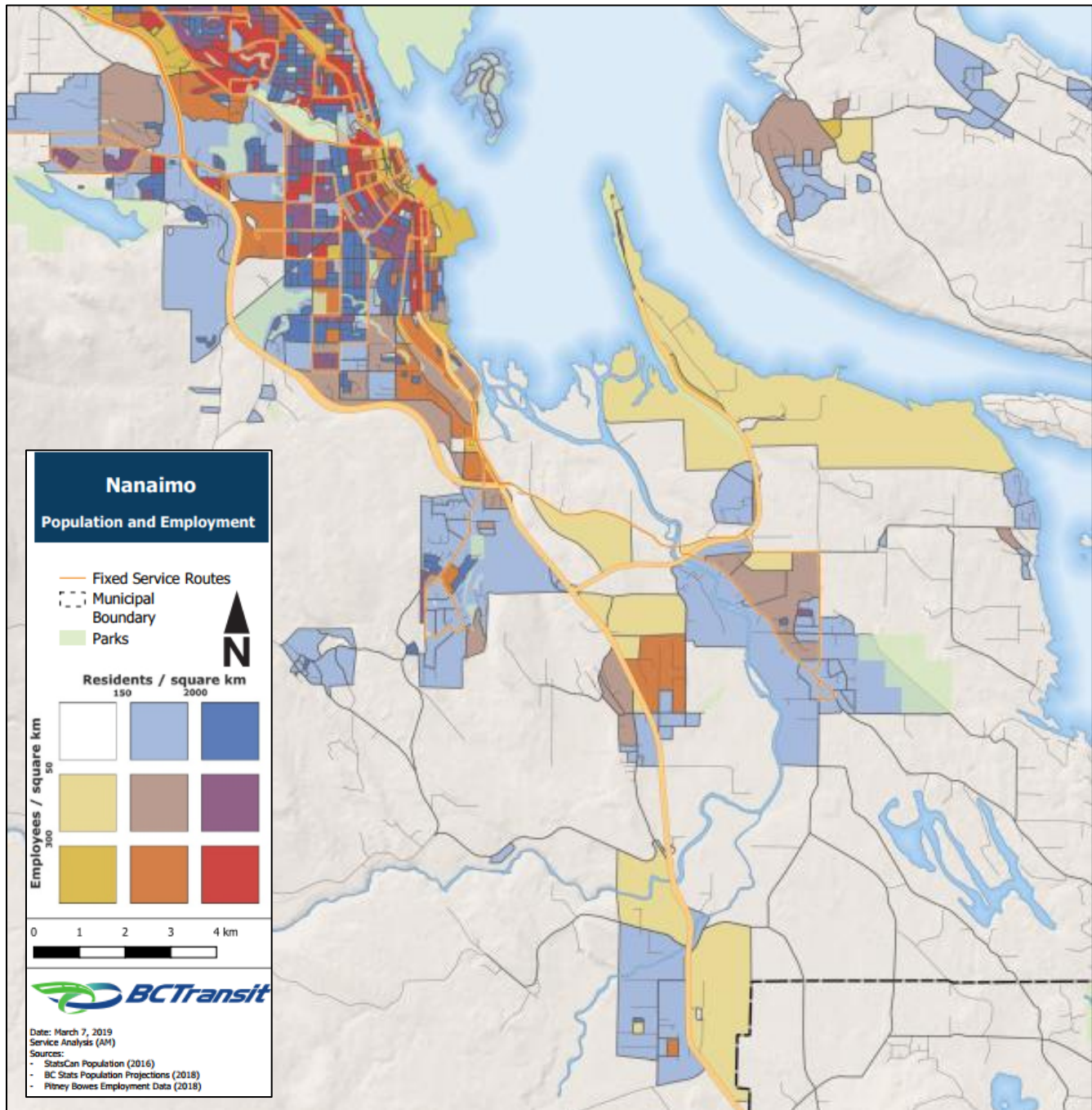


Figure 21: RDN Density Map



## Appendix B – Bus Stop Activity Maps

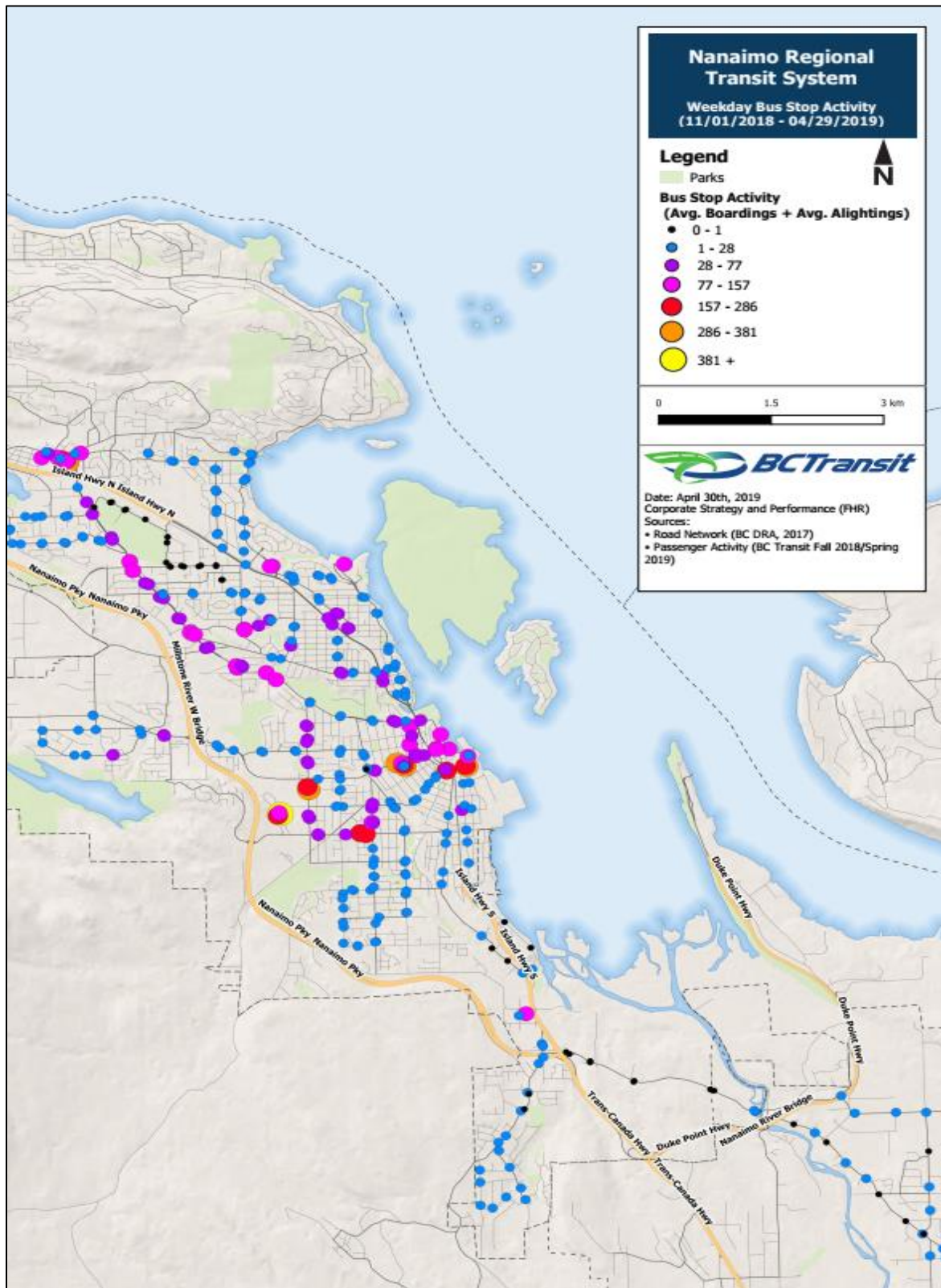


Figure 22: Average Weekday Boarding and Alightings

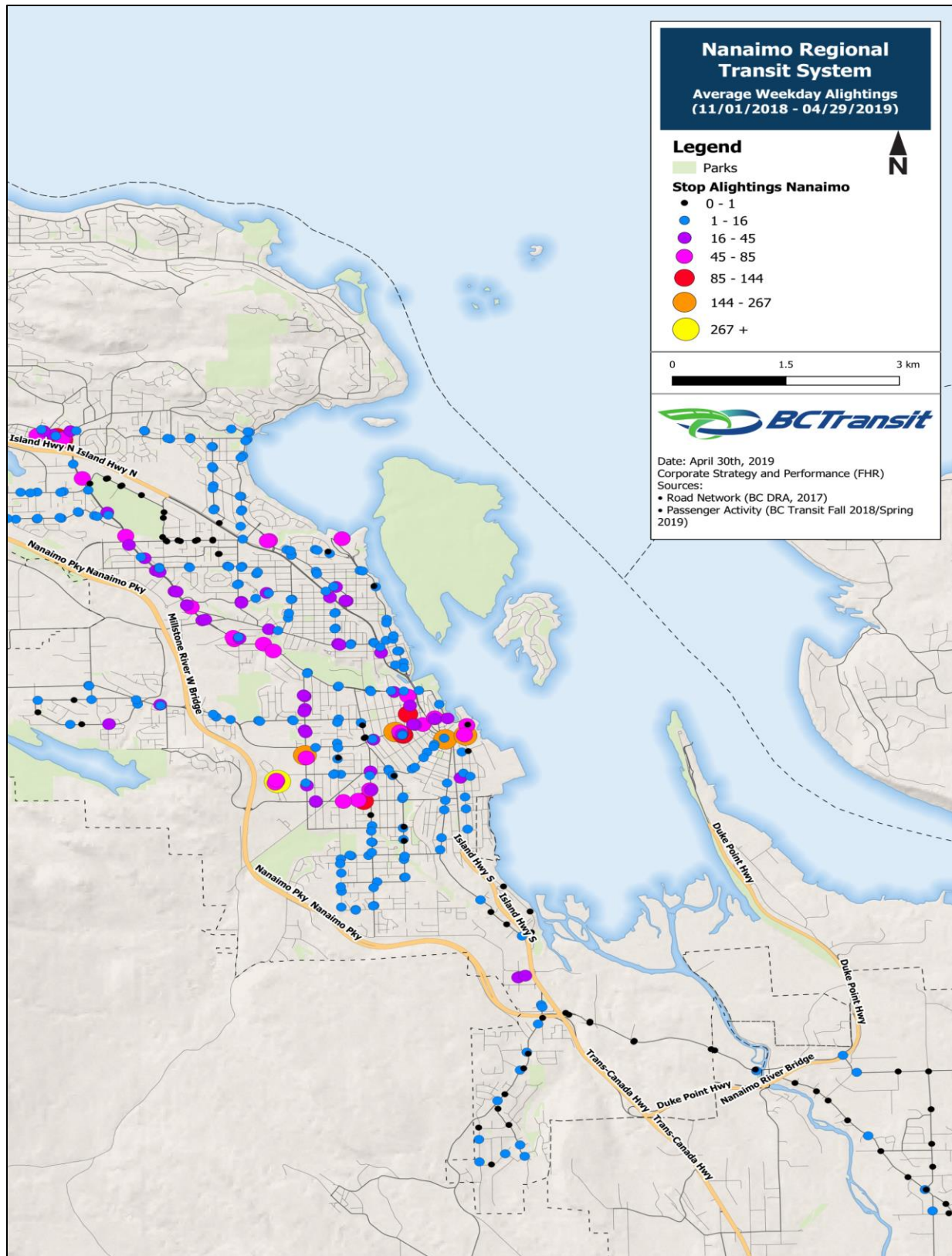


Figure 23: Average Weekday Alightings



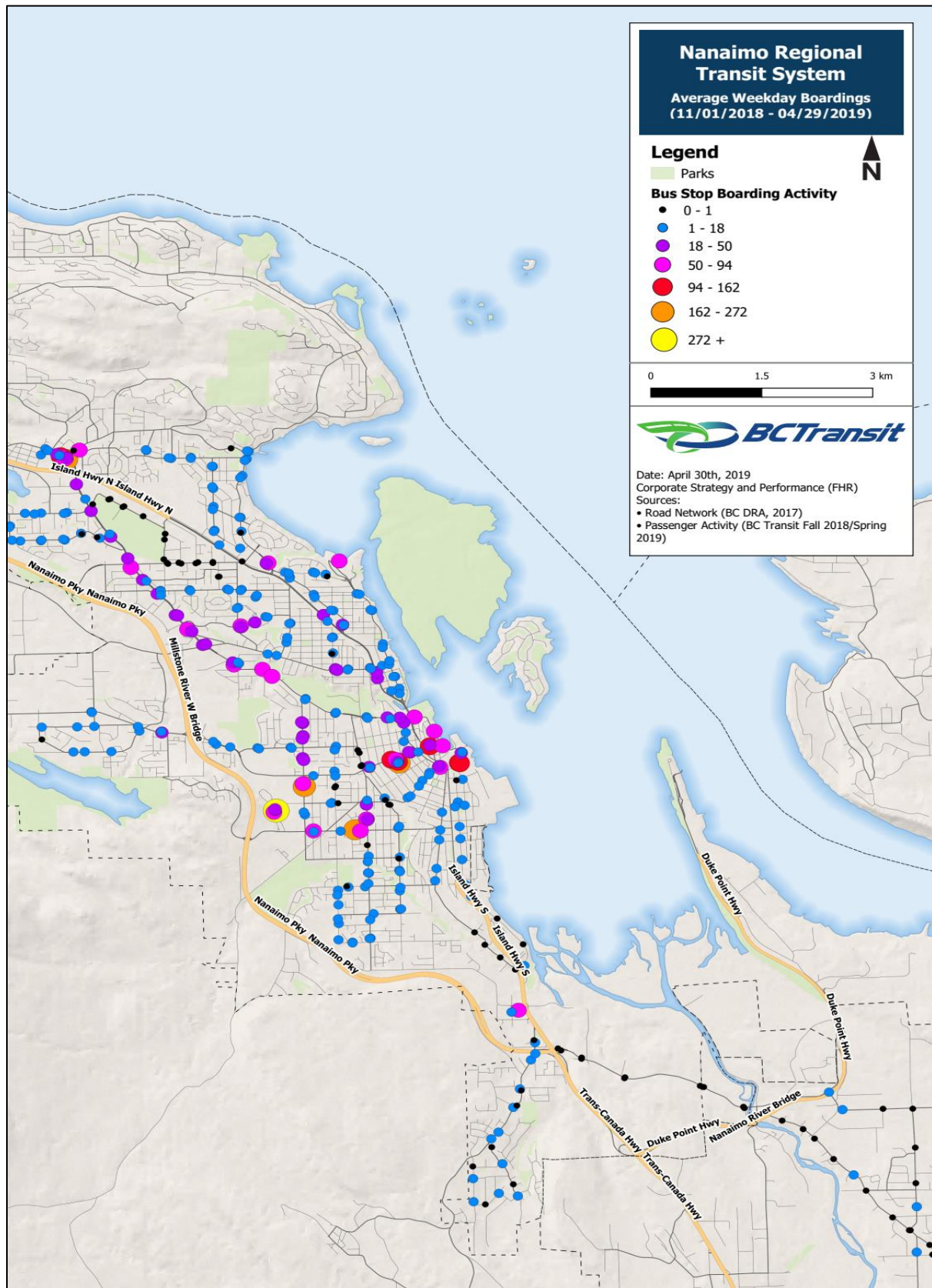


Figure 24: Weekday Boardings

## Appendix C – Individual Route Performance

Frequent Transit	Trips Operated Daily	Daily Service Hours	Daily Revenue Hours	Daily Boardings	Boardings / Trip	Boardings / Rev. Hr.
Target					30.0	40.0
40 - VIU Express	97	109.0	86.2	3,883	42.3	46.6
Local Transit						
Target					20.0	30.0
5 - Fairview	29	30.6	22.0	351	15.0	22.3
6 - Harewood	37	19.6	15.6	516	14.0	30.6
7 - Cinnabar / Cedar	33	38.3	28.5	520	19.4	24.9
30 - NRGH	57	63.4	48.8	1,411	24.8	27.3

Table 16: Weekday Route Performance

Frequent Transit	Trips Operated Daily	Daily Service Hours	Daily Revenue Hours	Daily Boardings	Boardings / Trip	Boardings / Rev. hr.
Target					30.0	40.0
40 - VIU Express	48	52.8	42.3	2,297	47.9	56.4
Local Transit						
Target					20.0	30.0
5 - Fairview	24	24.0	17.7	238	11.6	18.6
6 - Harewood	30	14.5	11.9	343	11.4	27.4
7 - Cinnabar / Cedar	26	25.5	22.2	367	17.6	24.0
30 - NRGH	48	53.3	41.9	864	18.0	25.7

Table 17: Saturday Route Performance

Frequent Transit	Trips Operated Daily	Daily Service Hours	Daily Revenue Hours	Daily Boardings	Boardings / Trip	Boardings / Rev. Hr.
<b>Target</b>					<b>30.0</b>	<b>40.0</b>
<b>40 - VIU Express</b>	27	28.6	23.3	1,225	49.6	55.4
<b>Local Transit</b>						
<b>Target</b>					<b>20.0</b>	<b>30.0</b>
<b>5 - Fairview</b>	17	18.1	13.6	179	11.9	17.8
<b>6 - Harewood</b>	22	10.6	9.1	253	11.5	26.8
<b>7 - Cinnabar / Cedar</b>	18	20.1	16.8	253	16.9	22.3
<b>30 - NRGH</b>	22	25.1	19.2	556	25.3	30.0

Table 18: Sunday Route Performance

Route	Average Maximum Load	Total Maximum Load
<b>40 VIU Express</b>	21.4	52.6
<b>5 Fairview</b>	8.8	43.2
<b>6 Harewood</b>	8.9	32.4
<b>7 Cinnabar / Cedar</b>	10.1	18.2
<b>30 NRGH</b>	13	32.8

Table 19: Maximum Load by Route

**TO:** Transit Select Committee

**FROM:** Darren Marshall  
Manager, Transit Operations

**MEETING:** July 11, 2019

**FILE:** 2240 -20- TAOA

**Subject:** 2019 – 2020 Conventional and Custom Transit Annual Operating Agreement

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## **RECOMMENDATION**

That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.

## **SUMMARY**

The Annual Operating Agreement (AOA) (Attachment 1) between the Regional District of Nanaimo (RDN) and BC Transit is renewed on an annual basis, providing cost-sharing service arrangements for Conventional and Custom Transit services in Electoral Areas A, C, E, G, and H, Town of Qualicum Beach, City of Nanaimo, District of Lantzville and City of Parksville for the period of April 1, 2019 to March 31, 2020.

The Annual Operating Agreement 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. As with previous Annual Operating Agreements, there are costs that fall outside the scope of the annual agreement.

## **BACKGROUND**

The funding model with the Province provides for base operating funding over the three-year period from 2018/19 to 2020/21. BC Transit gained approval from the Provincial budget in 2018, for the new three-year funding agreement.

The 2019/2020 AOA includes an overall increase of 4% in total costs for conventional and custom transit largely as a result of higher advertising revenue (ads on buses), lower lease fees offset by increased wages and the cost of two (2) additional Compressed Natural Gas (CNG) buses. Overall with direct operating costs, lease fees and BC Transit management fees taken into account, there is a 4% increase in total operating costs for the entire system.

An overall increase in revenue of 8% is attributed to the increase in farebox tickets and passes revenue, tickets and passes, as well as \$101,000 (80.3% increase) for bus advertising revenues offset somewhat by a \$9,000 decrease in Custom Transit revenue.

Scheduled revenue hours have increased by 3.8% due to the January 2019 service expansion. This translates to a small increase in overall revenue as noted above. Specific to conventional transit, there is a 2.2% increase for all fixed cost items, which includes driver's wages. Fuel costs

have increased by 5.3% due to the 2019 expansion adding two additional buses to the fleet. The 2.8% decrease in lease fees (result of expiration of transitional standardized lease fees) and an increase of 6.0% for the BC Transit management fee.

For custom transit, the largest change is a \$17,000 (67%) increase in custom tires resulting from a change in the BC Transit billing process. However, there was a \$7,000 (2.9%) total decrease in lease fees as the ARBOC Custom buses reach the end of their useful life (5 years).

Over the entire transit system, a net municipal share decrease of 9.6% has been applied to this budget year. As noted above, this excludes a number of operating and administration costs funded solely by the RDN. The AOA has been reviewed in conjunction with the approved RDN 2019 budget for transit services and is compliant.

## **ALTERNATIVES**

1. That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.
2. Do not approve the 2019/2020 Conventional and Custom Transit Annual Operating Agreements, removing BC Transit's obligation to cost-share in the Regional District of Nanaimo Transit Service, and that alternative direction be provided.

## **FINANCIAL IMPLICATIONS**

The April 2019 to March 2020 Conventional Transit AOA total cost budget is \$14,486,027 and the total revenue budget is \$4,866,569. The net cost to the RDN under the AOA cost sharing agreement is \$3,756,142 (including local government share of lease fees). BC Transit's share of costs is \$5,156,056.

Under the April 2019 to March 2020 Custom Transit AOA, the total budget is \$2,199,959 for costs and \$175,750 for revenue. The net cost to the RDN under the AOA is \$725,036 (including local government share of lease fees) and BC Transit's share of costs is \$1,129,857.

These costs correspond with the approved RDN 2019 budget for transit services. This is based on BC Transit's April 2019 to March 2020 year versus the RDN's annual calendar.

It should be noted that there are items that fall outside the scope of the annual agreement, these items include RDN interdepartmental administration charges, fare product commissions paid to vendors, building rentals, maintenance of bus stops, advertising done outside the AOA marketing budget and janitorial services.

An AOA amendment will be brought forward later in the 2019/20 AOA term to reflect a proposed January 2020 expansion involving the addition of 5,900 annual transit service hours.

## Conventional Transit

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

<b>CONVENTIONAL</b>	<b>2018-2019 AOA</b>	<b>2019-2020 AOA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Fixed Costs (total cost, overhead, admin. wages)	\$1,002,735	\$1,024,795	\$22,060	2.2%
Variable Hourly Costs (total cost, drivers' wages and benefits)	\$6,811,693	\$7,133,747	\$322,054	4.7%
Fuel (total cost, CNG/Diesel fuel station maintenance)	\$544,575	\$587,010	\$42,435	7.8%
Vehicle Maintenance (running repairs)	\$1,338,726	\$1,479,046	\$140,320	10.5%
Lease Fees (local share, mainly buses) (local share 53.31%)	\$2,137,570	\$2,061,238	(\$76,332)	-3.6%
BC Transit Management Fees (local share)	\$678,131	\$721,052	\$42,921	6.3%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Conventional Transit costs are cost-shared with BC Transit at a current rate of 53.31% RDN and 46.69% BC Transit. The main changes to the Conventional system in the 2019/20 AOA are decreases in CNG lease fees offset by increases for BC Transit management fees and variable hourly costs.

## Custom Transit

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

<b>CUSTOM</b>	<b>2018-2019 AOA</b>	<b>2019-2020 AOA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Fixed Costs (total cost, overhead, admin. wages)	\$223,141	\$228,050	\$4,909	2.2%
Variable Hourly (total cost, drivers' wages and benefits)	\$1,072,034	\$1,095,844	\$23,810	2.2%
Fuel (total cost, fuel and tires)	\$167,648	\$186,709	\$19,061	11.4%
Vehicle Maintenance (running repairs)	\$163,353	\$170,613	\$7,260	4.4%

Lease Fees (local share, mainly buses) (local share 33.31%)	\$252,700	\$245,608	(\$7,092)	-2.8%
BC Transit Management Fees (local share)	\$112,634	\$115,938	\$3,304	2.9%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Custom Transit costs are cost-shared with BC Transit at a current rate of 33.31% RDN and 66.69% BC Transit.

The increase in the Custom transit system is due mainly to maintenance costs. However, there was a \$7,000 (3.1%) decrease in lease fees as the ARBOC Custom buses reach the end of their useful life (5 years).

Costs for the RDN portion of the 2019 – 2020 AOA correspond with the approved RDN 2019 budget.

### STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.




---

Darren Marshall  
[dmarshall@rdn.bc.ca](mailto:dmarshall@rdn.bc.ca)  
June 19, 2019

Reviewed by:

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

Attachment:

1. 2019/2020 RDN Annual Operating Agreement

**NANAIMO**

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

**Between**

**THE REGIONAL DISTRICT OF NANAIMO**

**And**

**BRITISH COLUMBIA TRANSIT**

**April 1, 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."

(b) To remove Section 10.1 in its entirety and replace it with the following:

"10.1 As outlined in Operations Notices 19\_02 and 19\_03 and Fleet Management RTS Connect requirements as established or amended by the Authority."

(c) To remove Section 3.2 in its entirety and replace it with the following:

"3.2

Maintenance Payment: The Authority agrees to pay the Municipality upon approval of submitted work orders, and in accordance with the Budget contained in Schedule "C" of the Annual Operating Agreement, for all parts and labour for maintenance of the transit vehicles, and all insurance deductible payments upon presentation of suitable documentation. The amount paid for parts shall not exceed the amount paid by the Municipality and shall be net of GST."

### SECTION 3 – TERM AND RENEWAL

3.1 Term and Renewal: The term of this agreement shall be from April 1, 2019 to March 31, 2020 except as otherwise provided herein. It is acknowledged by the parties that in the event renewal of the Annual Operating Agreement has not been executed before the end of this term, this agreement shall remain in full effect for an additional 180 days or until either:

- a) renewal of the Annual Operating Agreement is executed; or,
- b) termination as per Section 15.1 of the Master Operating Agreement

It is further 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:

\_\_\_\_\_  
Brian Anderson – Chief Operating Officer  
BC Transit

\_\_\_\_\_  
Kevin Schubert - Director, Regional Transit Systems  
BC Transit

**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.

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**SCHEDULE “B” – Service Specifications**

Nanaimo Regional Base Budget Official AOA

2019/2020

**Nanaimo Regional Base Budget Official AOA 2019/2020****Schedule 'B'**

Effective Apr 01, 2019

**Scheduled Revenue Service**

19/20 Apr to Apr (Apr 01, 2019 to Apr 14, 2019)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
Hrs/Day	423.79	427.22	427.22	427.22	427.22	282.77	165.27			
Kms/Day	9,962.79	10,100.98	10,100.98	10,100.98	10,100.98	7,077.95	4,017.50			
19/20 Apr to Jun (Apr 15, 2019 to Jun 29, 2019)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 22, 2019	May 20, 2019	
Hrs/Day	414.98	419.08	419.08	419.08	419.08	279.88	160.13	279.88	160.13	
Kms/Day	10,150.00	10,381.39	10,310.62	10,310.62	10,310.62	7,159.68	4,066.67	7,159.68	4,066.67	
19/20 Jun to Aug (Jun 30, 2019 to Aug 31, 2019)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2019	Aug 05, 2019	
Hrs/Day	361.95	365.80	365.80	365.80	365.80	279.88	160.13	160.13	160.13	
Kms/Day	9,145.64	9,284.40	9,284.40	9,284.40	9,284.40	7,159.68	4,066.67	4,066.67	4,066.67	
19/20 Sep to Dec (Sep 01, 2019 to Dec 21, 2019)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sep 02, 2019	Oct 14, 2019	Nov 11, 2019
Hrs/Day	423.79	427.22	427.22	427.22	427.22	282.77	165.27	165.27	165.27	165.27
Kms/Day	9,962.79	10,100.98	10,100.98	10,100.98	10,100.98	7,077.95	4,017.50	4,017.50	4,017.50	4,017.50
19/20 Dec to Jan (Dec 22, 2019 to Jan 04, 2020)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 26, 2019		
Hrs/Day	362.80	367.90	367.90	367.90	367.90	282.77	165.27	282.77		
Kms/Day	9,294.37	9,432.57	9,432.57	9,432.57	9,432.57	7,077.95	4,017.50	7,077.95		
19/20 Jan to Mar (Jan 05, 2020 to Mar 31, 2020)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Feb 17, 2020		
Hrs/Day	423.79	427.22	427.22	427.22	427.22	282.77	165.27	165.27		
Kms/Day	9,962.79	10,100.98	10,100.98	10,100.98	10,100.98	7,077.95	4,017.50	4,017.50		

**Extra Revenue Service**

	Apr, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020
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
Extra Special Events Hours	208.63	218.35	205.63	175.00	175.00							
Extra Special Events Kilometres	4,381.23	4,585.35	4,318.23	3,675.00	3,675.00							

**Adjusted Revenue Service**

	Apr, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020

**2019/2020 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2019 to Apr 14, 2019	2	2	2	2	2	2	2	0	14	Apr 19, 2019 Good Friday 2019 (Fri)
Apr 15, 2019 to Apr 30, 2019	2	3	2	2	1	2	2	2	16	Apr 22, 2019 Easter Monday 2019 (Mon)
May 01, 2019 to May 31, 2019	3	4	5	5	5	4	4	1	31	May 20, 2019 Victoria Day 2019 (Mon)
Jun 01, 2019 to Jun 29, 2019	4	4	4	4	4	5	4	0	29	Jul 01, 2019 Canada Day 2019 (Mon)
Jun 30, 2019 to Jun 30, 2019	0	0	0	0	0	0	1	0	1	Aug 05, 2019 BC Day 2019 (Mon)
Jul 01, 2019 to Jul 31, 2019	4	5	5	4	4	4	4	1	31	Sep 02, 2019 Labour Day 2019 (Mon)
Aug 01, 2019 to Aug 31, 2019	3	4	4	5	5	5	4	1	31	Oct 14, 2019 Thanksgiving Day 2019 (Mon)
Sep 01, 2019 to Sep 30, 2019	4	4	4	4	4	4	5	1	30	Nov 11, 2019 Remembrance Day 2019 (Mon)
Oct 01, 2019 to Oct 31, 2019	3	5	5	5	4	4	4	1	31	Dec 25, 2019 Christmas Day 2019 (Wed)
Nov 01, 2019 to Nov 30, 2019	3	4	4	4	5	5	4	1	30	Dec 26, 2019 Boxing Day 2019 (Thu)
Dec 01, 2019 to Dec 21, 2019	3	3	3	3	3	3	3	0	21	Jan 01, 2020 New Years Day 2020 (Wed)
Dec 22, 2019 to Dec 31, 2019	2	2	0	0	1	1	2	2	10	Feb 17, 2020 Family Day 2020 (Mon)
Jan 01, 2020 to Jan 04, 2020	0	0	0	1	1	1	0	1	4	
Jan 05, 2020 to Jan 31, 2020	4	4	4	4	4	3	4	0	27	
Feb 01, 2020 to Feb 29, 2020	3	4	4	4	4	5	4	1	29	
Mar 01, 2020 to Mar 31, 2020	5	5	4	4	4	4	5	0	31	
<b>Total</b>	<b>45</b>	<b>53</b>	<b>50</b>	<b>51</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>12</b>	<b>366</b>	<b>12 Exceptions</b>

**Monthly Summary**

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2019	10,503.92	290.85		10,794.77	255,534.15	6,107.85		261,642.00
May, 2019	11,127.63	300.57		11,428.20	275,606.93	6,311.97		281,918.90
June, 2019	10,565.25	205.63		10,770.88	261,984.75	4,318.23		266,302.98
July, 2019	9,952.37	175.00		10,127.37	252,674.55	3,675.00		256,349.55
August, 2019	9,870.30	175.00		10,045.30	250,688.77	3,675.00		254,363.77
September, 2019	10,653.38	127.22		10,780.60	253,883.64	2,671.62		256,555.26
October, 2019	11,345.98	107.22		11,453.20	270,206.29	2,251.62		272,457.91
November, 2019	10,774.31	93.22		10,867.53	257,082.28	1,957.62		259,039.90
December, 2019	10,467.51	139.94		10,607.45	253,463.83	2,938.74		256,402.57
January, 2020	11,058.64	82.22		11,140.86	264,713.78	1,726.62		266,440.40
February, 2020	10,347.09	82.22		10,429.31	246,981.30	1,726.62		248,707.92
March, 2020	11,339.12	82.22		11,421.34	269,929.91	1,726.62		271,656.53
<b>Total</b>	<b>128,005.50</b>	<b>1,861.31</b>	<b>0.00</b>	<b>129,866.81</b>	<b>3,112,750.18</b>	<b>39,087.51</b>	<b>0.00</b>	<b>3,151,837.69</b>

Nanaimo Custom Base Budget Official AOA

2019/2020

## Nanaimo Custom Base Budget Official AOA 2019/2020

## Schedule 'B'

Effective Apr 01, 2019

## Scheduled Revenue Service

19/20 Full Year (Apr 01, 2019 to Mar 31, 2020)								
	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, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020
	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, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020

## Adjusted Revenue Service

	Apr, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020

## 2019/2020 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2019 to Apr 30, 2019	4	5	4	4	3	4	4	2	30	Apr 19, 2019 Good Friday 2019 (Fri)
May 01, 2019 to May 31, 2019	3	4	5	5	5	4	4	1	31	Apr 22, 2019 Easter Monday 2019 (Mon)
Jun 01, 2019 to Jun 30, 2019	4	4	4	4	4	5	5	0	30	May 20, 2019 Victoria Day 2019 (Mon)
Jul 01, 2019 to Jul 31, 2019	4	5	5	4	4	4	4	1	31	Jul 01, 2019 Canada Day 2019 (Mon)
Aug 01, 2019 to Aug 31, 2019	3	4	4	5	5	5	4	1	31	Aug 05, 2019 BC Day 2019 (Mon)
Sep 01, 2019 to Sep 30, 2019	4	4	4	4	4	4	5	1	30	Sep 02, 2019 Labour Day 2019 (Mon)
Oct 01, 2019 to Oct 31, 2019	3	5	5	5	4	4	4	1	31	Oct 14, 2019 Thanksgiving Day 2019 (Mon)
Nov 01, 2019 to Nov 30, 2019	3	4	4	4	5	5	4	1	30	Nov 11, 2019 Remembrance Day 2019 (Mon)
Dec 01, 2019 to Dec 31, 2019	5	5	3	3	4	4	5	2	31	Dec 25, 2019 Christmas Day 2019 (Wed)
Jan 01, 2020 to Jan 31, 2020	4	4	4	4	5	4	4	1	31	Dec 26, 2019 Boxing Day 2019 (Thu)
Feb 01, 2020 to Feb 29, 2020	3	4	4	4	4	5	4	1	29	Jan 01, 2020 New Years Day 2020 (Wed)
Mar 01, 2020 to Mar 31, 2020	5	5	4	4	4	4	5	0	31	Feb 17, 2020 Family Day 2020 (Mon)
<b>Total</b>	<b>45</b>	<b>53</b>	<b>50</b>	<b>51</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>12</b>	<b>366</b>	<b>12 Exceptions</b>

## Monthly Summary

Month	Custom Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted
April, 2019	2,099.00		3.20		2,102.20	0.00		
May, 2019	2,322.00		3.20		2,325.20	0.00		
June, 2019	2,120.00		3.20		2,123.20	0.00		
July, 2019	2,299.00		3.20		2,302.20	0.00		
August, 2019	2,240.00		3.20		2,243.20	0.00		
September, 2019	2,100.00		3.20		2,103.20	0.00		
October, 2019	2,329.00		3.20		2,332.20	0.00		
November, 2019	2,130.00		3.20		2,133.20	0.00		
December, 2019	2,073.00		3.20		2,076.20	0.00		
January, 2020	2,300.00		3.20		2,303.20	0.00		
February, 2020	2,032.00		3.20		2,035.20	0.00		
March, 2020	2,285.00		3.20		2,288.20	0.00		
<b>Total</b>	<b>26,329.00</b>	<b>0.00</b>	<b>38.40</b>	<b>0.00</b>	<b>26,367.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SCHEDULE “C” – Budget****NANAIMO CONVENTIONAL**

	<b>BASE BUDGET 2019/20</b>
TOTAL REVENUE	\$4,866,569
TOTAL OPERATING COSTS	\$12,424,789
TOTAL COSTS (including Local Government Share of Lease Fees)	\$14,486,027
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>\$3,756,142</b>

**NANAIMO CUSTOM**

	<b>BASE BUDGET 2019/20</b>
TOTAL REVENUE	\$175,750
TOTAL OPERATING COSTS	\$1,954,351
TOTAL COSTS (including Local Government Share of Lease Fees)	\$2,199,959
<b>NET LOCAL GOVERNMENT SHARE OF COSTS</b>	<b>\$725,036</b>

## SCHEDULE "D" – Payment Schedule

**2019/20 Payment Schedule****Nanaimo Regional Conventional Transit and Custom Transit**

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

**1) Payment Schedule**

- a) For Specified Service in Schedule "B":
  - i) \$85,399.60 for Fixed Monthly Payment for conventional transit service; plus
  - ii) \$19,004.19 for Fixed Monthly Payment for custom transit service; plus
  - iii) \$55.73 per Revenue Hour for conventional transit service; plus
  - iv) \$42.37 per Revenue Hour for custom transit service; plus
  - v) \$0.0332 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) \$55.73 per Revenue Hour for conventional transit service; plus
  - ii) \$42.37 per Revenue Hour for custom transit service; plus
  - iii) \$0.0332 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, the Authority agrees to pay the Operating Company upon processing an approved work order as follows:
  - i) \$50.16 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.

## NANAIMO CONVENTIONAL

	OFFICIAL AOA 2019/20
<b>TRANSIT REVENUE</b>	
FAREBOX - CASH	\$1,380,000
TICKETS & PASSES	\$2,560,000
BC BUS PASS REVENUE MSS PASSES	\$824,897
ADVERTISING	\$101,672
<b>TOTAL REVENUE</b>	<b>\$4,866,569</b>
<b>EXPENDITURES</b>	
FIXED COSTS	\$1,024,795
VARIABLE HOURLY COSTS - SCHEDULED	\$7,133,747
VARIABLE HOURLY COSTS - EXTRA	\$103,731
FUEL DIRECT	\$68,854
CNG FUEL	\$518,156
TIRES	\$104,548
VEHICLE MAINTENANCE	\$1,479,046
ICBC INSURANCE	\$234,000
EXCESS INSURANCE	\$114,279
INFORMATION SYSTEMS	\$239,927
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$11,021,083</b>
FACILITY MAINTENANCE	\$319,357
SAFETY & SECURITY	\$49,045
TRAINING	\$29,767
MARKETING	\$80,843
MUNICIPAL ADMIN EXPENSE	\$203,642
BCT MANAGEMENT SERVICES	\$721,052
<b>TOTAL OPERATING COSTS</b>	<b>\$12,424,789</b>
LEASE FEES - LAND & BUILDINGS	\$6,258
LEASE FEES - VEHICLES	\$1,901,120
LEASE FEES - EQUIPMENT	\$153,860
<b>LEASE FEES (LOCAL SHARE)</b>	<b>\$2,061,238</b>
<b>TOTAL COSTS</b>	<b>\$14,486,027</b>
<b>STATISTICS</b>	
HOURS	129,867
KILOMETRES	3,151,838
RIDERSHIP	3,081,700
<b>FUNDING</b>	
<b>TOTAL OPERATING COSTS</b>	<b>\$12,424,789</b>
OPERATING RESERVE REQUIRED	\$503,619
FLEX FUNDING	\$878,000
<b>TOTAL SHAREABLE OPERATING COSTS</b>	<b>\$11,043,170</b>
<b>LOCAL SHARE OPERATING COSTS</b>	<b>\$5,887,114</b>
LOCAL SHARE FLEX FUNDING	\$878,000
LOCAL SHARE LEASE FEES	\$2,061,238
Less: REVENUE	\$4,866,569
Less: MUNICIPAL ADMINISTRATION	\$203,642
<b>NET MUNICIPAL SHARE OF COSTS</b>	<b>\$3,756,142</b>
<b>PROVINCIAL SHARE OF OPERATING COSTS</b>	<b>\$5,156,056</b>
<b>OPERATING RESERVES</b>	
OPENING OPERATING RESERVE BALANCE*	\$2,439,569
BUDGETED OPERATING COSTS	\$12,424,789
FORECASTED OPERATING COSTS	\$12,424,789
OPERATING RESERVE REQUIRED	\$503,619
<b>ENDING OPERATING RESERVE BALANCE</b>	<b>\$1,935,950</b>

\* Projected March 31, 2019 balance

Final actual balance will be provided by June 2019

## NANAIMO CUSTOM

OFFICIAL AOA 2019/20	
<b>TRANSIT REVENUE</b>	
FAREBOX - CASH	\$175,750
<b>TOTAL REVENUE</b>	<b>\$175,750</b>
<b>EXPENDITURES</b>	
FIXED COSTS	\$228,050
VARIABLE HOURLY COSTS - SCHEDULED	\$1,117,187
FUEL DIRECT	\$160,340
TIRES	\$26,369
VEHICLE MAINTENANCE	\$170,613
TAXI SAVER PROGRAM	\$18,000
TAXI SAVER RECOVERIES	(\$11,000)
TAXI SUPPLEMENT	\$25,000
ICBC INSURANCE	\$26,000
EXCESS INSURANCE	\$9,767
INFORMATION SYSTEMS	\$20,241
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$1,790,567</b>
FACILITY MAINTENANCE	\$728
TRAINING	\$3,977
MARKETING	\$10,000
MUNICIPAL ADMIN EXPENSE	\$33,141
BCT MANAGEMENT SERVICES	\$115,938
<b>TOTAL OPERATING COSTS</b>	<b>\$1,954,351</b>
LEASE FEES - LAND & BUILDINGS	\$794
LEASE FEES - VEHICLES	\$230,997
LEASE FEES - EQUIPMENT	\$13,817
<b>LEASE FEES (LOCAL SHARE)</b>	<b>\$245,608</b>
<b>TOTAL COSTS</b>	<b>\$2,199,959</b>
<b>STATISTICS</b>	
HOURS	26,367
RIDERSHIP	67,011
<b>FUNDING</b>	
<b>TOTAL OPERATING COSTS</b>	<b>\$1,954,351</b>
OPERATING RESERVE REQUIRED	\$136,175
FLEX FUNDING	\$123,984
<b>TOTAL SHAREABLE OPERATING COSTS</b>	<b>\$1,694,192</b>
<b>LOCAL SHARE OPERATING COSTS</b>	<b>\$564,335</b>
LOCAL SHARE FLEX FUNDING	\$123,984
LOCAL SHARE LEASE FEES	\$245,608
Less: REVENUE	\$175,750
Less: MUNICIPAL ADMINISTRATION	\$33,141
<b>NET MUNICIPAL SHARE OF COSTS</b>	<b>\$725,036</b>
<b>PROVINCIAL SHARE OF OPERATING COSTS</b>	<b>\$1,129,857</b>
<b>OPERATING RESERVES</b>	
OPENING OPERATING RESERVE BALANCE*	\$580,719
BUDGETED OPERATING COSTS	\$1,954,351
FORECASTED OPERATING COSTS	\$1,954,351
OPERATING RESERVE REQUIRED	\$136,175
<b>ENDING OPERATING RESERVE BALANCE</b>	<b>\$444,544</b>

\* Projected March 31, 2019 balance

Final actual balance will be provided by June 2019

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**TO:** Transit Select Committee                      **MEETING:** July 11, 2019

**FROM:** Erica Beauchamp  
Superintendent, Transit Planning and  
Scheduling                      **FILE:** 8500 03 CTE

**Subject:** January 2020 Service Expansion

---

## **RECOMMENDATIONS**

1. That the 5,900 hour annual conventional transit expansion for January 2020 be approved.
2. That the 1,700 hour annual custom transit expansion for January 2020 be approved.

## **SUMMARY**

A 5,900 hour annual conventional transit expansion and a 1,700 hour annual custom transit expansion in January 2020 will enable ridership growth and continued transit improvements, taking a step towards the mode share target of 5% by 2039. Recommended expansion initiatives for January 2020 include:

- Route adjustment to Route 7, to downtown with no routing to Cedar;
- Creation of Route 8 from Cedar to VIU;
- Creation of Route 78 to Cassidy/Nanaimo Airport;
- Extension of Route 11 Lantzville to include Westwind Dr;
- Restructuring of Route 30 (Phase 1)

The net Regional District of Nanaimo (RDN) cost of the 5,900 hour annual conventional transit expansion is \$470,450 and requires two additional CNG buses to be leased from BC Transit. The cost for the 1,700 hour custom transit expansion is \$67,900 and requires the lease of one additional handyDART light duty vehicle from BC Transit. These are the net costs to the RDN given the cost-sharing model with BC Transit where RDN pays 53.31% of conventional transit and 33.31% of custom transit. The costs for both transit expansions are included in the RDN Financial Plans.

## **BACKGROUND**

One of RDN Transit's goals, identified within the Board endorsed Transit Future Plan (2014), is to enhance the current transit system to better connect the region's urban and rural communities with their downtowns and neighbourhood centres, thus offering an attractive alternative to driving and increasing the environmental sustainability of the region and its municipal partners. The Transit Future Plan also sets a transit mode share target of 5% for all trips by 2039, requiring the RDN Transit system to grow from 2.7 million to 13.5 million trips per year. Such a goal is achievable through regular, annual expansions to the transit system. Each expansion helps to accomplish goals outlined in the Transit Expansion Priorities List (Attachment 1), including enhanced transit frequency, increased span of service, route restructures and establishing of routes to other transportation hubs.



The proposed 5,900 hour annual conventional transit expansion and the 1,700 hour annual custom transit expansion for January 2020 will increase ridership and provide better transit service. In the 2019/2020 Annual Operating Agreement with BC Transit, the RDN transit system operated 128,005 service hours, with a fleet of 52 conventional Compressed Natural Gas (CNG) buses. In this operational period, there were 3,387,000 passenger trips, representing a mode share of approximately 2%.

### Conventional Transit Expansion

Recommendations for the January 2020, 5,900 hour annual conventional transit expansion involves three main initiatives, the first of which is the board approved allocation of 510 hours towards Sunday/Holiday-level service during the current three non-operational days (Christmas Eve, New Years Day and Good Friday). The remaining 5,390 hours are recommended to be implemented across several transit priorities, with hour allocation breakdowns in Table 1.

Table 1. 5,900 hr Expansion allocation breakdown

Affected Service	Suggested Modification	Hours Required
Holiday	added 3 days of service	510
Route 7	separate into 2 routes	-1300
Route 8	creation of new route	6180
Route 11	extension to Westwind	110
Route 30	route adjustment	-700
Route 78	creation of new route	1100
Total		5900

Route 11 Lantzville is proposed to be extended in the Eastwind/Northwind area to continue on Southwind to Westwind to Northwind (Attachment 2), using 110 hours. Extension of the route provides transit to approximately 300 residents and provides better transit to the community.

The remaining 5,280 hours for the January 2020 expansion includes the implementation of some priorities from the South Nanaimo Local Area Transit Plan (SNLATP). Separating Route 7 (Cinnabar/Cedar) into two routes: Route 7 Cinnabar to Downtown (Attachment 3) and Route 8 Cedar to VIU (Attachment 4). This was widely supported during public engagement and provides more efficient transit service to residents of Cinnabar, decreasing ride times by up to 40 minutes on the runs that currently travel through Cedar before going downtown.

Creation of Route 8 from Cedar to VIU includes the addition of several trips, providing better service to the Cedar community and introduces transit service to Tenth St, a previously unserved corridor. Transit service along Tenth St. was a common request during public engagement for the SNLATP. Hours required for this route implementation are partially offset by hours from the Cedar portion of the Route 7.

During public consultation, some feedback centered around the need for service to the South Wellington, Cassidy and Nanaimo Airport areas. Creation of Route 78 Cassidy/Airport is the recommended solution for transit service to this currently unserved area. Proposed frequency for Route 78 is 3 days per week (Monday, Wednesday and Friday), every two hours from 8:00am to 6:00pm. Route 78 (Attachment 5) travels from Downtown Nanaimo to South Parkway Plaza to Cassidy & Nanaimo Airport, with a stop in South Wellington.

The final recommended priority for the January 2020 expansion is a restructuring of Route 30 (Attachment 6) for routing efficiency, streamlining service from under utilized route segments. Analysis of ridership data in the current Northfield Rd/Dorman Rd segment yields less than one ride per day. In the Boundary Rd area, streamlining the route creates efficiencies and is less convoluted for riders. The suggested streamlining off Rosstown Rd. remains a possibility to coincide with the construction of the Boxwood Connector and closing of Rosstown Rd at Bowen Rd.

### **Custom Transit Expansion**

A 1,700 hour annual custom transit expansion within the City of Nanaimo, aids to decrease the wait list for subscription trips and to lower unmet trips. A subscription trip means a regularly scheduled trip on one or more days per week at the same time each day, for which a client does not need to continuously call in to book them and an unmet trip is when a client attempts to book at their desired day/time and is unable to secure a custom transit seat for their specified request. This expansion, coupled with the upcoming Custom Transit cancellation policy, will serve together to decrease the number of unmet custom transit trips and shorten the subscription trip waitlist, a backlog of clients needing/wishing to be on a subscription to eliminate the need to continually book needed trips. This expansion makes custom transit more available to those members of the public that truly require these custom services.

### **ALTERNATIVES**

1. That the 5,900 hour annual conventional transit expansion for January 2020 be approved.
2. That the 1,700 hour annual custom transit expansion for January 2020 be approved and implemented within the City of Nanaimo.
3. That alternate direction be provided.

### **FINANCIAL IMPLICATIONS**

The net RDN cost of the 5,900 hour annual conventional transit expansion is \$470,450 and requires two additional CNG buses to be leased from BC Transit. The cost for the 1,700 hour custom transit expansion is \$67,900 and requires the lease of one additional handyDART light duty vehicle from BC Transit. These are the net costs to the RDN given the cost-sharing model with BC Transit where RDN pays 53.31% of conventional transit and 33.31% of custom transit. The costs for both transit expansions are included in the RDN financial plans.

Transit expansion costs would be allocated among the areas receiving expansion services in accordance with the "Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001". The distribution of costs among those areas receiving improved/expanded transit services is allocated as follows:

Table 2. Estimated cost breakdown for conventional and custom transit expansions for January 2020

	Estimated net cost of 5,900 hour conventional expansion	Conventional Estimated cost per \$100k	Estimated net cost of 1,700 hour custom expansion	Custom Estimated cost per \$100k
Nanaimo	\$401,216.07	\$1.60	\$57,836.26	\$0.20
Lantzville	\$10,517.47	\$3.30	\$1,516.12	\$0.50
Electoral Area 'A'	\$58,717.00	\$0.80	\$8,464.20	\$0.10
Electoral Area 'C'**	\$536.00	\$0	\$77.37	\$0.00
<b>Total</b>	<b>\$470,450.53</b>		<b>67,893.94</b>	

\*\*Estimated Cost for Area C in conventional expansion are due to allocation bylaw and overall combined split

NOTES: Costs are estimated based on current budgeted cost; Inflation is estimated at 2%; Allocation to Electoral Areas/ Municipalities will remain at the same %

The 5,900 hour annual conventional transit expansion and the 1,700 hour annual custom transit expansion are both included in the financial plan. At this time, if the 5,900 hour annual conventional transit expansion and the 1,700 hour annual custom transit expansions are not approved, BC Transit will offer the hours to another community.

## STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Work with BC Transit to expand transit service (e.g. transit hours) to connect important community hubs.



Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)

June 18, 2019

Reviewed by:

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

Attachments:

1. Transit Expansion Priorities Matrix
2. Map of Route 11 Lantzville Extension
3. Map of Route 7 Cinnabar to Downtown changes
4. Map of Route 8 Cedar to VIU
5. Map of Route 78 Cassidy/Airport
6. Map of Route 30 NRGH restructure (Phase I)

## Regional District of Nanaimo Transit Expansion Priorities

This working list of priorities is developed in alignment with the goals and vision of the Transit Future Plan (2014). It provides a service description and an associated high level hour estimate and vehicle estimate. The scoring system below acts as an assessment tool for ranking priorities to help guide decision making. The highest score indicates the highest priority. The metrics were applied to the service improvement in order to identify priorities.

### Scoring Matrix

Metric	Weight
Population and Employment Access <sup>1</sup>	15%
Route Productivity <sup>2</sup>	15%
Route Directness and Legibility <sup>3</sup>	15%
On-Time Performance <sup>4</sup>	50%
Coverage to Unserved Areas <sup>5</sup>	5%

Service Type	Service Improvement	Additional Buses	Additional Hour Estimates	Scoring /50
<b>Frequent Transit Network</b>	Route 40: Route restructure to provide more residents with access to frequent transit.	2 (heavy-duty)	5000	45
<b>Local Transit Network</b>	Routes 5,6, and 7 restructures: Simplify routes, separate Cinnabar/Cedar into 2, provide service along Tenth St and to College Heights	2 (heavy-duty)	6000	35
	System wide weekend frequency improvements	TBD	TBD	35
	Route 30 Restructure in accordance with construction of Boxwood connector	(200)	N/A	
	Create service to Linley Valley/Rutherford Rd areas	3 (heavy-duty)	6500	30
	Routes 1, 15, 20 & 25 restructures	TBD	TBD	30
	System extended morning and evening hours on Weekdays & Weekends	TBD	TBD	30
	Parksville and Qualicum: General service increases	2 (light-duty)	3000	25
	Cassidy/ South Wellington/Airport service	2 (light-duty)	2500	10
	Service to Area F	2 (light duty)	3000	10
	Service to Duke Point	2 (heavy-duty)	5000	10
<b>Regional Connection</b>	Service to Ladysmith: peak hour weekday service that connects the downtown core, VIU, airport, and Ladysmith	2 (heavy-duty)	2500	10
<b>HandyDART</b>	Increased service based on Transit Future Plan	1 (light-duty)	2000	-

<sup>1</sup> Population and employment density within a 400m walk distance

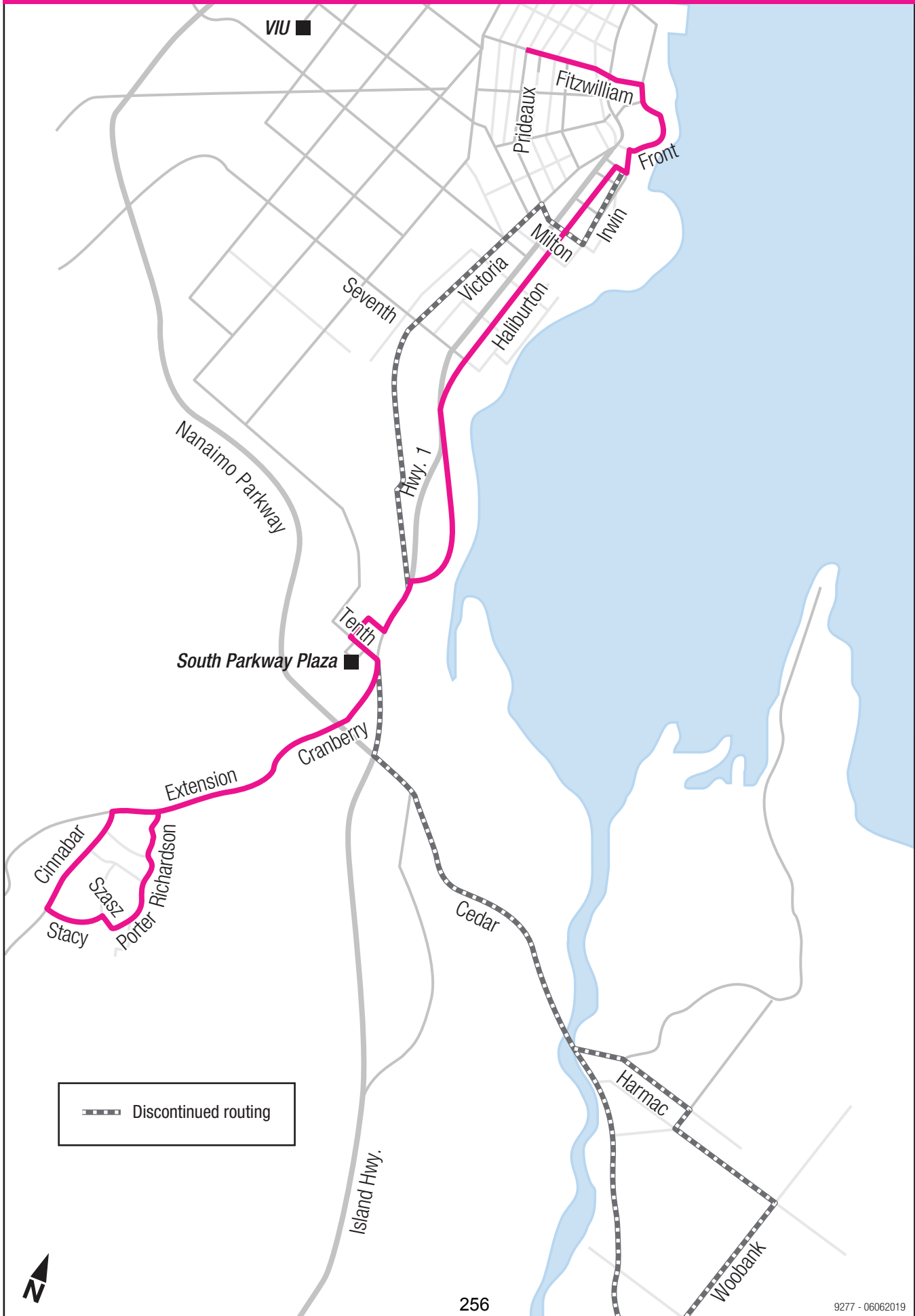
<sup>2</sup> Rides per revenue hour

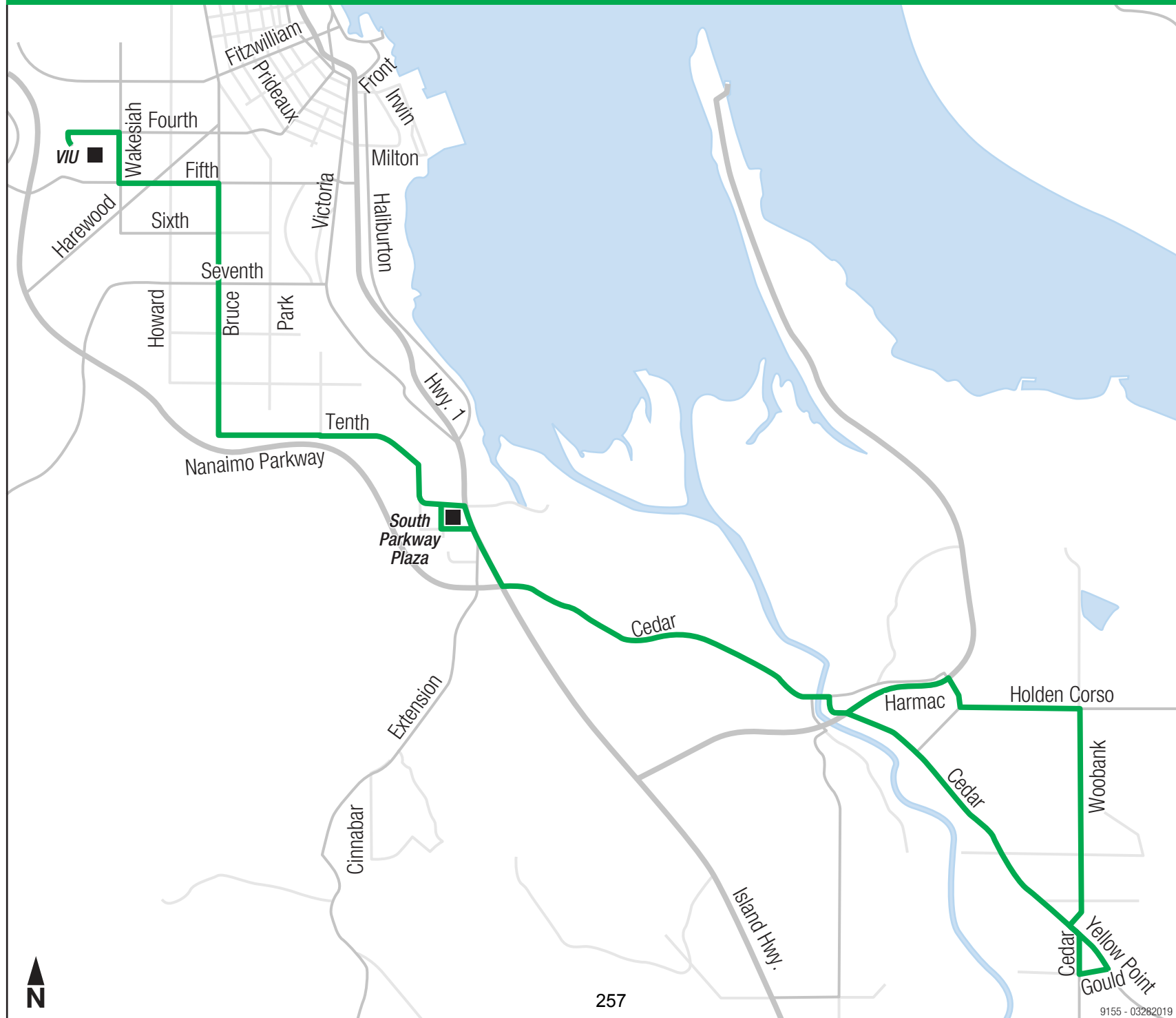
<sup>3</sup> Direct and consistent to improve travel times

<sup>4</sup> The degree to which the bus meets scheduled times

<sup>5</sup> Coverage to areas currently not serviced by transit



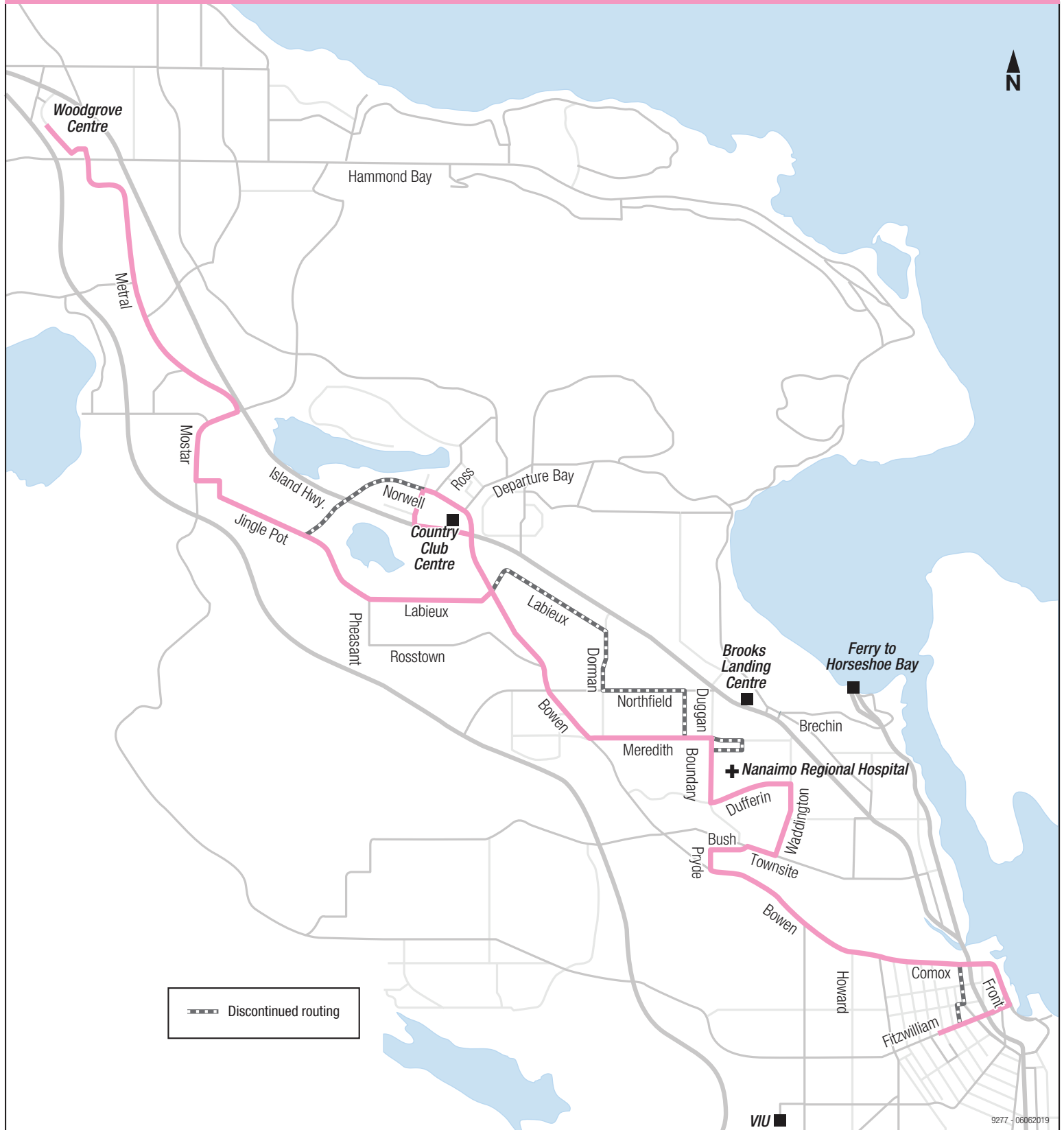




## Route 78 Cassidy







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**TO:** Transit Select Committee                      **MEETING:** July 11, 2019

**FROM:** Daniel Pearce                      **FILE:** 8500 01 TSE  
Director, Transportation and  
Emergency Services

**Subject:** 3 Year Transit Service Expansion Plan

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### **RECOMMENDATIONS**

1. That the BC Transit 3-year budget from April 1, 2020 to March 31, 2023 be included in the Regional District of Nanaimo's 5-year Financial Plan.
2. That \$130,000 be added to the 2020 Financial Plan to begin a transit network review.

### **SUMMARY**

BC Transit works off of a 3-year budget from April 1 to March 31 annually. The 3-year term starts in April 2020 and concludes in March 2023.

Included in the Financial Plan are the last BC Transit 3 provincial funding markers. These budget markers are reviewed annually and presented for approval once BC Transit has received Provincial approval.

### **BACKGROUND**

BC Transit has provided a 3-year budget beginning on April 1, 2020 and concluding in March 2023.

This budget includes 2,500 annual hours for 2020/2021; 5000 annual hours in 2021/2022 and 20,000 annual hours in 2022/2023.

The City of Nanaimo sent a letter on May 2, 2019 (Attachment 1) outlining the motion below that was unanimously passed:

*"That Council direct staff to send a correspondence to the Regional District of Nanaimo requesting the addition of 20,000 annual public transit hours to improve public transit service delivery within the City of Nanaimo and to develop transit routes that connect our local system with inter-regional connections."*

The proposed expansions over the next 3-years, include a total of 27,500 annual hours. This would be an increase of 21% from the 2019/2020 Annual Operating Agreements of 128,005 annual hours. Due to the increase and opportunity to positively impact the transit system and community it is recommended that a service network review be undertaken. This review would

take place in 2020 and would include a fare review/strategy, bus right sizing for future expansions and a transit network review.

The Transit Future Plan established a transit mode share of 5% and a goal of 400,000 annual service hours by 2039. The transit mode share is currently at 2% of all trips. The 3-year BC Transit budget would assist towards increasing the transit mode share.

## ALTERNATIVES

1. That the BC Transit 3-year budget from April 1 2020, to March 31, 2023 be included in the Regional District of Nanaimo's 5-year Financial Plan.
2. That \$130,000 be added to the 2020 Financial Plan to begin a transit service review.

## FINANCIAL IMPLICATIONS

Below is the proposed BC Transit 3-year plan included information on potential fleet requirements.

PROPOSED <b>CONVENTIONAL</b> EXPANSION INITIATIVES					
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Net Municipal Share
2020/2021	Jan 2021	2,500	1 heavy duty	TBD	\$201,000
		Description	Restructure Routes 5, 6, 7 (in the Haliburton/Victoria Rd area), and 30 (Rosstown area);		
2021/2022	Jan 2022	5,000	3 medium duty	TBD	\$402,000
		Description	2020 Transit system review recommendations:		
2022/2030	Jan 2023	20,000	10 medium duty	TBD	\$1,608,000
		Description	2020 Transit system review recommendations:  Possible implementation of interregional service, improvements to Route 40 and 30 (weekend and evening service) and establishment of Rapid Transit.		

Revenues offset the local share of transit costs (53.31%). To date, the RDN receives \$4,866,569 in revenue.

Expansions are brought forward on annual basis for approval. Included in the annual budget will be a breakdown of costs for additional buses, operators, mechanic, trainers or other staff.

Approving the BC Transit 3-year budget will ensure that BC Transit can include these expansions on their Service Plan to the Province and the financial plan will be added.

### **STRATEGIC PLAN IMPLICATIONS**

Transportation and Transit - Work with BC Transit to expand transit service (e.g. transit hours) to connect important community hubs.



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Daniel Pearce  
[dpearce@rdn.bc.ca](mailto:dpearce@rdn.bc.ca)  
June 19, 2019

Reviewed by:

- P. Carlyle, Chief Administrative Officer

Attachment

1. 2019 Letter of Motion

2019-MAY-02

Via email: [PCarlyle@rdn.bc.ca](mailto:PCarlyle@rdn.bc.ca)

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

Dear Phyllis Carlyle,

**Re: CLIMATE EMERGENCY**

At the 2019-APR-29 Regular Council meeting, the Council of the City of Nanaimo unanimously passed the following motion:

*"That Council direct staff to send a correspondence to the Regional District of Nanaimo requesting the addition of 20,000 annual public transit hours to improve public transit service delivery within the City of Nanaimo and to develop transit routes that connect our local system with inter-regional connections."*

We look forward to working with the Regional District of Nanaimo in the development of additional public transit hours as the City of Nanaimo has officially declared a climate emergency for the purposes of identifying and deepening our commitment to protecting our economy, our eco systems, and our community from global warming.

Sincerely,



Leonard Krog  
MAYOR

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

**FROM:** Sarah Martin  
Planning Technician      **FILE:** PL2019-076

**SUBJECT:** Development Permit with Variance Application No. PL2019-076 -  
862 Poplar Way, Electoral Area F  
Lot 13, Distict Lot 74, Newcastle District (Partly within Cameron), Plan 23200

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## **RECOMMENDATIONS**

1. That the Board approve Development Permit with Variance No. PL2019-076 to permit the construction of an accessory building subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-076.

## **SUMMARY**

The applicant has applied to the Regional District of Nanaimo for a Development Permit with Variance for a proposed accessory building to be used as a studio space. Due to the constraints of the site, the applicant is requesting a variance to the top of bank setback for watercourses from 15.0 metres to 6.6 metres. The proposed siting is supported by a Riparian Area Assessment, prepared by Aquaparian Environmental Services Ltd and a Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd. No development is proposed within the streamside protection and enhancement area, and the building is sited greater than the recommended 4.5 metre geotechnical setback from the top of slope. Given that the development permit area 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 Schedules 1 to 4 of the draft development permit with variance, included as Attachment 2.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Kyle Tamburri on behalf of Anne Tamburri to permit the construction of an accessory building within the rear yard area of the subject property. The property is approximately 0.18 hectares in area and is zoned Rural Residential 2 (R-2) pursuant to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002". The property is located to the south of Alberni Highway and is bordered by Crocker Creek (see Attachment 1 – Subject Property Map).

The property contains a dwelling unit and dilapidated accessory building. It is serviced by a well and on site sewerage.

The proposed development is subject to the Freshwater and Fish Habitat Development Permit Area (DPA) per the “Regional District of Nanaimo Electoral Area ‘F’ Official Community Plan Bylaw No. 1152, 1999”.

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

The proposed development includes the removal of soil and construction of a building within 30.0 metres of a mapped, fish-bearing watercourse. The rear yard area is impacted by a watercourse located on a neighbouring property, meandering along the subject property’s rear lot line at the bottom of a steep slope (Crocker Creek). To accommodate the siting of an accessory building, the applicant proposes to vary the following regulations from the “Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002”:

- **Section 2.10.2 - Setback Requirements from Watercourses** to reduce the top of bank setback from 15.0 metres to 6.6 metres, for the proposed accessory building as shown on Schedule 2 of Attachment 2.

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

The applicant’s rationale for siting the proposed accessory building within the watercourse setback is due to the septic field within the front yard and existing parking provisions within the side yard area (driveway). The applicant notes that the watercourse setback and riparian assessment area impact the entirety of the rear yard area. A variance would be required regardless of the siting. The proposed location was chosen to maintain the functionality of the existing yard area.

It is worth noting that the zoning bylaw requires a minimum of two parking spaces per dwelling unit provided on site; the driveway serves this requirement.

In support of the proposed variance, the applicant has submitted a Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd, dated April 5, 2019. The hazard assessment provides a review of the characteristics of the steep slope and proposed building site: soil conditions, surface and ground water, and floodplain impacts. It notes that the steep slope is in stable condition, however, slow surficial sloughing and erosion is occurring, which will result in the eventual regression of the slope crest. A setback of 4.5 metres from the crest of slope (top of bank) is recommended. The proposed siting exceeds this recommendation at 6.6 metres from the crest of slope. The hazard assessment concludes that from a geotechnical point of view, the land is considered safe for the use intended provided the recommendations of the assessment are followed. It is recommended that the subject property be developed in accordance with the recommendations of the Geotechnical Hazard Assessment, as outlined in the conditions of permit included in Attachment 2.

The proposed siting of the accessory building meets the requirements of the R-2 zone, as well as the height restrictions and parcel coverage provisions. In accordance with the Floodplain Bylaw, the proposed building meets (and exceeds) the calculated setback from the toe of bank (bottom of slope). Natural grade exceeds the prescribed flood construction level above the natural boundary.

Given that the applicant has provided sufficient rationale demonstrating that the ability to use the property is unreasonably constrained and that the proposed variance would allow for more efficient use of the property, the applicant has made reasonable efforts to address Policy B1.5 guidelines. It is recommended that the requested variance be approved subject to the conditions outlined in Attachment 2.

### ***Environmental Implications***

In accordance with the DPA guidelines, the applicant has submitted a Riparian Area Assessment that has been submitted to the Province. The RDN is in receipt of a notice of assessment. The riparian assessment, prepared by Aquaparian Environmental Consulting Ltd, identifies Crocker Creek as a fish-bearing watercourse that supports cutthroat trout, rainbow trout, brown trout, and coho salmon. The riparian strip is characterized by a steep slope, vegetated with largely native plant material. A 10.3 metre Streamside Protection and Enhancement Area (SPEA), as measured from the high water mark, applies to the section of the creek impacting the subject property. The proposed development footprint is roughly 4.3 metres outside of the SPEA. One non-native shrub well outside the SPEA is proposed to be removed and a few limbs on a Douglas fir tree may require pruning due to their proximity to the proposed building envelope. An existing wire fence along the top of bank protects the SPEA from encroachment and it is recommended that snow fencing be installed along the dripline of trees adjacent to the construction zone, to prevent compaction of the root zone by heavy machinery. Due to the proposed foundation construction, which requires the excavation of soil to establish a base for a poured concrete slab, additional recommendations were provided via email for sediment and erosion control. As the DPA guidelines have been met and no negative impacts are anticipated as a result of the proposed development, it is recommended that the proposed development permit with variance be approved subject to the conditions outlined in Attachment 2.

### ***Intergovernmental Implications***

The Riparian Area Assessment was submitted to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development by the qualified environmental professional, for which the RDN is in receipt of notification. The Province commented that the methodology has been applied correctly.

### ***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. PL2019-076 subject to the terms and conditions outlined in Schedules 1 to 4 of Attachment 2.
2. To deny Development Permit with Variance No. PL2019-076.

## **FINANCIAL IMPLICATIONS**

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

## **STRATEGIC PLAN IMPLICATIONS**

The proposed development has been reviewed and has no implications for the 2019 – 2022 Board Strategic Plan.



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Sarah Martin  
smartin@rdn.bc.ca  
June 18, 2019

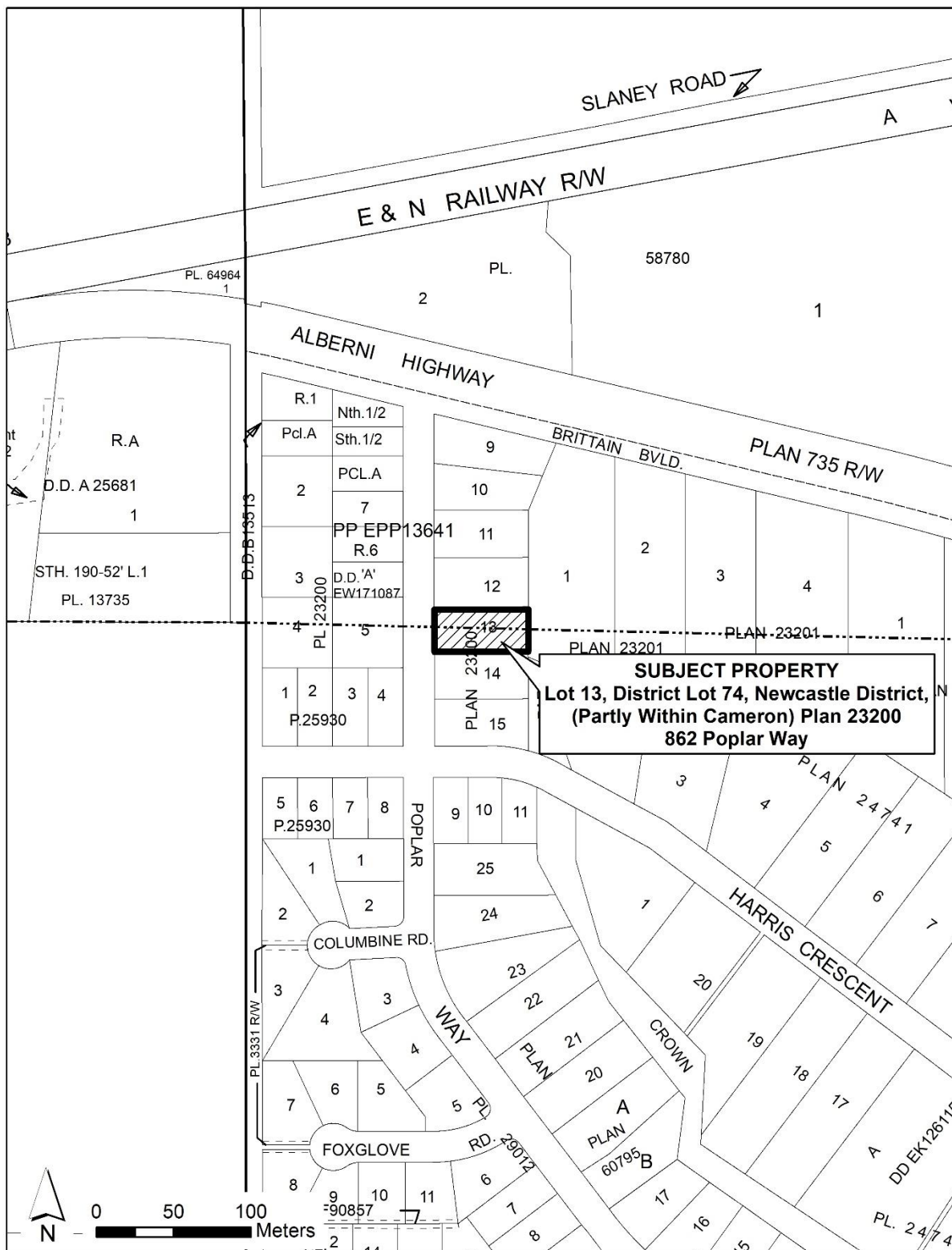
### **Reviewed by:**

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


### **Attachments:**

1. Subject Property Map
2. Draft Development Permit

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



**Attachment 2**  
**Draft Development Permit**

 <p><b>REGIONAL DISTRICT OF NANAIMO</b></p>	<p><b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b></p> <p><b>6300 Hammond Bay Road, Nanaimo, BC V9T 6N2</b> <b>250-390-6510 or 1-877-607-4111</b> <b><u><a href="http://www.rdn.bc.ca">www.rdn.bc.ca</a></u></b></p> <p><b>DEVELOPMENT PERMIT NO. PL2019-076</b></p>
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**To:** ("Permittee") Anne Patricia Tamburri

**Mailing Address:** c/o Kyle Tamburri, 862 Poplar Way, Qualicum Beach V9K 1V7

1. Except as varied or supplemented by this permit, the development permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

**Legal Description:** Lot 13, District Lot 74, Newcastle District (Partly Within Cameron), Plan 23200 ("the Lands")

**Civic Address:** 862 Poplar Way **P.I.D.:** 000-632-295

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedules 2, 3, and 4, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Bylaw No. 1285, 2002" is varied as outlined in Schedules 1 to 4, which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XX<sup>th</sup> day of Month, 2019.

## **Schedule 1 Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2019-076:

### **Bylaw No. 1285, 2002 Variances**

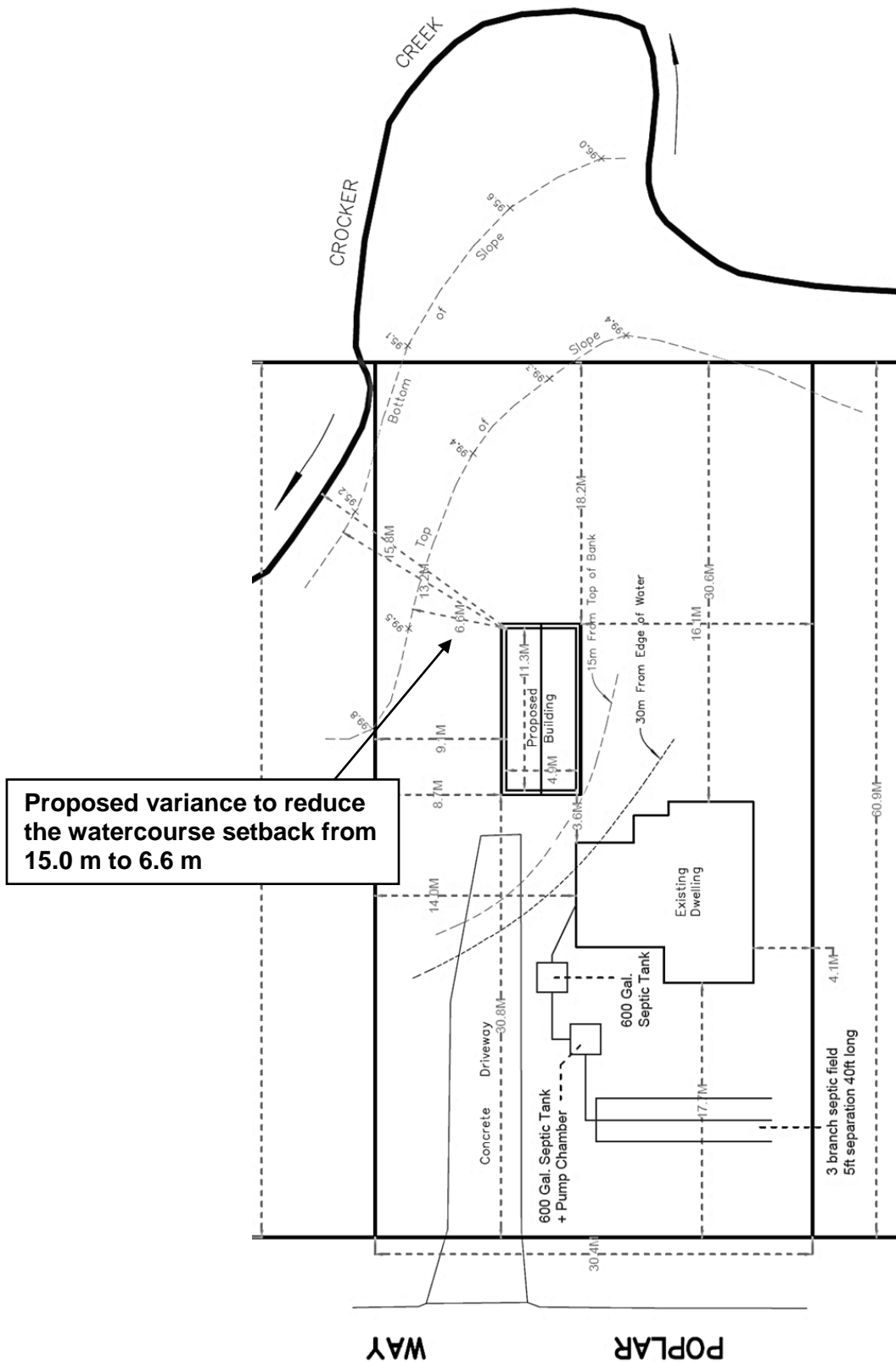
With respect to the lands, “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Bylaw No. 1285, 2002” is varied as follows:

1. Section 2.10.2 Setback Requirements from Watercourses – is varied from 15.0 metres to 6.6 metres from the top of bank, for the proposed accessory building as shown on Schedule 2.

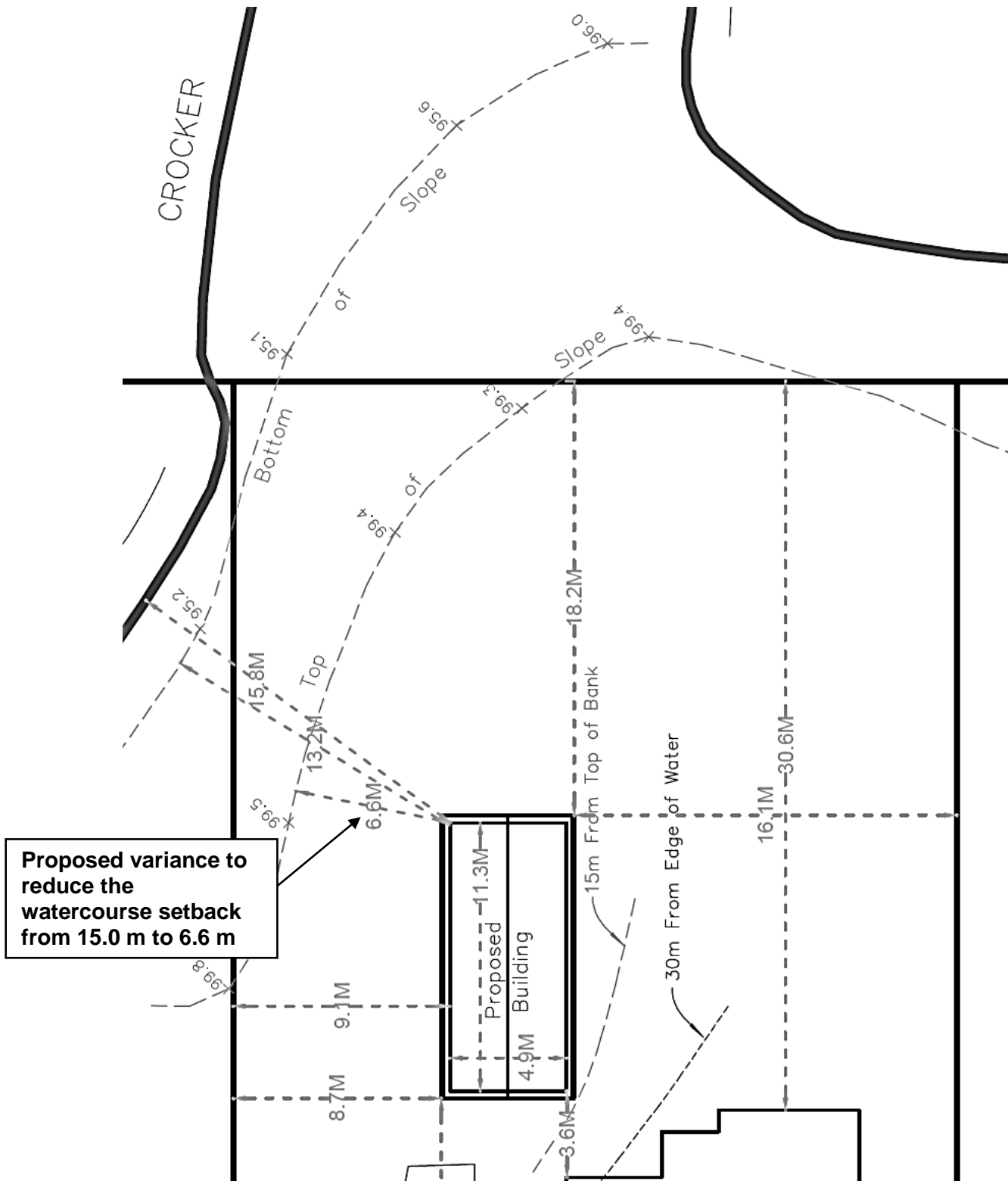
### **Conditions of Approval**

1. The site is developed in accordance with the Site Plan prepared by Kyle Tamburri, attached as Schedule 2 and the Plan of SPEA prepared by Aquaparian Environmental Consulting attached as Schedule 3.
2. The proposed development is in general compliance with the plans and elevations prepared by Kyle Tamburri, attached as Schedule 4.
3. The subject property shall be developed in accordance with the recommendations contained in the Riparian Area Assessment prepared by Aquaparian Environmental Consulting Ltd, dated April 3, 2019 and the recommendations received by email from Chris Zamora of Aquaparian, dated June 7, 2019.
4. The property owner shall provide confirmation in the form of a report prepared by a Qualified Environmental Professional (QEP), to the satisfaction of the General Manager of Strategic and Community Development, that development of the subject property has occurred in accordance with the QEP’s recommendations, prior to final inspection of the accessory building.
5. The subject property shall be developed in accordance with the recommendations contained in the Geotechnical Hazard Assessment prepared by Lewkowich Engineering Associates Ltd, dated April 5, 2019.
6. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

**Schedule 2  
 Site Plan  
 (1 of 2)**

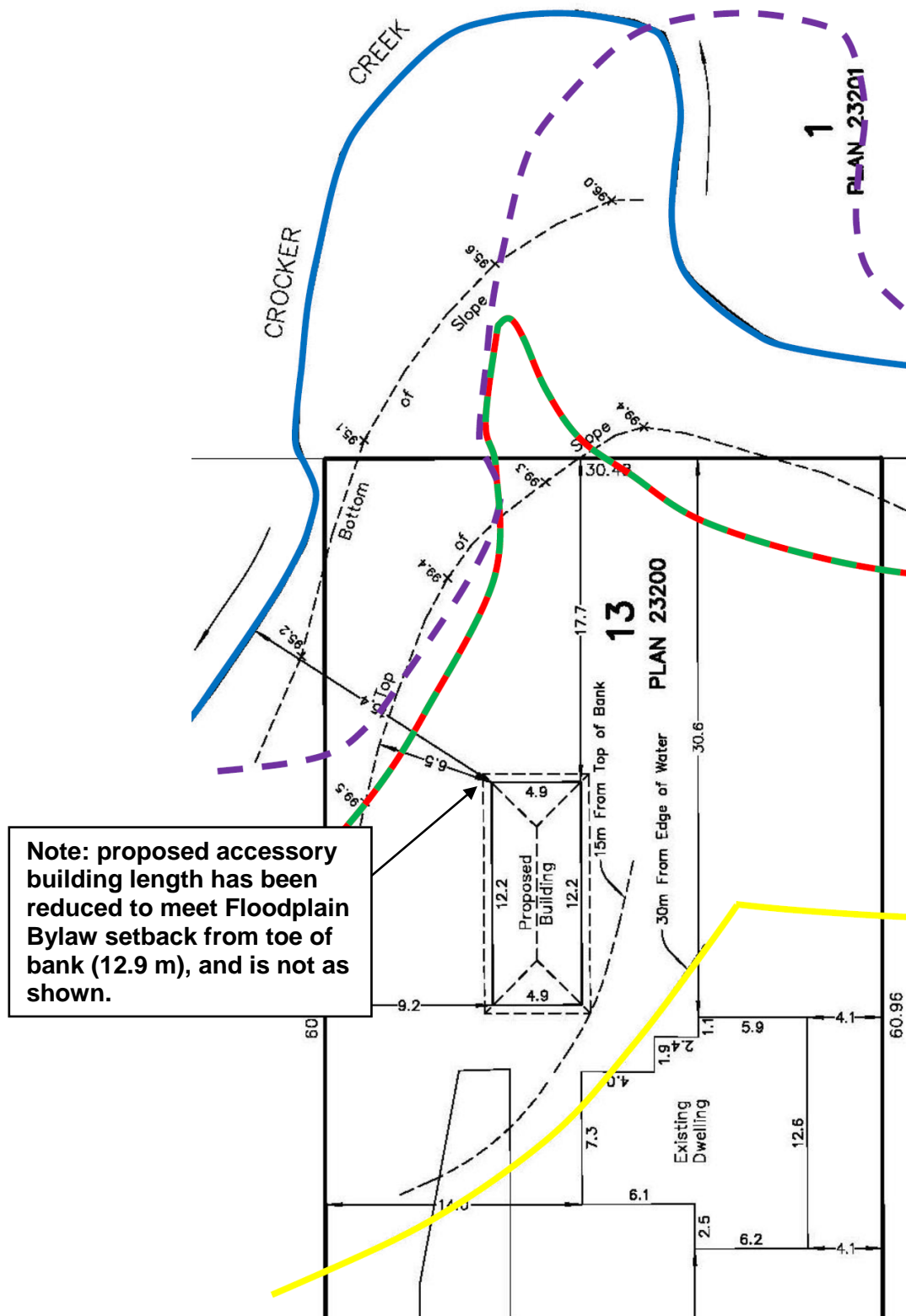


**Schedule 2**  
**Site Plan - enlarged for convenience**  
**(2 of 2)**





**Schedule 3**  
**Plan of SPEA – enlarged for convenience**  
**(2 of 2)**



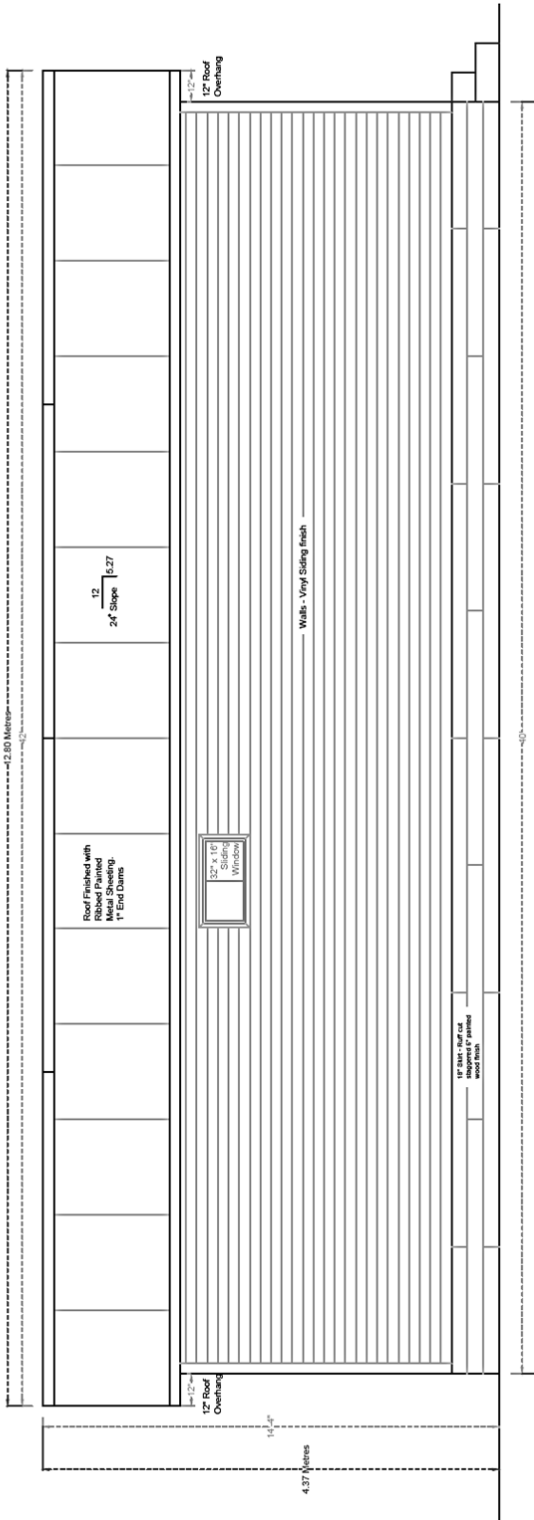


**Schedule 4**  
**Building Plans and Elevations – enlarged for convenience**  
**(1 of 4)**

16FT x 40FT Building  
 (640 SQ.FT.)

Elevation - North  
 Facing Wall

1 : 48 Scale  
 Scale  $\frac{1}{4}" = 1'$

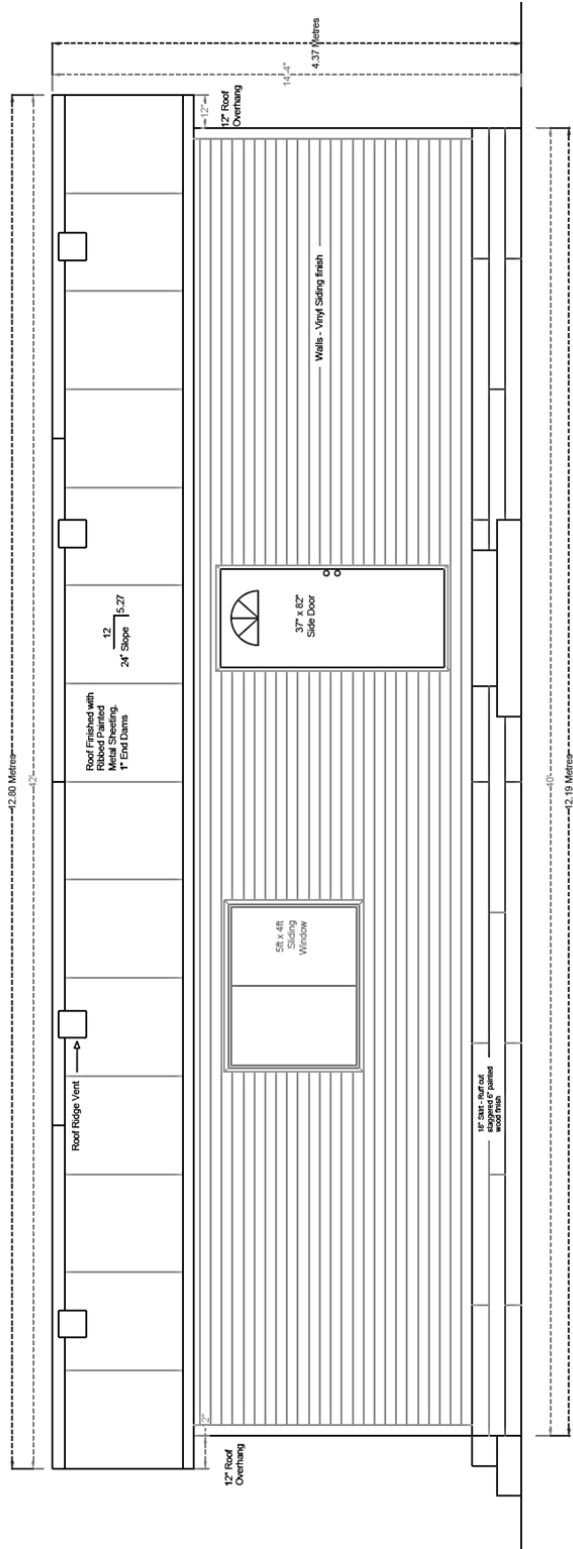


**Schedule 4**  
**Building Plans and Elevations— enlarged for convenience**  
**(2 of 4)**

16FT x 40FT Building  
 (640 SQ.FT.)

Elevation - South  
 Facing Wall

1 : 48 Scale  
 Scale  $\frac{1}{4}$ " = 1'

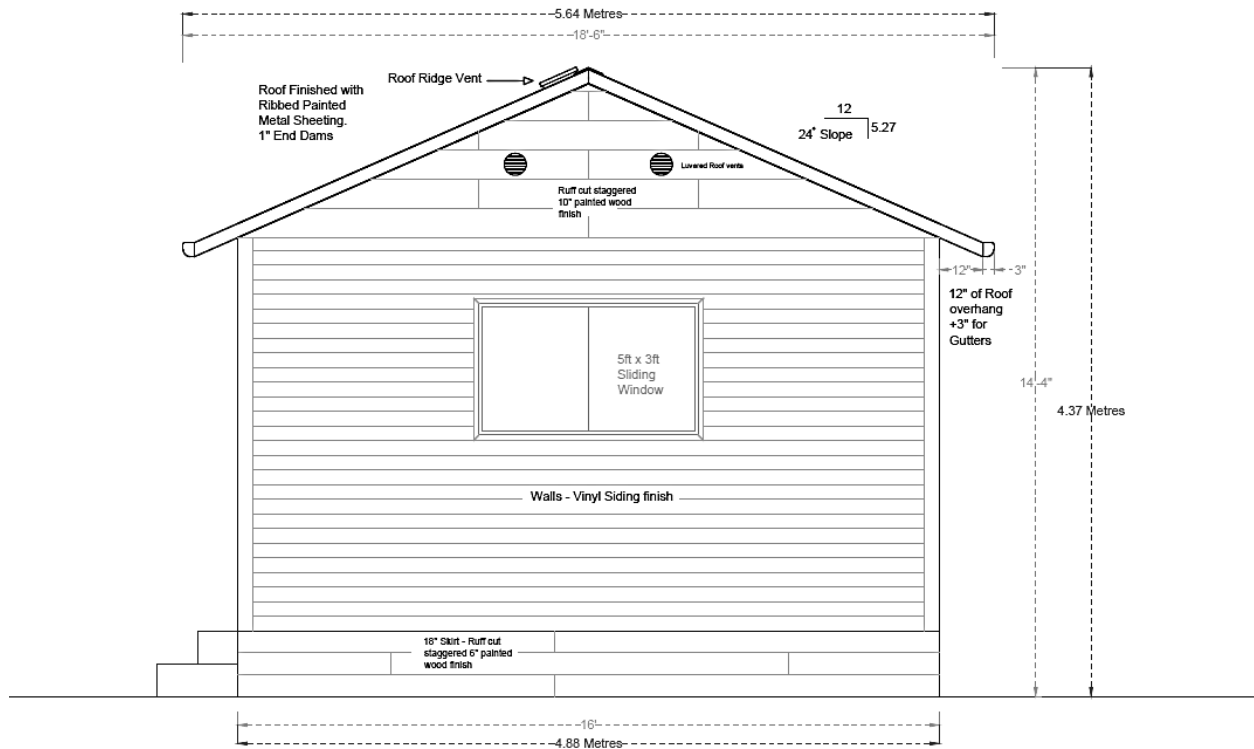


**Schedule 4**  
**Building Plans and Elevations – enlarged for convenience**  
**(3 of 4)**

16FT x 40FT Building  
(640 SQ.FT.)

Elevation - East  
Facing Wall

1 : 48 Scale  
Scale  $\frac{1}{4}" = 1'$

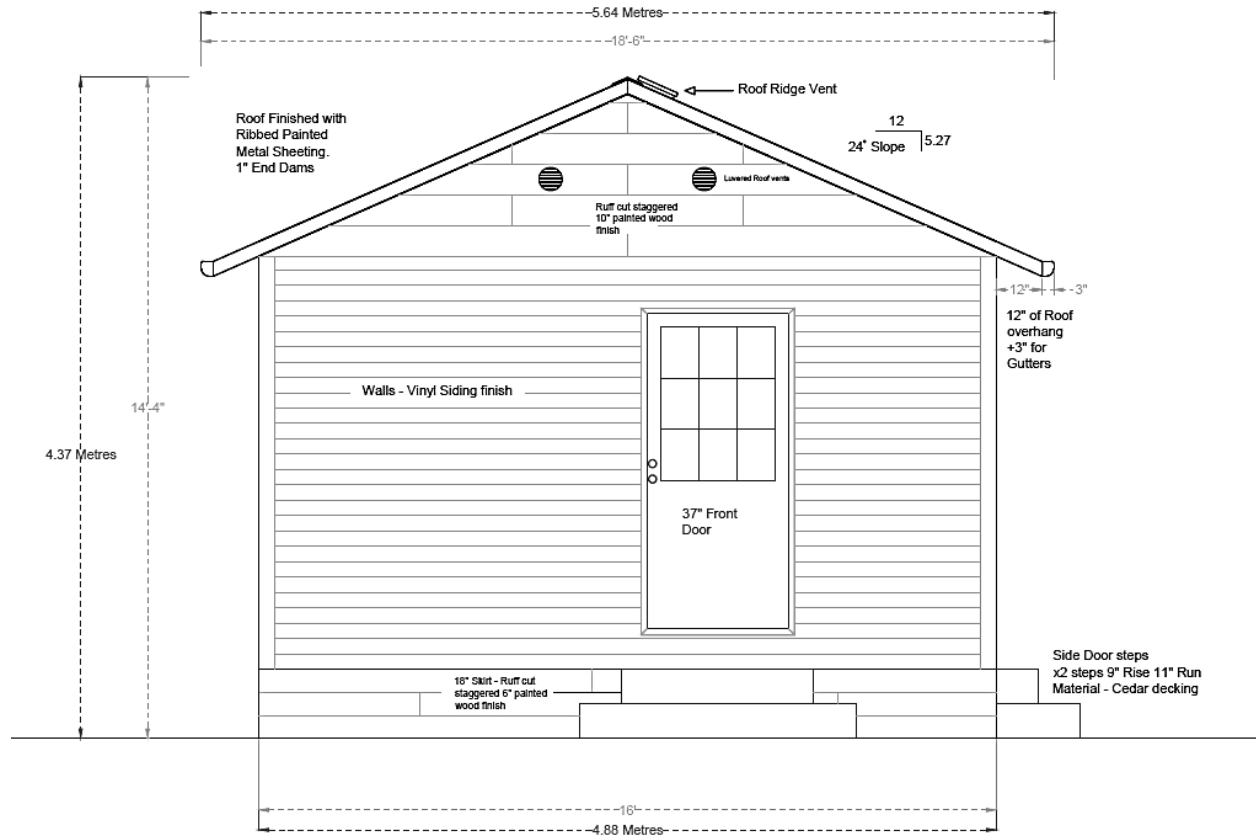


**Schedule 4**  
**Building Plans and Elevations – enlarged for convenience**  
**(4 of 4)**

16FT x 40FT Building  
(640 SQ.FT.)

Elevation - West  
Facing Wall

1 : 48 Scale  
Scale  $\frac{1}{4}" = 1'$



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

**FROM:** Sarah Martin  
Planning Technician      **FILE:** PL2018-207

**SUBJECT:** **Development Permit with Variance Application No. PL2018-207 -  
Lot 2, Island Highway West, Electoral Area H  
Lot 2, District Lot 33, Newcastle District, Plan EPP10603**

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## **RECOMMENDATIONS**

1. That the Board approve Development Permit with Variance No. PL2018-207 to permit the development of a dwelling unit, accessory buildings and structures, driveway, stream crossings, yard area, and onsite servicing subject to the terms and conditions outlined in Attachment 2, Schedules 1 to 3.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2018-207.

## **SUMMARY**

The applicant proposes to develop a dwelling unit, associated servicing, yard area, driveway, and stream crossings within the subject property. The applicant proposes to vary the watercourse setbacks and the lot line setback for a bridge in order to access the subject property. The property is significantly constrained by watercourses and the buildable area can not be accessed without stream crossings. As the applicant has provided sufficient rationale and the variance will not result in negative functional or environmental impacts, the applicant has made reasonable efforts to address Policy B1.5 guidelines. Given that the development permit area guidelines have been met and no negative impacts are anticipated as a result of the proposed development, it is recommended that the development permit with variance be approved subject to the conditions outlined in Schedules 1 to 2 of the draft development permit included as Attachment 2.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Donald Smith on behalf of Claire Lightfoot to permit the development of a dwelling unit, associated servicing, yard area, driveway, and stream crossings. The subject property is approximately 2.01 hectares in area and is zoned Agriculture (AG1), Subdivision District 'D', pursuant to "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987". The property is located on the west side of Island Highway West within the Agricultural Land Reserve (see Attachment 1 – Subject Property Map).

The property is currently undeveloped and is significantly constrained by a wetland and Ridgewil Creek. An elevated area to the middle and rear of the property represents the buildable area on

the subject property. The dwelling unit is proposed to be serviced by community water and on-site sewage disposal.

The proposed development is subject to the Freshwater and Fish Habitat Protection Development Permit Area (DPA) per the “Regional District of Nanaimo Electoral Area ‘H’ Official Community Plan Bylaw No. 1335, 2017”.

### ***Proposed Development and Variances***

The applicant proposes to develop a driveway with three stream crossings, develop a building site, install hydro and community water along the driveway, construct a dwelling unit, and yard area. This proposal involves the disturbance of soil, removal, alteration, disruption and destruction of vegetation, construction of buildings and structures, and the construction of bridges within the DPA. Therefore, a development permit is required.

A bridge is necessary to cross Ridgewil Creek, which runs parallel to the road frontage. The property can not be accessed without a bridge. As the proposed bridge is considered to be a structure that must meet minimum setback requirements, the applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

1. **Section 3.3.8 Setbacks – Watercourses, excluding the Sea** to reduce the minimum setback from 15.0 metres from the natural boundary or 18.0 metres from the stream centerline, whichever is greater, to 0.0 metres from the natural boundary or stream centerline, whichever is greater, for a bridge across Ridgewil Creek as shown in Attachment 2, in order to access the subject property.
2. **Section 3.4.1.3.1 Minimum Setback Requirements – All non-farm buildings and structures** to reduce the minimum setback from a lot line from 8.0 metres to 5.4 metres for a bridge across Ridgewil Creek as shown in Attachment 2, Schedule 2.

A variance is not required for the wetland crossings, as these are proposed to be culverts that do not meet the definition of a structure under the zoning bylaw. Bank heights range from 0.15 to 0.6 metres below the adjacent level ground surfaces. It should be noted that the work to install these crossings does not require a development permit per DPA exemption 9. The in-stream works have been approved as defined by Section 11 of the *Water Sustainability Act* (Change Approval and Notification).

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

The applicant has provided: a site survey prepared by Oceanside Geomatics Land Surveying Ltd dated June 12, 2019; a bridge design detail prepared by Herold Engineering dated March 1, 2019; a culvert cross section prepared by Donald Smith received March 7, 2019; a Hydrologic Assessment prepared by Integrated Watersheds dated April 11, 2019; an access permit for a residential driveway issued by the Ministry of Transportation and Infrastructure (MOTI) dated November 20, 2018; and, a Riparian Area Assessment and cover letter prepared by EDI Environmental Dynamics Inc (EDI) dated January 2, 2019.

The buildable area within the subject property is significantly constrained and cannot be accessed without crossing the water features that characterize the site. The proposed siting of the driveway, crossings, and servicing corridor is per the recommendations of EDI. As recommended, the servicing corridor for community water and hydro, is proposed to be closely aligned with the

driveway, which is proposed along the path with the least impact to the environmentally sensitive wetland and creek. The proposed bridge design and location has been approved by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR), as well as MOTI through their respective approval and permitting processes. The applicant notes that the bridge location is not readily visible from the highway or to neighbours.

The bridge design and proposed culverts will accommodate a 1:200 year flood interval as recommended by EDI and confirmed by Integrated Watersheds. The assessment concludes that Ridgewil Creek functions as a low gradient channel that effectively drains surface water from the area during low-to-moderate events, and that the channel characteristics allow for increased storage volume during elevated discharge events. The upstream drainage characteristics and limitations of an existing culvert under Island Highway West to the north of the subject property causes Ridgewil Creek and its tributaries to back up during moderate-to-high flow periods. However, as the proposed bridge is higher than the elevation of the highway, the bridge is considered to be adequate to accommodate a 1:200 year flood interval and can be installed as planned.

The submitted survey indicates that the proposed dwelling unit location meets the 8.0 metre lot line setback for all non-farm buildings and structures, as well as the 15.0 metre setback from the natural boundary of a watercourse per the Zoning Bylaw and the Floodplain Bylaw. Spot elevations indicate that the dwelling unit will need to be elevated by approximately 2.2 metres to meet the Floodplain Bylaws 1.5 metre flood construction level for un-named and un-mapped watercourses.

Given the significant site constraints and the recommendations of the Hydrologic and Riparian Area Assessments, the applicant has provided sufficient rationale in support of the proposed variance. Further, the proposed variance will not result in negative view implications for adjacent properties. Therefore the applicants have made reasonable efforts to address Policy B1.5 guidelines.

### ***Environmental Implications***

In order to satisfy the DPA guidelines, a Riparian Area Assessment (assessment) and cover letter prepared by EDI and a Hydrologic Assessment prepared by Integrated Watersheds, have been submitted in support of the development permit application. The DPA guidelines require that an assessment prepared by a Qualified Environmental Professional be submitted in support of a development permit application (guideline 13). The guidelines also require that development not increase flood risk on the subject property nor on adjacent or nearby properties (guideline 10). The above submission materials address these guidelines.

Water features on and abutting the subject property are associated with Ridgewil Creek, which flows into Nash Creek, a direct tributary to the Sea. Nash Creek is reported to be utilized by anadromous fish such as sea-run cutthroat trout and chum salmon. Juvenile salmonids were observed throughout both streams during the July 2018 EDI site visit.

In order to access the buildable area within the subject property, several crossings of the water features are required. The applicant has worked closely with EDI to determine the best location, treatment, and timing for the driveway crossings and a servicing corridor (community water line and hydro). The proposal also makes use of previously disturbed areas to minimize impacts to functioning riparian vegetation. The assessment provides guidance with the development of this corridor, such as handling fill, maximum corridor width, timing, and sediment and erosion control measures. While the biologist has recommended that the hydro poles be located at specific

locations along the driveway, the ultimate design is dependent on the outcome of BC Hydro's electrical service design process. A detailed design can not be prepared by the applicant's electrical contractor until brush clearing is completed in support of this process. Brush clearing constitutes the disturbance and removal of vegetation.

The proposed dwelling unit location is preliminary and as such, the assessment recommends a 5.0 metre root zone protection area outside of the Streamside Protection and Enhancement Area (SPEA) to ensure that the dwelling is sited appropriately to protect the SPEA. The Province advises that the assessment report is adequate for vegetation disturbance and removal only, and should be updated with the final dwelling unit location. It is not recommended that an additional development permit be required. As the applicant proposes to develop a dwelling unit and associated yard area outside the 5.0 metre root protection zone, it is recommended that these activities be approved in accordance with the conditions of approval outlined in Attachment 2.

The assessment recommends that stream crossing structures and adjacent roadway approaches be designed to accommodate significant flooding, to prevent flooding within and upstream of the subject property. Therefore it is recommended that the applicant be required to develop the bridge in accordance with the submitted engineered bridge designs and the professional recommendations of the Hydrologic Assessment.

The assessment concludes that the fragmentation of sensitive riparian and aquatic habitats will be minimal. It recommends timing for vegetation removal and pruning, as well as for instream works. These time windows are sensitive to fish rearing and bird nesting seasons.

Given that the DPA guidelines have been met, it is anticipated that the proposed development will not result in negative impacts to the assessment area. It is recommended that the development permit application be approved subject to the terms and conditions outlined in Schedules 1 to 3 of the draft development permit included as Attachment 2.

### ***Intergovernmental Implications***

The application was referred to FLNR, MOTI, and Emergency Services. FLNR advised that a Notification submitted under the *Water Sustainability Act* was required for the stream crossings and the installation of hydro poles. The applicant has met this requirement, as discussed in this staff report. Per the Province's conditions of approval, stream crossings may be constructed during the no fish window, which is June 15 through September 15, 2019 and must adhere to the Environmental Protection Plan for in-stream works prepared by EDI dated April 20, 2019. An Environmental Monitor must be onsite during the work and have a shutdown procedure in place in case of increased flow or heavy rains.

The location of the proposed driveway access and the proposed variance to the lot line setback for the bridge have been reviewed and approved by MOTI through the driveway access permit application process. MOTI has a legislated setback of 4.5 metres from the travelled lane or fog line of a highway. The proposed bridge is located 5.7 metres from the front lot line, which is approximately 6.4 metres from the edge of the asphalt. The proposed bridge location exceeds this setback and MOTI expressed that it had no concerns with the location of the bridge and driveway.

Emergency Services commented that due to the distance of the dwelling unit from the closest hydrant, firefighting will require an area along the driveway for a relay pump and the ability for a truck to turn around at the end of the driveway. These comments have been passed on to the applicant.



### ***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 No. PL2018-207 subject to the conditions included in Schedules 1 to 3 of Attachment 2.
2. To deny Development Permit No. PL2018-207.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC PLAN IMPLICATIONS**

The proposed development has been reviewed and has no implications for the 2019 – 2022 Board Strategic Plan.



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Sarah Martin  
smartin@rdn.bc.ca  
June 17, 2019

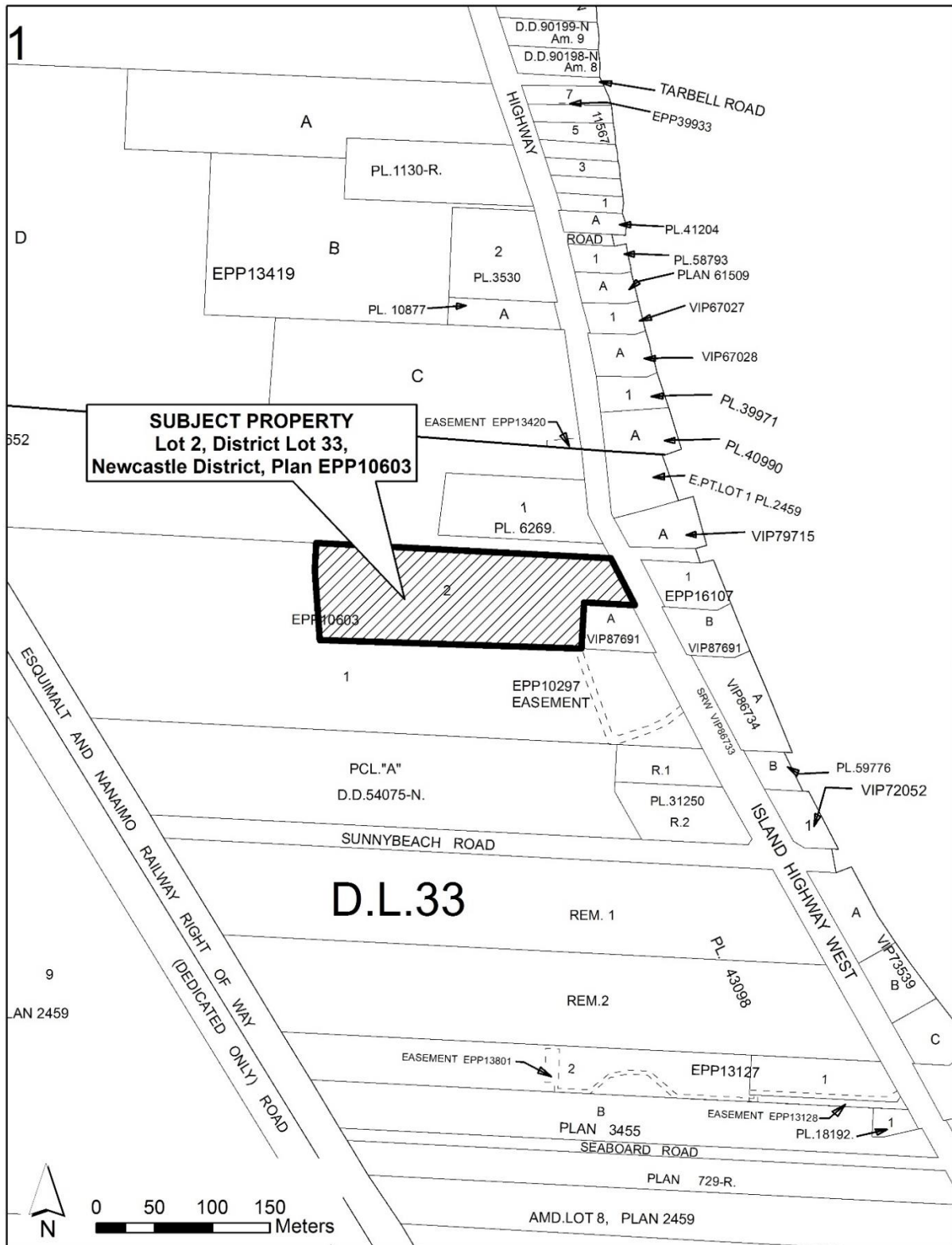
Reviewed by:

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


Attachments

1. Subject Property Map
2. Draft Development Permit PL2018-207

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



**Attachment 2  
Draft Development Permit**

 <p><b>REGIONAL DISTRICT OF NANAIMO</b></p>	<p><b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b></p> <p><b>6300 Hammond Bay Road, Nanaimo, BC V9T 6N2</b> <b>250-390-6510 or 1-877-607-4111</b> <b><a href="http://www.rdn.bc.ca">www.rdn.bc.ca</a></b></p> <p><b>DEVELOPMENT PERMIT NO. PL2018-207</b></p>
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**To:** ("Permittee") Claire Susan Lightfoot

**Mailing Address:** c/o Donald Smith, 616 Avalon Road, Victoria, BC V8V 1N7

1. Except as varied or supplemented by this permit, the development permit is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development permit applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

**Legal Description:** Lot 2, District Lot 33, Newcastle District, Plan EPP10603 ("the Lands")

**Civic Address:** Lot 2, Island Highway West **P.I.D.:** 028-930-932

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedules 2, and 3, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 to 3 which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XX<sup>th</sup> day of Month, 2019.

## **Schedule 1 Conditions of Permit**

The following sets out the terms and conditions of Development Permit with Variance No. PL2018-207:

### Bylaw No. 500, 1987 Variances

With respect to the lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as follows:

1. **Section 3.3.8 Setbacks – Watercourses, excluding the Sea** to reduce the minimum setback from 15.0 metres from the natural boundary or 18.0 metres from the stream centerline, whichever is greater, to 0.0 metres for a bridge across Ridgewil Creek as shown in Attachment 2, Schedule 2 and Schedule 3, in order to access the subject property.
2. **Section 3.4.1.3.1 Minimum Setback Requirements – All non-farm buildings and structures** to reduce the minimum setback from a lot line from 8.0 metres to 5.4 metres, for a bridge across Ridgewil Creek as shown in Attachment 2, Schedule 2.

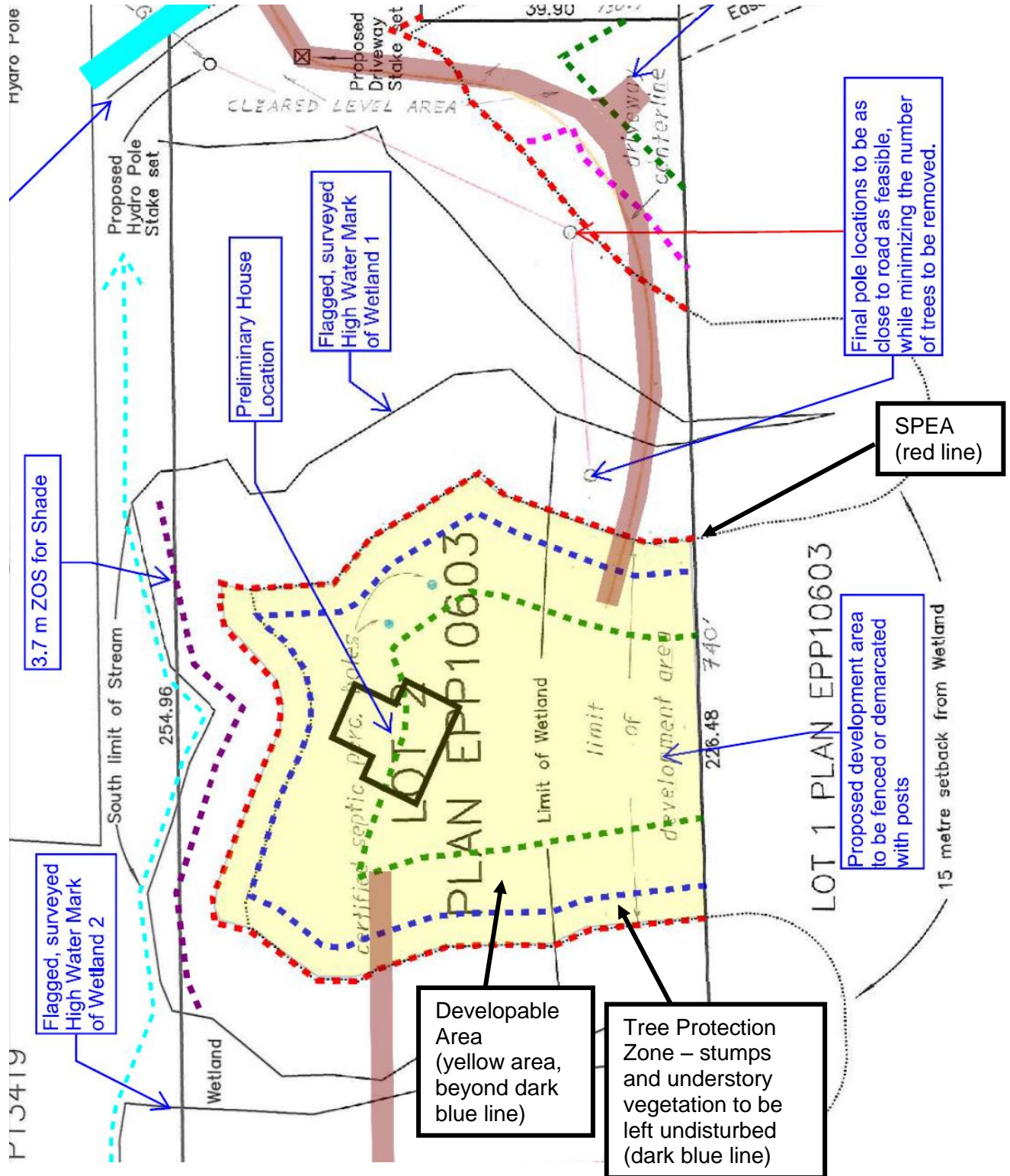
### Conditions of Approval

1. The site is developed in accordance with the Site Plan prepared by EDI Environmental Dynamics Inc, dated January 2, 2019 and the Site Plan prepared by Oceanside Geomatics Land Surveying Ltd, dated June 12, 2019, attached as Schedule 2.
2. The subject property shall be developed in accordance with the recommendations contained in the Riparian Areas Assessment prepared by EDI Environmental Dynamics Inc, dated January 2, 2019 and any updated versions submitted to the Province in regards to the final location of the dwelling unit, residential accessory buildings and structures, and hydro poles. To be clear, the yard area and associated residential servicing may be developed within the area marked in yellow, in accordance with the conditions outlined by EDI Environmental Dynamics Inc.
3. Stream Crossings and Bridge Structures shall be constructed in accordance with the plans prepared by Herold Engineering dated March 1, 2019, and the Hydrologic Assessment dated April 11, 2019. Any revisions are subject to review and approval by Strategic and Community Development as well as any relevant Provincial agencies.
4. The property owner shall provide confirmation in the form of a report prepared by a Qualified Environmental Professional (QEP), to the satisfaction of Strategic and Community Development, that development of the subject property has occurred in accordance with the QEP's recommendations prior to the issuance of occupancy on the dwelling unit.
5. Development shall occur in accordance with any approvals, authorizations or permits that may be required by provincial, federal, or other authority, including but not limited to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, the Ministry of Transportation and Infrastructure, BC Hydro, and the Island Health Authority.
6. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.



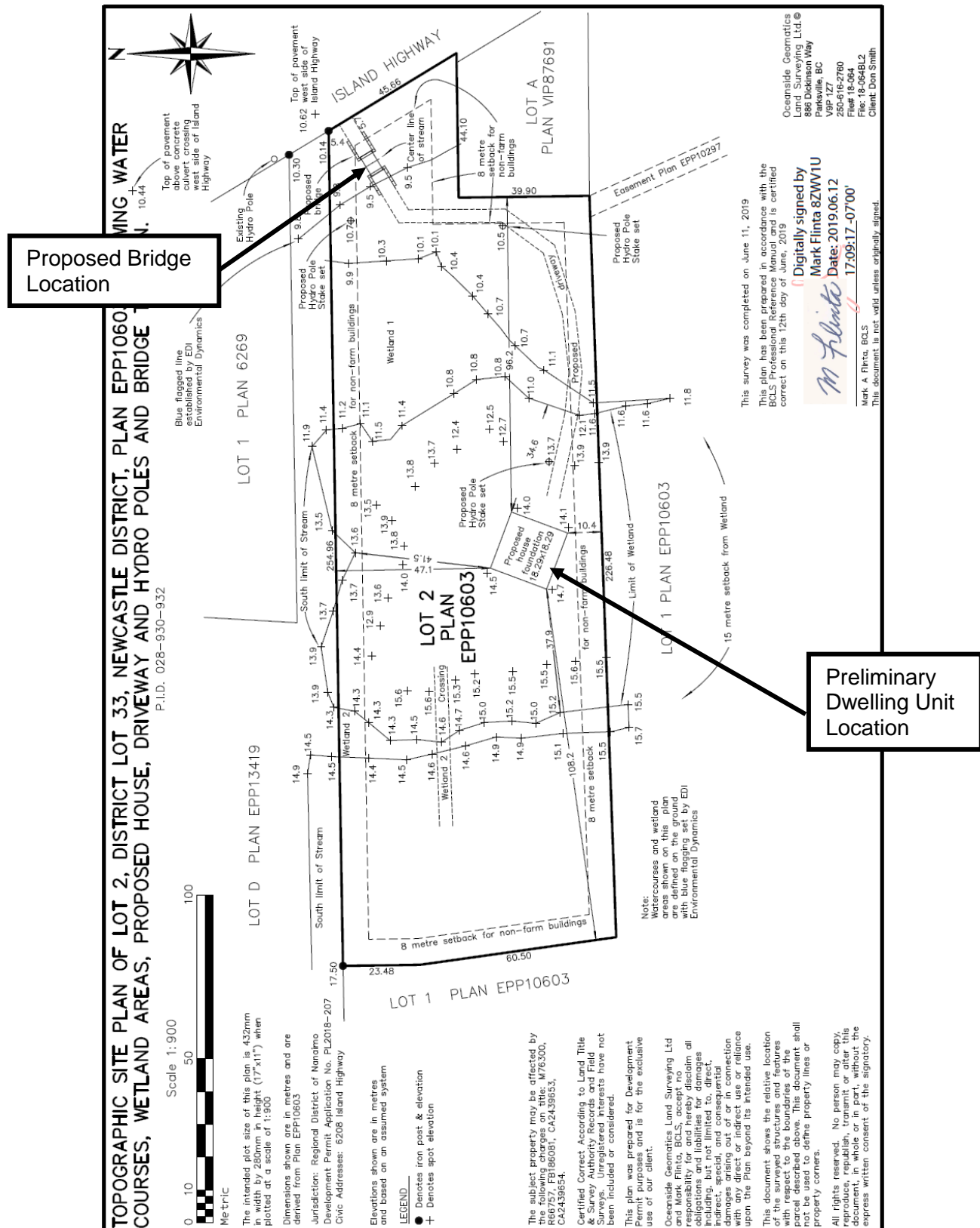


**Schedule 2**  
**Plan of SPEA (2 of 2)**  
 enlarged for convenience

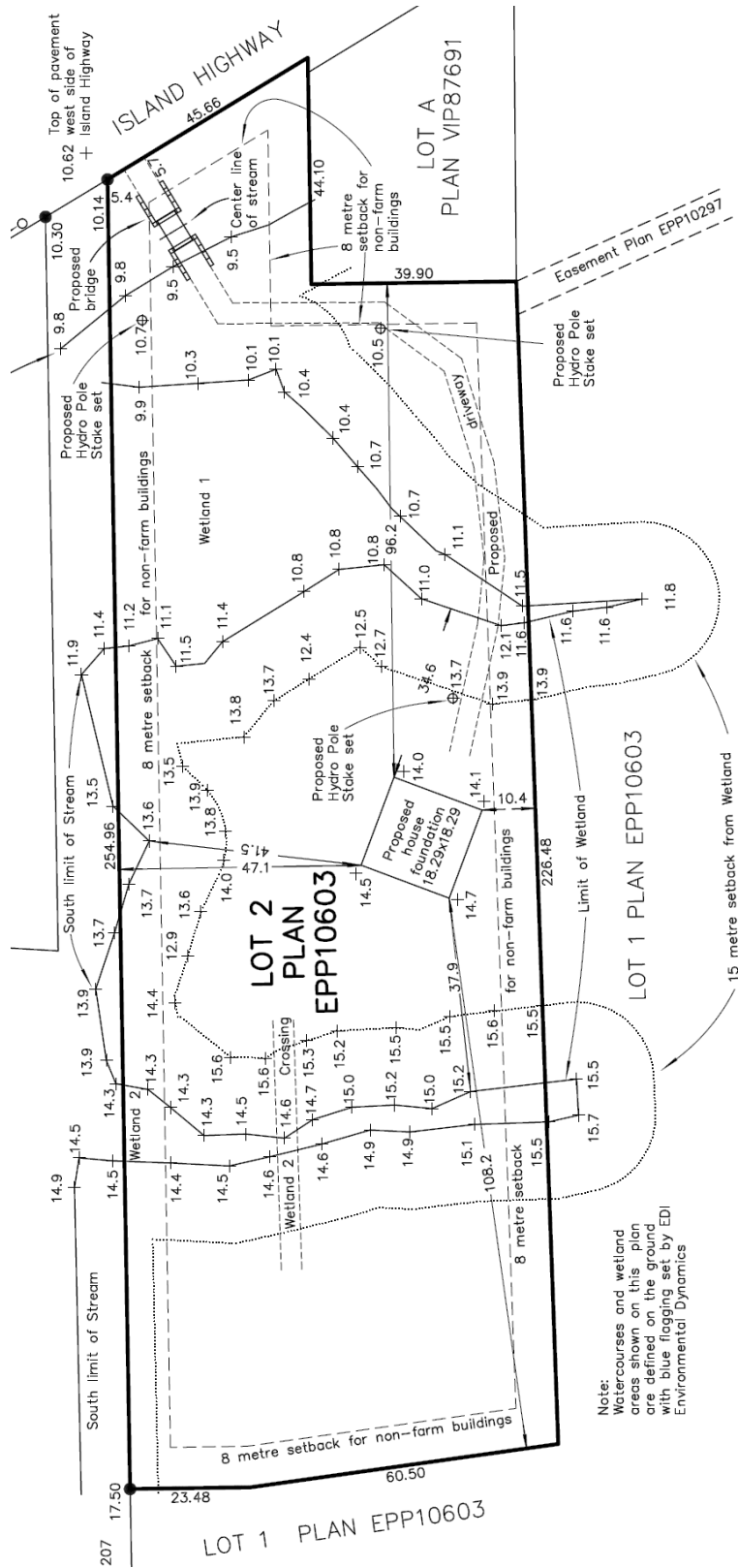


## Schedule 2

### Survey Plan (1 of 3)

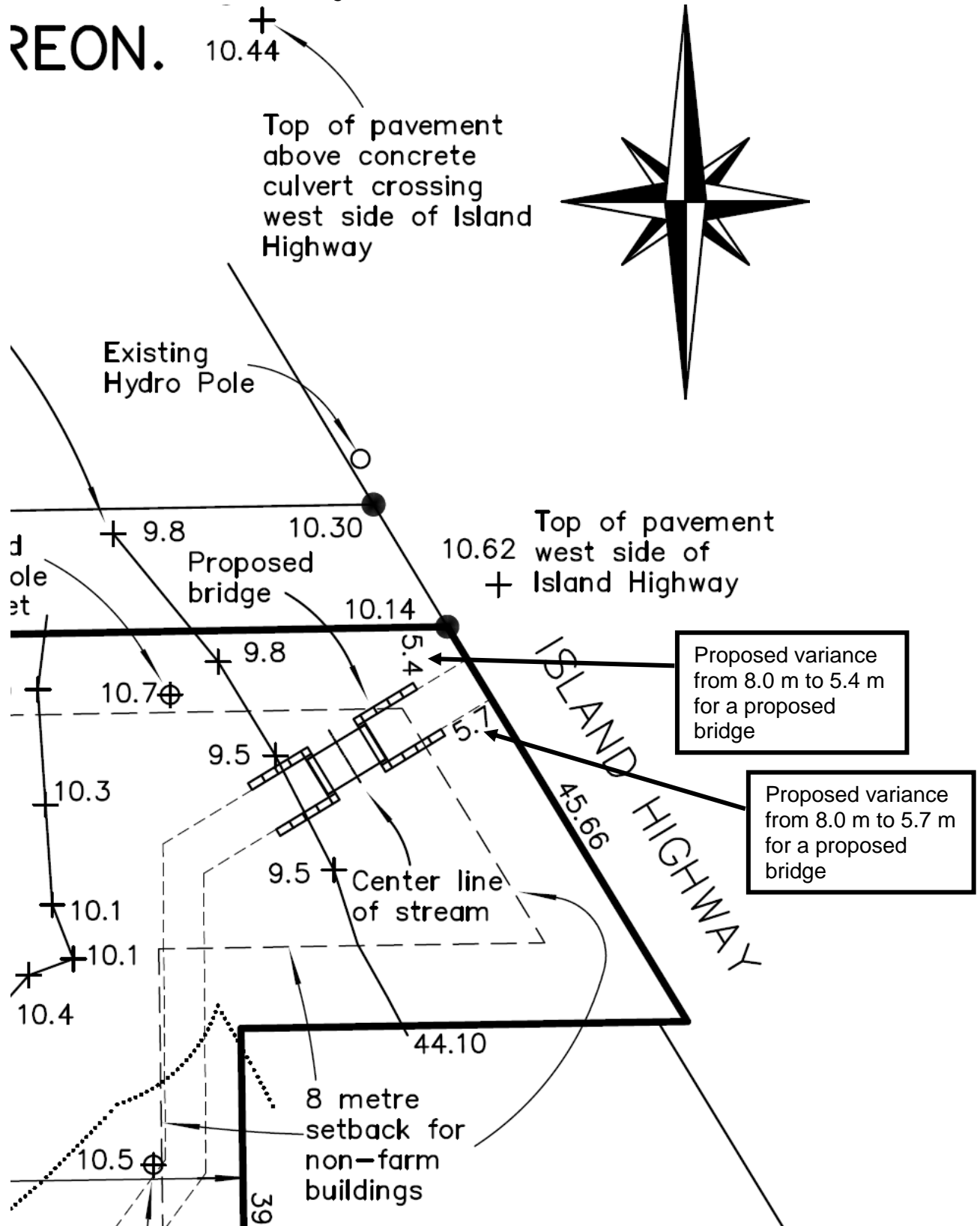


**Schedule 2**  
**Survey Plan (2 of 3)**  
 enlarged for convenience

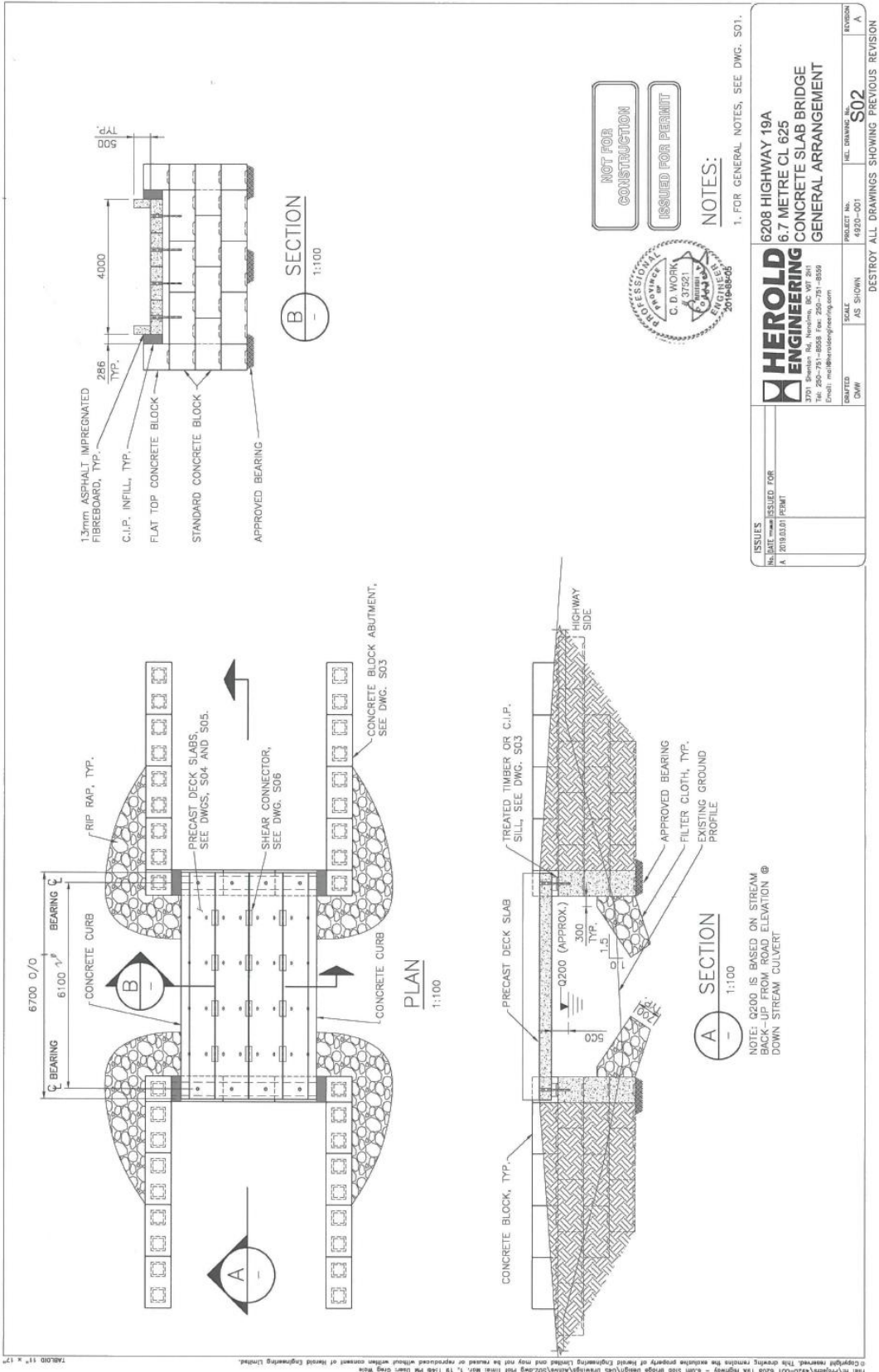




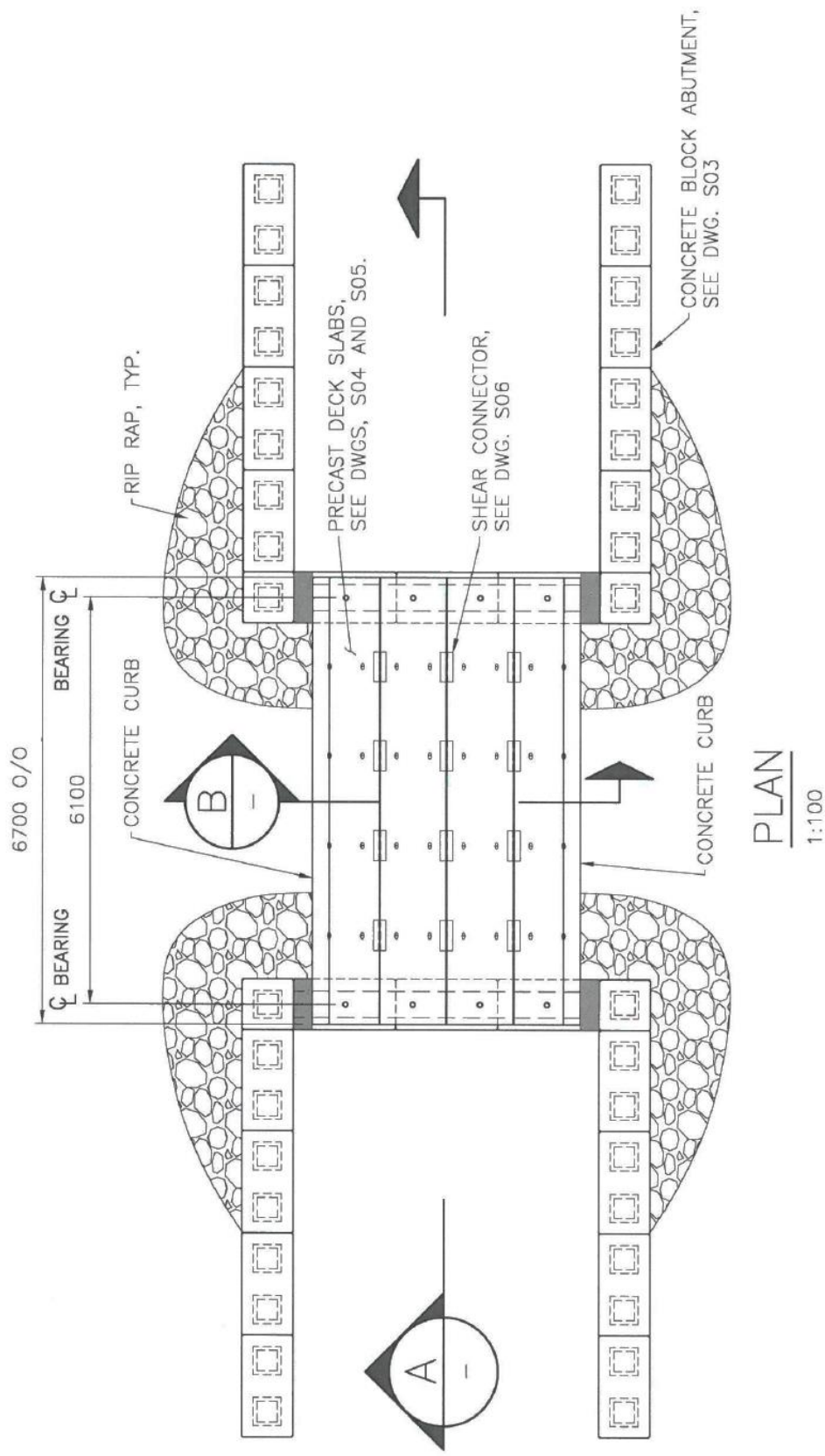
**Schedule 2**  
**Survey Plan – Proposed Variance (3 of 3)**  
*enlarged for convenience*



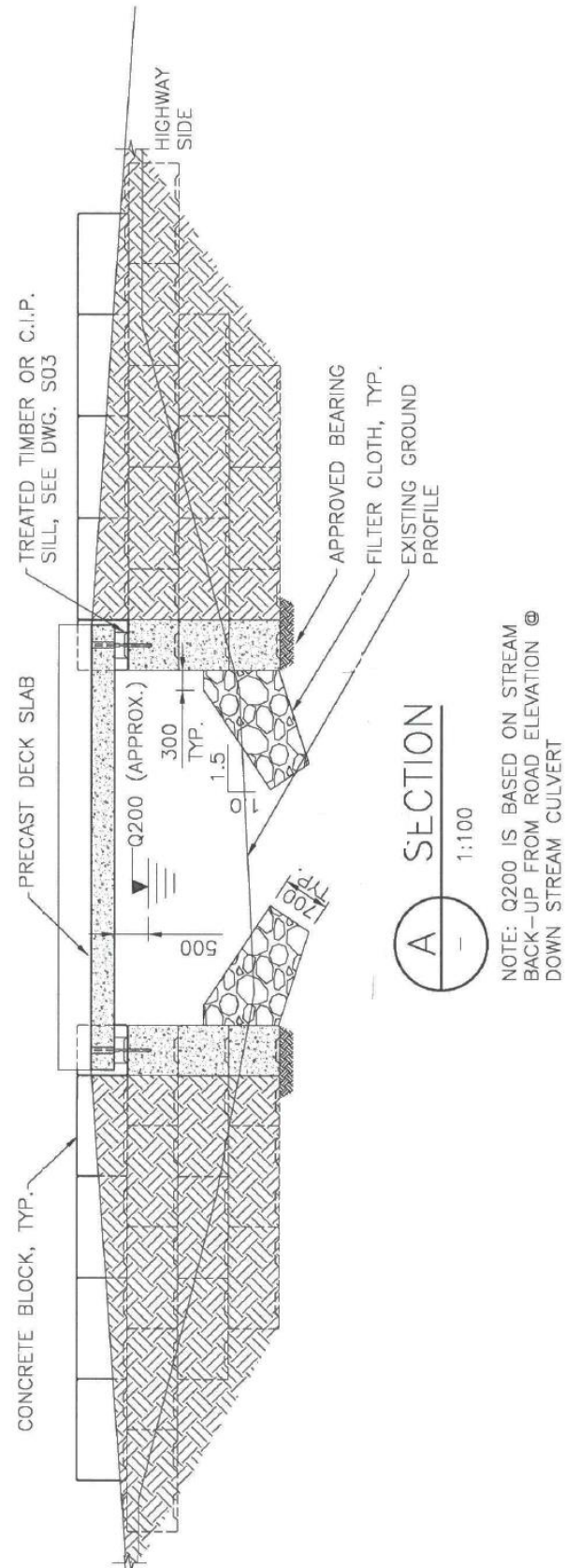
Schedule 3  
Stream Crossing Details  
(1 of 5)



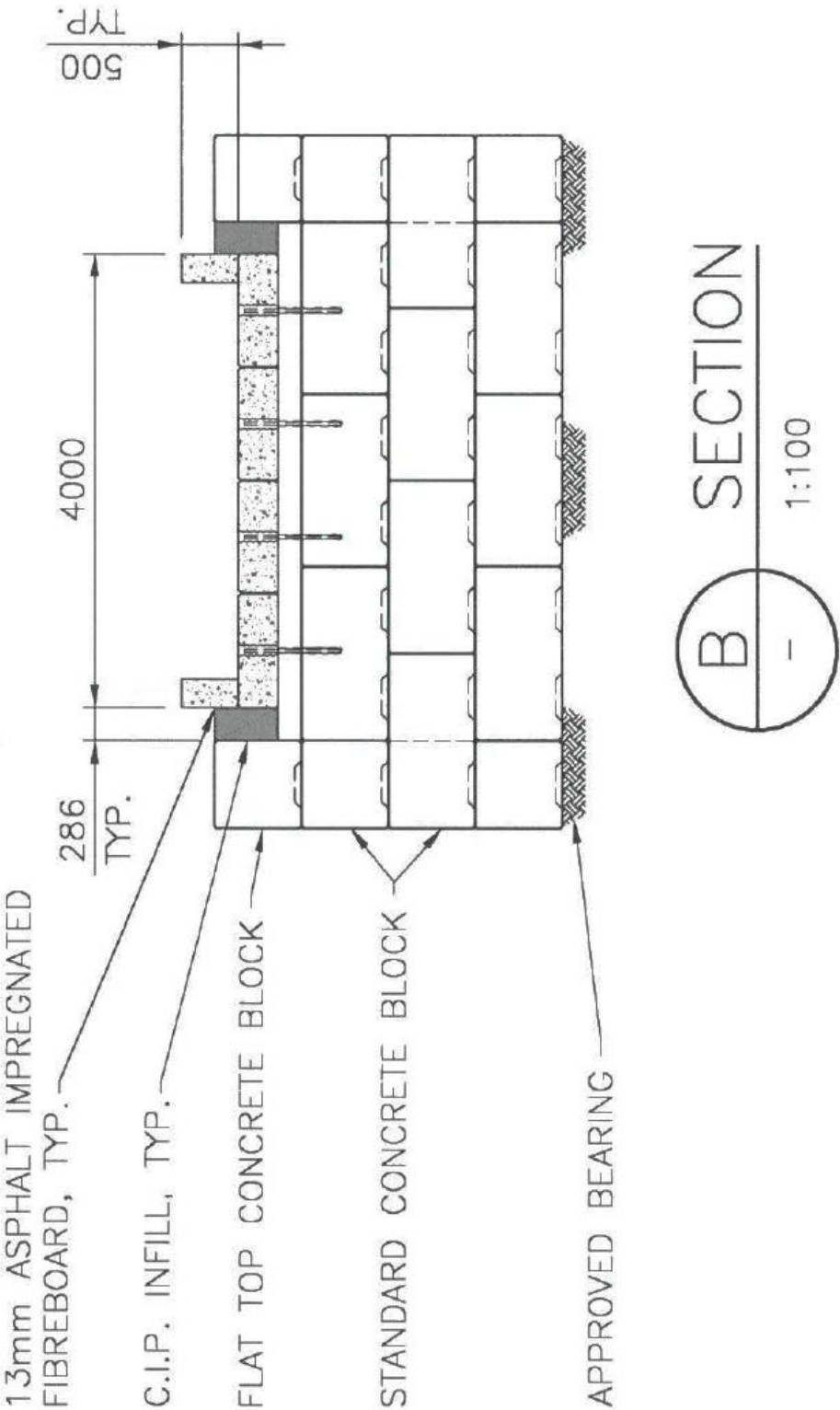
**Schedule 3**  
**Stream Crossing Details**  
**(2 of 5)**



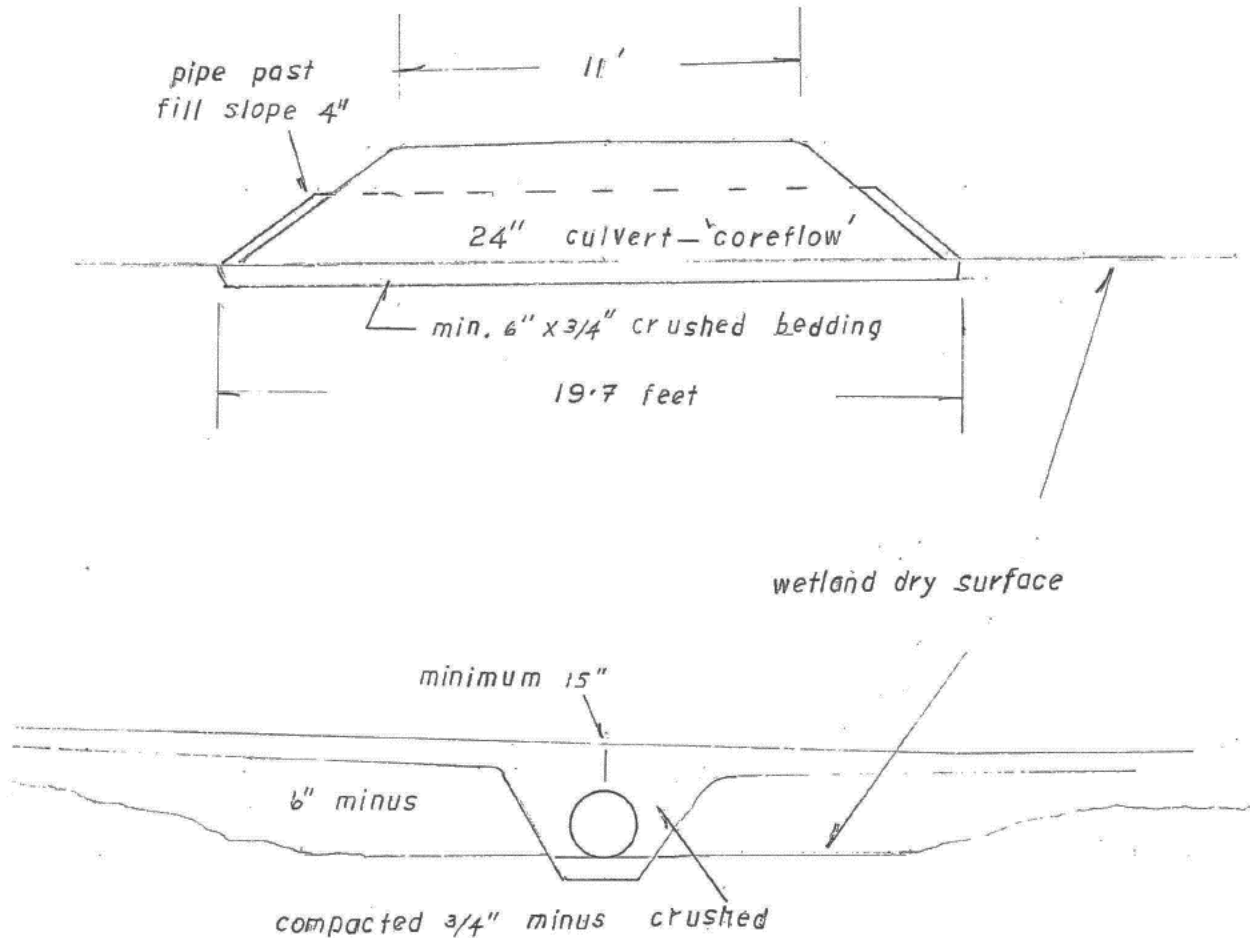
**Schedule 3**  
**Stream Crossing Details**  
**(3 of 5)**



Schedule 3  
Stream Crossing Details  
(4 of 5)



**Schedule 3**  
**Stream Crossing Details**  
**(5 of 5)**



WETLANDS 1 & 2 — TYPICAL

refer to: — site map dated — 2018-09-14

— pages 6 & 7 R.A.R report-2019-01-02

by Adam Compton E.D.I.

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

**FROM:** Stephen Boogaards  
Planner      **FILE:** PL2019-072

**SUBJECT:** Development Permit with Variance Application No. PL2019-072  
585 Wain Road – Electoral Area G  
Lot 6, District Lot 128, Nanoose District, Plan 31732

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## **RECOMMENDATIONS**

1. That the Board approve Development Permit with Variance No. PL2019-072 to permit the construction of an addition to the dwelling unit and the accessory building subject to the terms and conditions outlined in Attachment 2.
2. That the Board direct staff to complete the required notification for Development Permit with Variance No. PL2019-072.

## **SUMMARY**

The applicants have applied for a development permit with variance to construct an addition onto the dwelling unit and onto an existing accessory building. Due to the current configuration of the dwelling, accessory building and driveway, an addition for a garage and carport would be situated within the side yard setback to the property line. A variance would permit the functional use of the development as a garage and carport. For a rural lot, the property is also relatively small and narrow. Given the location of the property within the Englishman River floodplain, the applicant has also provided a Geohazard Assessment to provide recommendations to ensure the development is protect from flood hazards. As the applicant has provided a suitable justification and no negative implications are anticipated from the 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 Schedules 1 to 3 of the draft development permit with variance included as Attachment 2.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Stephen Ingleton on behalf of David Boehr and Sharon Groenendyk to permit the contruction of an addition to the dwelling unit and an accessory building. The subject property is approximately 4,694 m<sup>2</sup> in area and is zoned Rural 1 (RU1) Zone, pursuant to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”. The property is located adjacent to other residential properties and is within the mapped Englishman River floodplain (see Attachment 1 – Subject Property Map).

The property contains a dwelling unit and garage and is serviced by a well and onsite sewage disposal. The existing garage is located 2.0 metres from the southern property line, and was approved through Development Variance Permit No. 118 in 1991.

The proposed development is subject to the Hazard Lands Development Permit Area (DPA) as per the “Regional District of Nanaimo Electoral Area G Official Community Plan Bylaw No. 1540, 2008”.

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

The proposed development includes the construction of a bedroom addition and carport addition onto the dwelling, and for an addition to the existing garage. The applicant proposes to vary the following regulations from the “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”:

1. **Section 3.4.81 – Minimum Setback Requirements** to reduce the required setback from 8.0 metres to 2.3 metres for the attached carport.
2. **Section 3.4.81 – Minimum Setback Requirements** to reduce the required setback from 8.0 metres to 1.9 metres for the addition to the existing garage.

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

The proposed carport addition to the dwelling unit and addition onto the accessory building will require a variance to the 8.0 metre side yard lot line setback. “RDN Board Policy B1.5 Development Variance Permit, Development Permit with Variance and Flood Exemption Application Evaluation” requires that an applicant demonstrate that a variance is necessary and to provide an acceptable land use justification. With respect to this requirement, the applicant has identified that the location of the existing accessory building was previously approved in 1991 and that both additions would permit more efficient use of the property in terms of access, heating and use of the building space. The proposal also takes into consideration the location of the existing well and water lines to the dwelling. Due to the angle of the existing accessory building, an addition would be within 1.9 metres to the property line rather than 2.0 metres approved for the existing building.

The applicant’s justification demonstrates that the proposed location of the accessory building and carport additions consider the current configuration of the dwelling and driveway for the functional vehicle access compared with other locations on the property. The justification also considers the relatively smaller size of the lot for a rural property, which was a consideration in the variance issued in 1991. If the lot was 4,000 m<sup>2</sup>, the setback in the RU1 zone would be reduced to 2.0 metres, whereas the property size is 4,694 m<sup>2</sup>. Given the considerations of access, well location, building configuration and lot size, the applicant has provided sufficient rationale and has made reasonable efforts to address Policy B1.5 guidelines.

Given the property’s location within the Englishman River floodplain and the Hazard Lands DPA, the applicant has also submitted a Geohazard Assessment by Base Geotechnical Inc., dated June 14, 2019. The assessment reviewed conditions on the property and provided recommendations to ensure that the proposed construction would be safe for its intended use. The assessment identified that although it is within the floodplain, it is topographically higher than the Flood Construction Level (FCL), due to its location on a historic gravel bar. After



consideration of the impact of climate change on peak flows in the river, the assessment determines that an additional 0.5 metres will be required in addition to the mapped FCL of 12.25 metres Geodetic Survey of Canada datum (GSC) to protect minimum floor elevations and other vulnerable portions of structure. An FCL of 12.75 metres GSC would provide level of safety of 10% in 50 years which is equivalent to the 1 in 500 year flood.

The underside of the floor joists for the dwelling are 13.27 metres GSC and the garage slab is 13.10 metres GSC, which would comply with the minimum FCL identified in the assessment. Given the location within the mapped floodplain, as a condition of the development permit with variance, the assessment will be registered on the property title as a covenant, saving the RDN harmless from all losses or damages to life or property as a result of the hazardous condition (see Attachment 2 Schedule 1 – Terms and Conditions of Permit).

### ***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. PL2019-072 subject to the terms and conditions outlined in Schedules 1 to 3 of Attachment 2.
2. To deny Development Permit with Variance No. PL2019-072.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC PLAN IMPLICATIONS**

The proposed development has been reviewed and has no implications for the 2019 – 2022 Board Strategic Plan.



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Stephen Boogaards  
sboogaards@rdn.bc.ca  
June 20, 2019

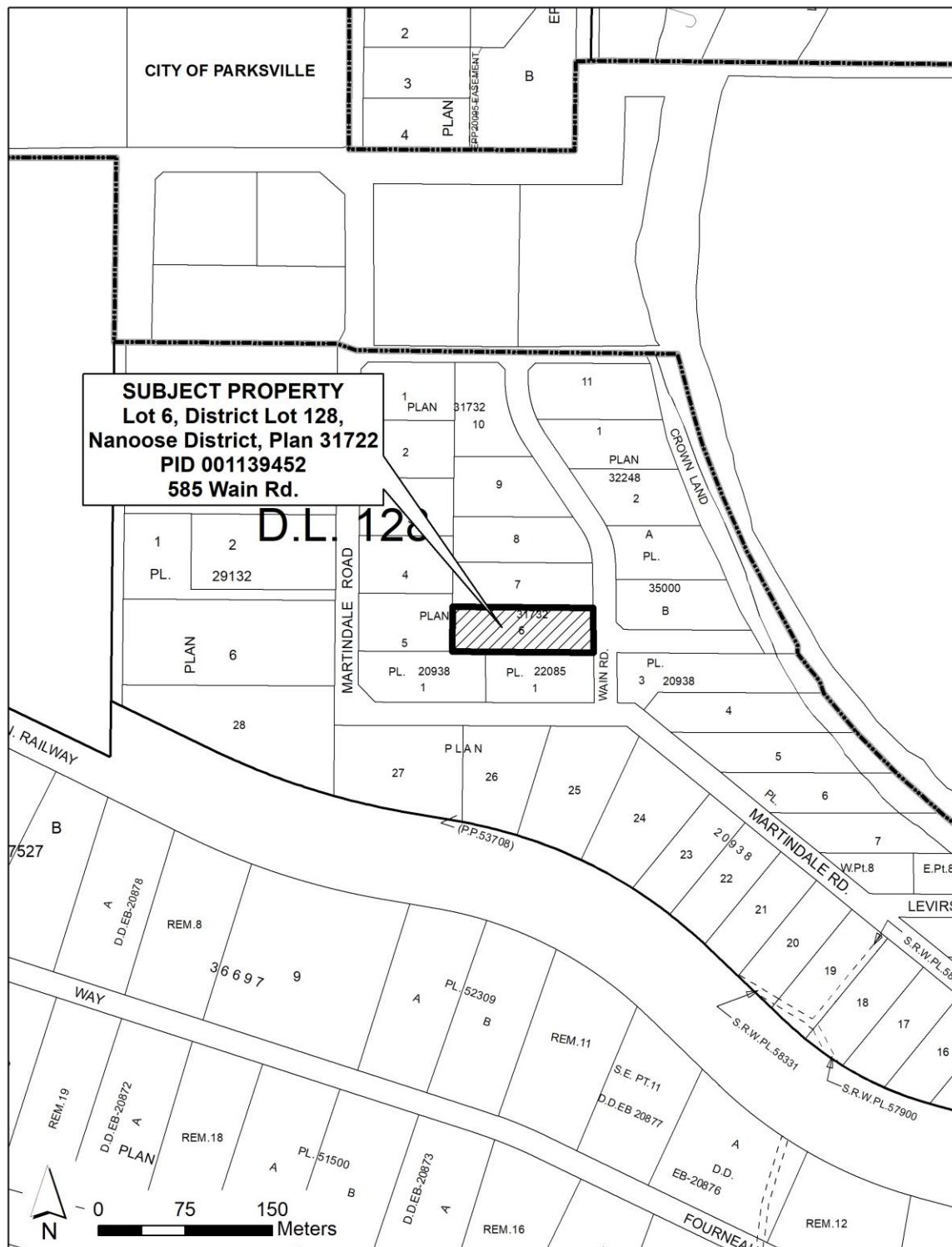
Reviewed by:

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


Attachments:

1. Subject Property Map
2. Draft Development Permit with Variance

## Attachment 1 Subject Property Map



**Attachment 2**  
**Draft Development Permit with Variance**

 <p><b>REGIONAL DISTRICT OF NANAIMO</b></p>	<p><b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b></p> <p><b>6300 Hammond Bay Road, Nanaimo, BC V9T 6N2</b> <b>250-390-6510 or 1-877-607-4111</b> <a href="http://www.rdn.bc.ca">www.rdn.bc.ca</a></p> <p><b>DEVELOPMENT PERMIT with VARIANCE NO. PL2019-072</b></p>
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**To:** ("Permittee") David Richard Boehr and Sharon Leslie Groenendyk

**Mailing Address:** c/o Stephen Ingleton  
PO Box 248  
Qualicum Beach, BC V9K 1S8

1. Except as varied or supplemented by this permit, the development permit with variance is issued subject to compliance with all applicable bylaws and provincial and federal statutes and regulations.
2. This development permit with variance applies only to those lands within the Regional District of Nanaimo described below, and all buildings, structures and other development thereon:

**Legal Description:** Lot 6, Distric Lot 128, Nanoose District, Plan 31732 ("the Lands")

**Civic Address:** 585 Wain Road **P.I.D.:** 001-139-452

3. The Lands shall be developed strictly in accordance with the terms and conditions of this permit.
4. The Permittee as a condition of issuance of this permit agrees to comply with the terms and conditions of Schedule 1, which is attached to and forms part of this permit.
5. The Permittee as a condition of issuance of this permit agrees to develop the Lands, in substantial compliance with the plans and specifications included in Schedules 2 and 3, which are attached to and form part of this permit.
6. With respect to the Lands, "Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987" is varied as outlined in Schedules 1 to 3, which are attached to and form part of this permit.
7. Subject to the terms of the permit, if the holder of the permit does not substantially start construction with respect to which the permit was issued within two years after the date it is issued, the permit shall lapse in accordance with Section 504 of the *Local Government Act*.
8. This permit prevails over the provisions of the bylaw in the event of conflict.
9. Notice of this permit shall be filed in the Land Title Office at Victoria under Section 503 of the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the Lands affected by this permit.
10. This permit is not a building permit.

Authorizing Resolution to issue passed by the Board this XX<sup>th</sup> day of Month, 20XX.

## **Schedule 1**

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

The following sets out the terms and conditions of Development Permit with Variance No. PL2019-072:

#### Bylaw No. 500, 1987 Variances

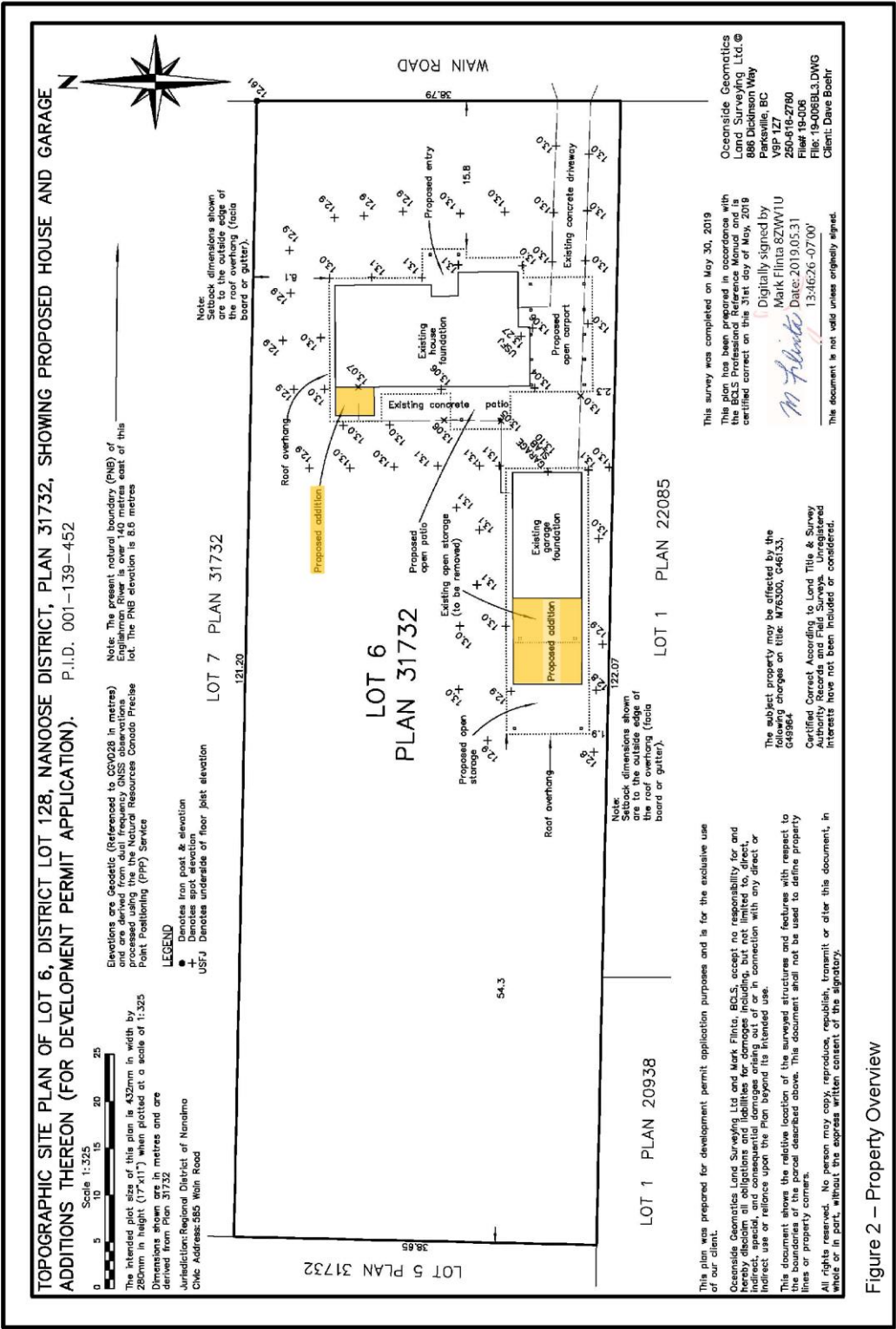
With respect to the lands, “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is varied as follows:

1. **Section 3.4.81 – Minimum Setback Requirements** to reduce the required setback from 8.0 metres to 2.3 metres for the attached carport.
2. **Section 3.4.81 – Minimum Setback Requirements** to reduce the required setback from 8.0 metres to 1.9 metres for the addition to the existing garage.

#### Conditions of Approval

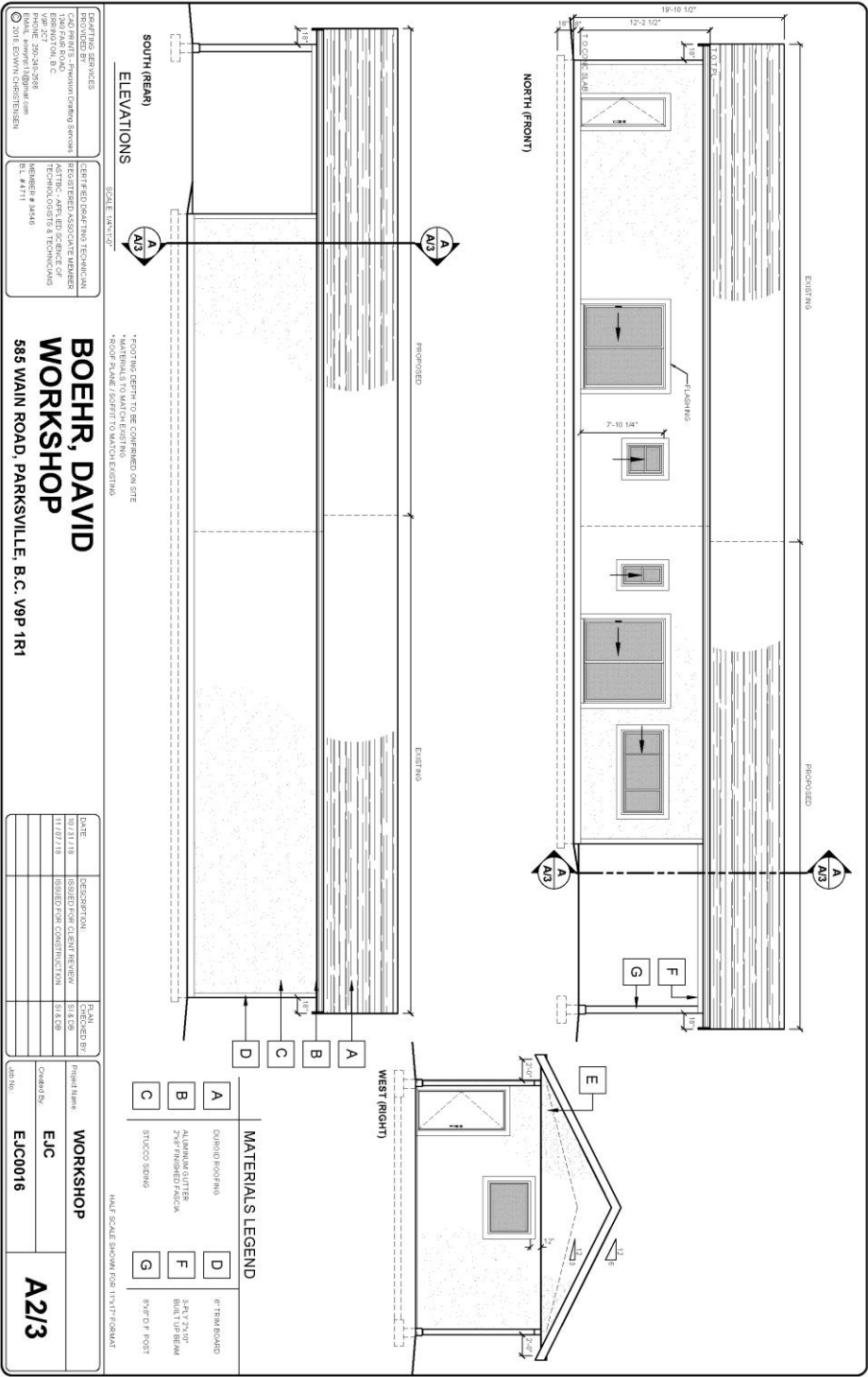
1. The site is developed in accordance with the Site Plan prepared by Base Engineering and Oceanside Geomatics Land Surveying Ltd. dated May 30, 2019 and attached as Schedule 2.
2. The proposed development is in general compliance with the plans and elevations prepared by CAD Prints – Precision Drafting Services dated March 29, 2019 and attached as Schedule 3.
3. The subject property shall be developed in accordance with the recommendations contained in the Geohazard Assessment prepared by Base Geotechnical Inc. dated June 14, 2019.
4. The issuance of this Permit shall be withheld until the applicant, at the applicant’s expense, registers a Section 219 Covenant on the property title containing the Geohazard Assessment prepared by Base Geotechnical Inc., dated June 14, 2019 and includes a save harmless clause that releases the Regional District of Nanaimo from all losses and damages as a result of the potential hazard.
5. The property owner shall obtain the necessary permits for construction in accordance with Regional District of Nanaimo Building Regulations.

Schedule 2  
Site Plan (Page 1 of 2)



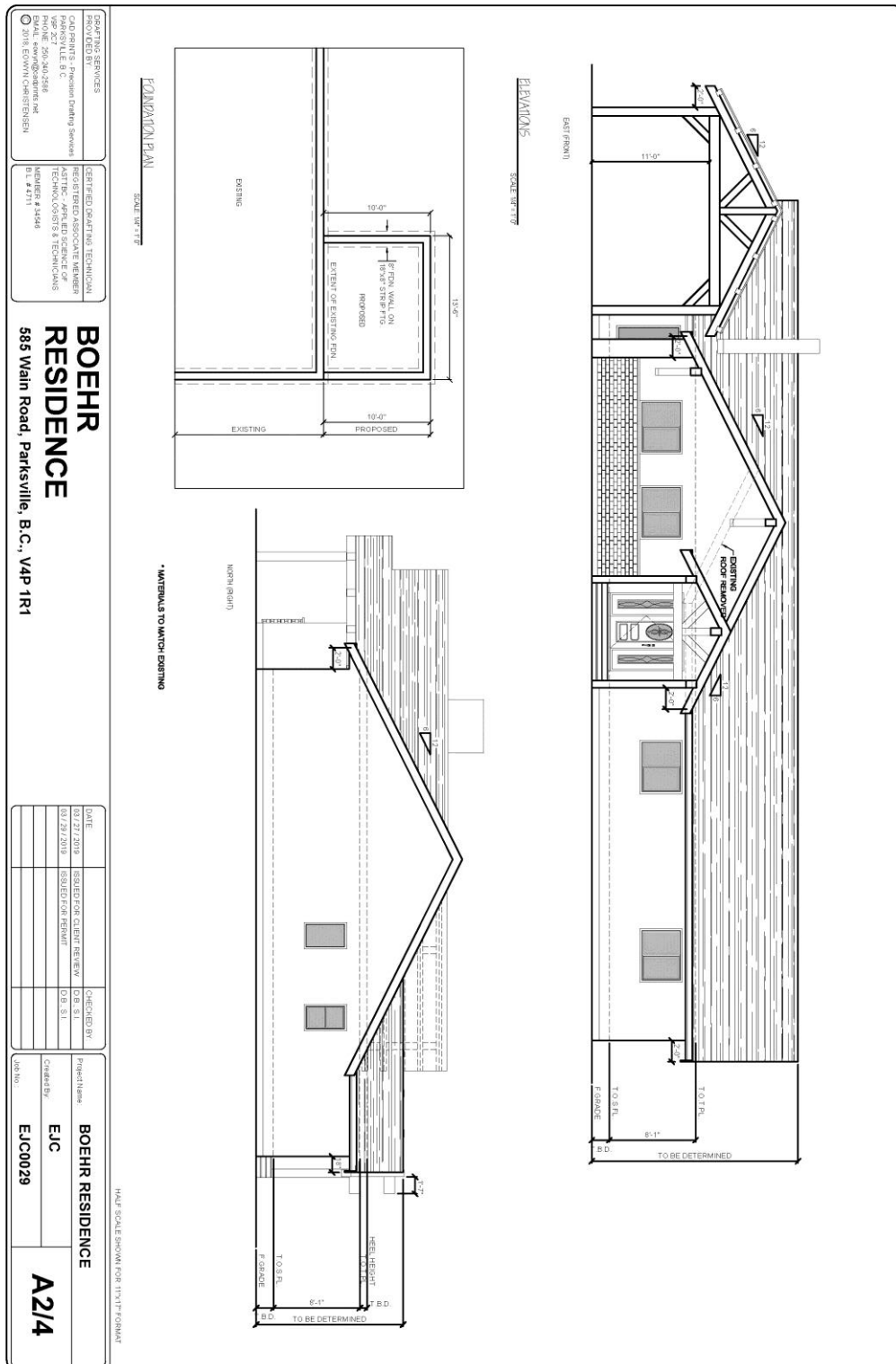


Schedule 3  
Building Plans and Elevations (Page 1 of 2)





**Schedule 3**  
**Building Plans and Elevations (Page 2 of 2)**



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

**FROM:** Jeannie Bradburne                      **FILE:** 1760-20  
Director of Finance

**SUBJECT:** Southern Community Sewer Secondary Treatment Capital Improvements –  
Security Issuing Bylaw 1793

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### **RECOMMENDATIONS**

1. That “Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019” be introduced and read three times.
2. That “Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019 be adopted.

### **SUMMARY**

The Board adopted the Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756 at the June 27, 2017 Board meeting to ensure borrowing authority is provided for the Greater Nanaimo Pollution Control Centre secondary treatment project in accordance with the 2017-2021 Financial Plan.

The loan authorization bylaw was issued for \$48 million. Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1762, 2017 provided authority to secure long term borrowing of \$15 million. Prior to Bylaw 1793, \$33 million remains to be borrowed as long term debt.

As the project progresses, additional borrowing is required. Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019 will provide for \$15 million of long term borrowing. This will leave \$18 million still to be borrowed as the project completes.

### **BACKGROUND**

Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756 authorized borrowing of \$48 million towards the Southern Community Sewer Secondary Treatment Capital Improvements. To date, \$15 million has been borrowed for long term borrowing and \$15 million has been authorized for temporary borrowing.

There is \$31 million budgeted in 2019 to complete the project. To date, \$61 million has been expended on the secondary treatment improvements. The additional borrowing of \$15 million will provide the financing required to continue construction on this project. Additional borrowing will occur as the project completes.

## ALTERNATIVES

1. That “Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019” be introduced and read three times.
2. That “Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019 be adopted.
3. That the Board provide alternative direction.

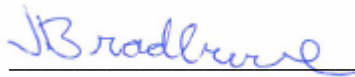
## FINANCIAL IMPLICATIONS

The 2019-2023 Financial Plan includes the borrowing and the repayment of the debt for the secondary treatment capital project. The City of Nanaimo and the District of Lantzville are the participants in the Southern Community Sewer Local Service.

The loan authorization bylaw was issued for \$48 million. The project construction is currently underway with \$61 million spent to date. \$15 million was previously drawn upon in 2017 and an additional \$15 million is required at this time to continue to fund the project.

## STRATEGIC PLAN IMPLICATIONS

This report relates to the Regional District’s values of Fiscal Responsibility and Good Governance.



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Jeannie Bradburne  
[jbradburne@rdn.bc.ca](mailto:jbradburne@rdn.bc.ca)  
June 20, 2019

### Reviewed by:

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

### Attachments:

1. Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019
2. Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756, 2017
3. Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1762, 2017

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1793**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN  
AGREEMENT RESPECTING FINANCING BETWEEN THE  
REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL  
DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY  
OF BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

<b>Regional District</b>	<b>L/A Bylaw No.</b>	<b>Purpose</b>	<b>Amount Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue (Yrs.)</b>	<b>Amount of Issue</b>
Nanaimo	1756	Southern Community Sewer Local Service Secondary Treatment Capital Improvements	\$48,000,000	\$15,000,000	\$33,000,000	20	\$15,000,000

Total Financing pursuant to Section 411 \$15,000,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Fifteen Million Dollars (\$15,000,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chair and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756, the anticipated revenues accruing to the Regional District from the operation of the said Southern Community Sewer Local Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019".

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

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

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CHAIR

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CORPORATE OFFICER

Schedule 'A' to accompany "Southern  
Community Sewer Local Service Secondary  
Treatment Capital Improvements Security  
Issuing Bylaw No. 1793, 2019".

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

C A N A D A  
PROVINCE OF BRITISH COLUMBIA  
AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ in lawful money of Canada, together with interest thereon from the \_\_\_\_\_, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_ British Columbia, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1793 cited as "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1793, 2019", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chair and the Director of Finance thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1756**

**A BYLAW TO AUTHORIZE THE BORROWING OF  
FORTY EIGHT MILLION DOLLARS (\$48,000,000)  
FOR THE SOUTHERN COMMUNITY SEWER LOCAL SERVICE**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Southern Community Sewer Local Service pursuant to Bylaw No. 888, cited as "Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993" for the purpose of collection, conveyance, treatment and disposal of sewage;

AND WHEREAS the Regional District wishes to undertake and carry out secondary treatment capital improvement and upgrades requirements to the Greater Nanaimo Pollution Control Centre (the "Works");

AND WHEREAS the Regional District Liquid Waste Management Plan has been approved by the Minister under section 24(5) of the *Environmental Management Act* and the borrowing authority to implement the Liquid Waste Management Plan does not require approval of the electors;

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, is the sum of Forty Eight Million Dollars (\$48,000,000);

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:

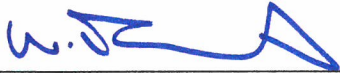
1. This bylaw may be cited for all purposes as the "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756, 2017".
2. The Regional District is hereby empowered and authorized to borrow funds to undertake and carry out or cause to be carried out the secondary treatment capital improvement and upgrades requirements to the sewage collection, treatment and disposal system of the Greater Nanaimo Pollution Control Centre.
3. The total amount to be borrowed under the authority of this bylaw shall not exceed Forty Eight Million Dollars (\$48,000,000).
4. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
5. The borrowing authorized relates to the Southern Community Sewer Local Service established pursuant to Bylaw No. 888, cited as "Regional District of Nanaimo Southern Community Sewer Local Service Conversion Bylaw No. 888, 1993".



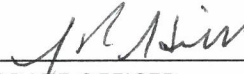
Introduced and read three times this 11th day of April, 2017.

Received the approval of the Inspector of Municipalities this 7th day of June, 2017.

Adopted this 27th day of June, 2017.



CHAIRPERSON



CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1762**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN  
AGREEMENT RESPECTING FINANCING BETWEEN THE  
REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL  
DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY  
OF BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1756	Southern Community Sewer Local Service Secondary Treatment Capital Improvements	\$48,000,000	Nil	\$48,000,000	20	\$15,000,000

Total Financing pursuant to Section 411

\$15,000,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Fifteen Million Dollars (\$15,000,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chair and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Southern Community Sewer Local Service Secondary Treatment Capital Improvements Loan Authorization Bylaw No. 1756, the anticipated revenues accruing to the Regional District from the operation of the said Southern Community Sewer Local Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1762, 2017".

Introduced and read three times this 25th day of July, 2017.

Adopted this 22nd day of August, 2017.



CHAIR

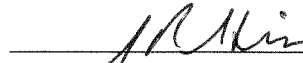


CORPORATE OFFICER

Schedule 'A' to accompany "Southern  
Community Sewer Local Service Secondary  
Treatment Capital Improvements Security  
Issuing Bylaw No. 1762, 2017".



Chair



Corporate Officer

C A N A D A  
PROVINCE OF BRITISH COLUMBIA  
AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ in lawful money of Canada, together with interest thereon from the \_\_\_\_\_, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_ British Columbia, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1762 cited as "Southern Community Sewer Local Service Secondary Treatment Capital Improvements Security Issuing Bylaw No. 1762, 2017", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chair and the Director of Finance thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia

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

**FROM:** Jeannie Bradburne                      **FILE:** 1760-20  
Director of Finance

**SUBJECT:** Nanoose Bay Peninsula Water Service Area Capital Improvements – Temporary  
Borrowing Bylaw 1794

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### **RECOMMENDATIONS**

1. That “Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019” be introduced and read three times.
2. That “Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019” be adopted.

### **SUMMARY**

The Board adopted the Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014 at the November 25, 2014 Board meeting to ensure borrowing authority was provided for the Nanoose Bay Peninsula Water Service Area in accordance with the Financial Plan. This bylaw authorized the borrowing of \$2,600,000.

Of the \$2,600,000, \$907,200 has been authorized by means of security issuing bylaws, and a further \$350,000 has been authorized for temporary borrowing. The balance of \$1,342,800 has not yet been acted on.

Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019 will provide the authority to interim finance the balance of the \$2,600,000 that has been authorized.

### **BACKGROUND**

Regional Districts can borrow by way of a Loan Authorization Bylaw. After adoption of a Loan Authorization Bylaw, a Regional District can proceed to Temporary Borrowing or Security Issuing.

A Loan Authorization Bylaw was approved on November 25, 2014 authorizing \$2,600,000 to be borrowed for Nanoose Bay Peninsula Water Service Area Capital Improvements. This amount has been acted upon as follows:

- Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015 authorized \$350,000 of long term debt on March 24, 2015.

- Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1750, 2016 authorized \$557,200 of long term debt on August 23, 2016.
- Nanoose Bay Peninsula Water Service Area Capital Improvements Interim Financing Bylaw No. 1724, 2015 authorized \$350,000 of temporary borrowing on March 24, 2015.

A balance of \$1,342,800 has yet to be acted upon. The authority to borrow under Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014 for any part of the bylaw that has not already been used to secure either temporary borrowing or long term borrowing will expire on November 24, 2019<sup>1</sup>. Approval of Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019 will preserve the RDN's ability to borrow under the Loan Authorization Bylaw and provide for the ability to temporarily borrow for this work until such time that the project is complete. Once the work is complete the temporary financing will be converted into long term debenture debt by way of a security issuing bylaw.

## ALTERNATIVES

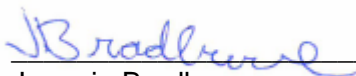
1. That "Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019" be introduced and read three times.
2. That "Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019" be adopted.
3. That the Board provide alternative direction.

## FINANCIAL IMPLICATIONS

Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019 will provide approval of temporary borrowing in the amount of \$1,342,800.

## STRATEGIC PLAN IMPLICATIONS

This report relates to the Regional District's values of Fiscal Responsibility and Good Governance.



Jeannie Bradburne  
[jbradburne@rdn.bc.ca](mailto:jbradburne@rdn.bc.ca)  
June 20, 2019

Reviewed by:

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

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<sup>1</sup> Local Government Act section 403 / Community Charter section 179

Attachments:

1. Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019
2. Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014
3. Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015
4. Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1750, 2016
5. Nanoose Bay Peninsula Water Service Area Capital Improvements Interim Financing Bylaw No. 1724, 2015



**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1794**

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING  
OF MONEY PENDING THE ISSUANCE OF SECURITIES  
WHICH HAVE BEEN AUTHORIZED**

WHEREAS pursuant to Section 409 of the *Local Government Act* a regional district may, where it has adopted a loan authorization bylaw, borrow temporarily without further assents or approvals, from any person under the conditions therein set out;

AND WHEREAS by "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" ("Bylaw No. 1714"), the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$2,600,000 for the purpose of undertaking and carrying out capital improvement and upgrades requirements to the water supply and distribution system;

AND WHEREAS the remaining authorized borrowing power under the said Bylaw No. 1714 stands at \$1,342,800;

AND WHEREAS the Board wishes to borrow temporarily before entering into long term debt;

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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$1,342,800 solely for the purposes specified in Bylaw No. 1714.
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chair and Director of Finance of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
4. This bylaw may be cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Temporary Borrowing Bylaw No. 1794, 2019".

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

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

\_\_\_\_\_  
CHAIR

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1714**

**A BYLAW TO AUTHORIZE THE BORROWING OF  
TWO MILLION SIX HUNDRED THOUSAND DOLLARS (\$2,600,000)  
FOR THE NANOOSE BAY PENINSULA WATER SERVICE AREA**

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") established the Nanoose Bay Peninsula Water Service Area pursuant to Bylaw No. 867, cited as "Nanoose Bay Peninsula Water Service Area Establishment Bylaw No. 867, 1992" for the purpose of operating works and facilities for the supply, storage, distribution and treatment of water in a portion of Electoral Area 'E';

AND WHEREAS the Board wishes to undertake and carry out capital improvement and upgrades requirements to the water supply and distribution system (the "Works");

AND WHEREAS the estimated cost of the Works, including expenses incidental thereto, is the sum of Two Million Six Hundred Thousand Dollars (\$2,600,000);

AND WHEREAS that 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 "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014".
2. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital improvement and upgrades requirements to the water supply and distribution system and without limiting the generality of the foregoing:
  - (a) to borrow upon the credit of the Regional District a sum not exceeding Two Million Six Hundred Thousand Dollars (\$2,600,000).
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.
4. The borrowing authorized relates to the Nanoose Bay Peninsula Water Service Area pursuant to Bylaw No. 867, cited as "Nanoose Bay Peninsula Water Service Area Establishment Bylaw No. 867, 1992".

Introduced and read three times this 22nd day of July, 2014.

Approved by the Inspector of Municipalities this 28th day of August, 2014.

Received the assent of the electors under section 801.2 of the *Local Government Act* this 15th day of November, 2014.

Adopted this 25th day of November, 2014.

  
CHAIRPERSON

  
CORPORATE OFFICER

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1723**

**A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN  
AGREEMENT RESPECTING FINANCING BETWEEN THE  
REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL  
DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY  
OF BRITISH COLUMBIA (THE "AUTHORITY")**

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 825 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1714	Nanoose Bay Peninsula Water Service Area Capital Improvements	\$2,600,000	Nil	\$2,600,000	20	\$350,000

Total Financing pursuant to Section 825 \$350,000

AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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

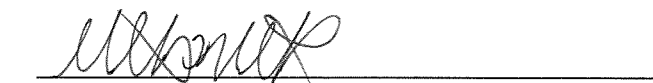
1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Three Hundred and Fifty Thousand Dollars (\$350,000) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, the anticipated revenues accruing to the Regional District from the operation of the said Nanoose Bay Peninsula Water Service Area are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.

8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority of British Columbia Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015".

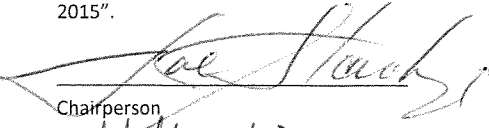
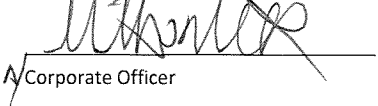
Introduced and read three times this 24th day of March, 2015.

Adopted this 24th day of March, 2015.

  
CHAIRPERSON

  
A/CORPORATE OFFICER

Schedule 'A' to accompany "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015".

  
Chairperson  
  
Corporate Officer

C A N A D A  
PROVINCE OF BRITISH COLUMBIA

AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ in lawful money of Canada, together with interest thereon from the \_\_\_\_\_, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_ British Columbia, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1723 cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1723, 2015", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia

## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1750

#### A BYLAW TO AUTHORIZE THE ENTERING INTO OF AN AGREEMENT RESPECTING FINANCING BETWEEN THE REGIONAL DISTRICT OF NANAIMO (THE "REGIONAL DISTRICT") AND THE MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (THE "AUTHORITY")

WHEREAS the Authority may provide financing of capital requirements for regional districts and for their member municipalities by the issue of debentures, or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

AND WHEREAS, pursuant to the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by the following Loan Authorization Bylaw, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder and the amount being issued under the authority thereof by this bylaw is as follows:

Regional District	L/A Bylaw No.	Purpose	Amount Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue (Yrs.)	Amount of Issue
Nanaimo	1714	Nanoose Bay Peninsula Water Service Area Capital Improvements	\$2,600,000	\$350,000	\$2,250,000	20	\$557,200

Total Financing pursuant to Section 411	<u>\$557,200</u>
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AND WHEREAS the Regional Board, by this bylaw, hereby requests that such financing shall be undertaken through the Authority;

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



1. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertakings at the sole cost and on behalf of the Nanaimo Regional District and its municipalities hereinbefore referred to, in Canadian Dollars or in such other currency or currencies as the Authority shall determine so that the amount realized does not exceed Five Hundred and Fifty Seven Thousand, Two Hundred Dollars (\$557,200) in Canadian Dollars and/or the equivalent thereto and at such interest and with such discounts or premiums and expenses as the Authority may deem consistent with the suitability of the money market for sale of securities of the Authority.
2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chairperson and Director of Finance of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements which said agreement or agreements shall be substantially in the form annexed hereto as Schedule 'A' and made part of this bylaw (such agreement or agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule 'A' shall be dated and payable in the principal amount or amounts of money in Canadian Dollars or as the Authority shall determine and subject to the *Local Government Act*, in such other currency or currencies as shall be borrowed by the Authority pursuant to Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligations incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signatures of the Chairperson and Director of Finance.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
7. If during the currency of the obligations incurred under the said Agreement to secure borrowings in respect of Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, the anticipated revenues accruing to the Regional District from the operation of the said Nanoose Bay Peninsula Water Local Service are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.


8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided however that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, and deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional District shall make provision to discharge such liability.
9. At the request of the Treasurer of the Authority and pursuant to Section 15 of the *Municipal Finance Authority Act*, the Regional District shall pay over to the Authority such sums and execute and deliver such promissory notes as are required pursuant to said Section 15 of the *Municipal Finance Authority Act*, to form part of the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1750, 2016".

Introduced and read three times this 23rd day of August, 2016.

Adopted this 23rd day of August, 2016.




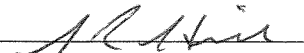
CHAIRPERSON



CORPORATE OFFICER

Schedule 'A' to accompany "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1750, 2016".

  
Chairperson

  
Corporate Officer

C A N A D A  
PROVINCE OF BRITISH COLUMBIA

AGREEMENT  
REGIONAL DISTRICT OF NANAIMO

The Regional District of Nanaimo (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Victoria, British Columbia, the sum of \_\_\_\_\_ in lawful money of Canada, together with interest thereon from the \_\_\_\_\_, at varying rates of interest, calculated semi-annually in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the table appearing on the reverse hereof commencing on the \_\_\_\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

Dated at \_\_\_\_\_ British Columbia, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 1750 cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Security Issuing Bylaw No. 1750, 2016", this Agreement is sealed with the Corporate Seal of the Regional District and signed by the Chairperson and the Director of Finance thereof.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Director of Finance

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any court of the Province of British Columbia.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Inspector of Municipalities of British Columbia

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1724

**A BYLAW TO AUTHORIZE TEMPORARY BORROWING  
OF MONEY PENDING THE ISSUANCE OF SECURITIES  
WHICH HAVE BEEN AUTHORIZED**

WHEREAS pursuant to Section 823.2 of the *Local Government Act* a regional district may, where it has adopted a loan authorization bylaw, borrow temporarily without further assents or approvals, from any person under the conditions therein set out;

AND WHEREAS by "Nanoose Bay Peninsula Water Service Area Capital Improvements Loan Authorization Bylaw No. 1714, 2014" ("Bylaw No. 1714"), the Board of the Regional District of Nanaimo was authorized to borrow upon the credit of the Regional District a sum not exceeding \$2,600,000.00 for the purpose of undertaking and carrying out capital improvement and upgrades requirements to the water supply and distribution system;

AND WHEREAS the remaining authorized borrowing power under the said Bylaw No. 1714 stands at \$2,600,000.00;

AND WHEREAS the Board wishes to borrow temporarily before entering into long term debt;


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

1. The Board of the Regional District of Nanaimo is hereby authorized and empowered to borrow temporarily from any person or body corporate, sums not exceeding \$350,000.00 solely for the purposes specified in Bylaw No. 1714.
2. The form of obligations, to be given to the lender in acknowledgement of the liability of the said Regional District Board shall be a promissory note, or notes, bearing the Corporate Seal of the Regional District of Nanaimo and signed by the Chairperson and Director of Finance of the Regional District.
3. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
4. This bylaw may be cited as "Nanoose Bay Peninsula Water Service Area Capital Improvements Interim Financing Bylaw No. 1724, 2015".

Introduced and read three times this 24th day of March, 2015.

Adopted this 24th day of March, 2015.

  
CHAIRPERSON

  
CORPORATE OFFICER

**TO:** Committee of the Whole**MEETING:** July 9, 2019**FROM:** Courtney Simpson  
Senior Planner**FILE:** 6780-30**Subject:** Bylaw Amendments Related to Enforcement of Development Permit Areas

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**RECOMMENDATIONS**

1. That the report for the public hearing held on June 18, 2019 for “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426” be received.
2. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426” be read a third time.
3. That “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426” be adopted.
4. That “Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019” be introduced and read three times.
5. That “Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019” be adopted.

**SUMMARY**

To allow for enforcement of development permit areas to be undertaken through the Bylaw Dispute Adjudication System in all electoral areas except for Electoral Area F, amendments to “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” and the “Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019” are required. These amendments are related to implementation of the Development Permit and Temporary Use Permit Area Standardization Project that was completed in 2018.

For “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, the amendment bylaw was introduced and given first and second reading on May 28, 2019, and proceeded to public hearing on June 18, 2019. It is recommended that “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426” be considered for third reading and adoption, and “Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019” be considered for three readings and adoption.

**BACKGROUND**

The Regional District of Nanaimo (RDN) recently completed a project to standardize development permit areas (DPA) for a number of purposes, one of which was to expand options for enforcement. There is now a requirement to include a penalty for DPA contraventions in the

RDN Bylaw Notice Bylaw No. 1786, 2019, a bylaw that establishes the Bylaw Dispute Adjudication System for the RDN. Amendments are also required to the zoning bylaw to add two policies related to enforcement of DPA contraventions. For Electoral Area F where these amendments are not proceeding, options for enforcement of the Freshwater and Fish Habitat DPA (the only DPA in Electoral Area F) remain seeking voluntary compliance, injunctive relief, or through the courts. These options are much more costly in legal fees and in staff time, and less effective for minor infractions.

Amendment Bylaw No. 500.426 was introduced and given first and second reading on May 28, 2019. This was followed by a public hearing on June 18, 2019. The summary of the public hearing is attached for the Board's consideration (Attachment 1 – Summary of Public Hearing). One submission was received prior to the public hearing (Attachment 2 – Public Hearing Submission). There were no members of the public who attended the public hearing.

Following the close of the public hearing no further submissions or comments from the public or interested persons can be accepted by members of the Board, as established by legal precedent. Having received the minutes of the public hearing eligible Board members may vote on the Bylaw.

## **ALTERNATIVES**

1. To receive the report of the public hearing and give third reading to, and adopt “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426”, and give three readings to, and adopt “Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019”.
2. To receive the report of the public hearing and provide alternate direction to staff.

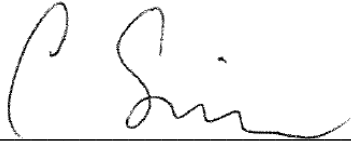
## **FINANCIAL IMPLICATIONS**

These bylaw amendments extend the efficiencies of the Bylaw Adjudication System, to DPA infractions in all electoral areas except Electoral Area F. Bylaw Notices and the Bylaw Dispute Adjudication System create efficiencies that will save time and money regardless of the number of tickets that are disputed. The primary savings are realized in not requiring legal counsel to handle court prosecutions, and the reduced staff time to seek voluntary compliance.

## **STRATEGIC PLAN IMPLICATIONS**

Growth Management - Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.

These bylaw amendments enable effective land use planning by enabling application of the Bylaw Dispute Adjudication System to development permit infractions in all electoral areas except for Electoral Area F.



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Courtney Simpson  
[csimpson@rdn.bc.ca](mailto:csimpson@rdn.bc.ca)  
June 19, 2019

Reviewed by:

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

Attachments:

1. Summary of Public Hearing
2. Public Hearing Submission
3. "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.426"
4. "Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019"

**Summary of the Public Hearing  
Held at RDN Board Room  
6300 Hammond Bay Road, Nanaimo  
Tuesday, June 18<sup>th</sup>, 2019 at 6:00 pm  
To Consider Regional District of Nanaimo Land Use and Subdivision  
Amendment Bylaw No. 500.426, 2019**

*Note: This report is not a verbatim recording of the proceedings but a summary of the comments of those in attendance at the Public Hearing.*

**PRESENT:**

Bob Rogers, RDN	Chair, Electoral Area E Director
Vanessa Craig, RDN	Director, Electoral Area B
Maureen Young, RDN	Director, Electoral Area C
Leanne Salter, RDN	Director, Electoral Area F
Clarke Gourlay, RDN	Director, Electoral Area G
Steven Young, RDN	Alternate Director, Electoral Area H
Courtney Simpson, RDN	Senior Planner
Paul Thompson, RDN	Manager, Current Planning
Tom Armet, RDN	Manager, Building and Bylaw Services

No members of the public attended the meeting.

The Chair called the hearing to order at 6:12 pm, and introduced those present representing the Regional District, and outlined the procedures to be followed during the hearing.

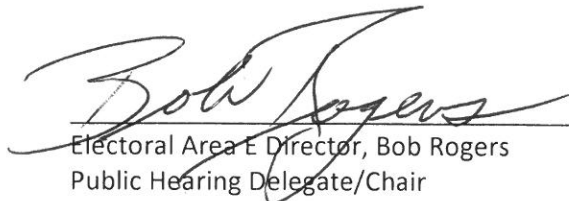
As there were no members of the public in attendance, the Chair adjourned the Public Hearing at 6:14 pm.

Certified fair and accurate this 19th day of June 2019.



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Courtney Simpson  
Recording Secretary



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Electoral Area E Director, Bob Rogers  
Public Hearing Delegate/Chair



## ATTACHMENT 2 - PUBLIC HEARING SUBMISSION

**From:** [CJR](#)  
**To:** [Simpson, Courtney](#)  
**Cc:** [McLean, Stuart](#)  
**Subject:** RDN Bylaw 500.426  
**Date:** Wednesday, June 12, 2019 4:24:11 PM

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**Caution:** This email is from an **external source**. Do not click links or open attachments unless you recognize the sender and know the content is safe.

We have a fish bearing Creek (Domay Creek) in front of our property and a heron rookery in back of our property with a unoccupied lot to the east of our property. As of September of this year the lot owners are going to start building a 2 story house on this lot. On June 7th, Todd Manning of Canadian Wildlife Services spoke to us saying there were 19 active nests in 2017. He will be back to count the birds and nests in the next 2 weeks.

We are hoping that Bylaw 500.426 will offer some protection for the wildlife in our area.

In the past variances have been granted with many objections in the neighbourhood. Hopefully this bylaw will offer more protection for the wildlife in our district.

Respectively Submitted,

Terry & Cynthia Riglin  
5094 Seaview Dr.  
Bowser, BC V0R 1G0

ATTACHMENT 3

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.426**

**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. 500.426, 2019”.
- B. “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987” is hereby amended as follows:

1. By deleting Section 3.2.2 and replacing with the following:

“No person shall construct, move or alter any building or structure so that:

- a) its site area is less than required;
- b) it encroaches on a setback required;
- c) its parcel coverage is greater than permitted;
- d) it is taller than permitted;
- e) its floor area ratio is greater than permitted;
- f) the land exceeds the total number of units, buildings or structures permitted by the zone in which the building or structure is located, as designated in the schedules to this Part.”

2. By adding section 5.2 as follows:

**“5.2 Enforcement**

5.2.1 If a development permit is required under section 5.1.1 to 5.1.21, inclusive, of this bylaw, no person shall commence, authorize or permit the commencement of an activity for which a development permit is required without first obtaining a development permit for that activity.

5.2.2 Any person who contravenes section 5.2 of this bylaw commits an offence and is liable on summary conviction to a fine of not more than \$10,000, imprisonment for up to six months, or both.”

3. By amending the table of contents in Part 5 to add “5.2 Enforcement”.

Introduced and read two times this 28th day of May, 2019.

Public Hearing held pursuant to Section 464 of the *Local Government Act* this 18th day of June, 2019.

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

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

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CHAIR

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CORPORATE OFFICER

## ATTACHMENT 4

### REGIONAL DISTRICT OF NANAIMO BYLAW NO. 1786.02

#### A BYLAW TO AMEND THE BYLAW NOTICE BYLAW

**WHEREAS** the Board of the Regional District of Nanaimo adopted “Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019”;

**AND WHEREAS** the Board of the Regional District of Nanaimo wishes to amend the Bylaw Notice Bylaw to include penalties for offences committed under the Cross Connection Control Regulation Bylaw;

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

#### 1. CITATION

This Bylaw may be cited as the "Regional District of Nanaimo Bylaw Notice Amendment Bylaw No. 1786.02, 2019".

#### 2. AMENDMENT

“Regional District of Nanaimo Bylaw Notice Bylaw No. 1786, 2019” is amended by inserting the following two rows at the bottom of the table in Schedule 26:

5.2.1	Unlawful commencement of DPA activity	\$500.00	\$375.00	\$500.00
5.2.2	Breach of Permit Condition	\$500.00	\$375.00	\$500.00

#### 3. EFFECTIVE DATE

a) This Bylaw shall come into full force and effect upon adoption.

Introduced and read three times this XX day of XXXX, 2019.

Adopted this XX day of XXXX, 2019.

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CHAIR

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CORPORATE OFFICER

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**TO:** Transit Select Committee**MEETING:** July 11, 2019**FROM:** Erica Beauchamp  
Superintendent Transit Planning and  
Scheduling**FILE:** 8500-01-DOL**Subject:** District of Lantzville Request for Free Transit for Minetown Day - 2019

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**RECOMMENDATION**

That Lantzville's request for free transit services on the Route 11 Lantzville for 'Minetown Day' event held on Saturday September 7, 2019 be approved.

**SUMMARY**

The District of Lantzville has requested that RDN Transit provide free transit services on the 11 Lantzville route for the annual 'Minetown Day' event on Saturday, September 7, 2019.

The event is supported by a team of volunteers. By offering free transit for this event, it may encourage additional volunteers, and help reduce traffic congestion.

**BACKGROUND**

The District of Lantzville holds an annual 'Minetown Day' event and has requested transit services provide free travel along the 11 Lantzville route for this day. Providing an incentive for event goers and volunteers to utilize transit for travel to and from the event would help alleviate congestion within the District of Lantzville on the day of event, as well it will make the event more accessible to the residents of Lantzville.

The event is located in the District of Lantzville's Huddlestone Park, on Saturday, September 7, 2019, and includes events such as a pancake breakfast, parade and kids activities/rides.

The 11 Lantzville transit route, Attachment 1, operates from 6:39 am to 7:03 pm, a service span of approximately 12.5 hours. Average ridership per hour on the 11 Lantzville route is 18 rides/hour.

## ALTERNATIVES

1. That Lantzville's request for free transit services on the Route 11 Lantzville for 'Minetown Day' event held on Saturday September 7, 2019 be approved.
2. That alternate direction be provided.

## FINANCIAL IMPLICATIONS

Providing free transit on the 11 Lantzville route for its regular span of service of 12.5 hours, given an average hourly ridership of 15 rides/hour, would result in a cash revenue loss of approximately \$500.

## STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



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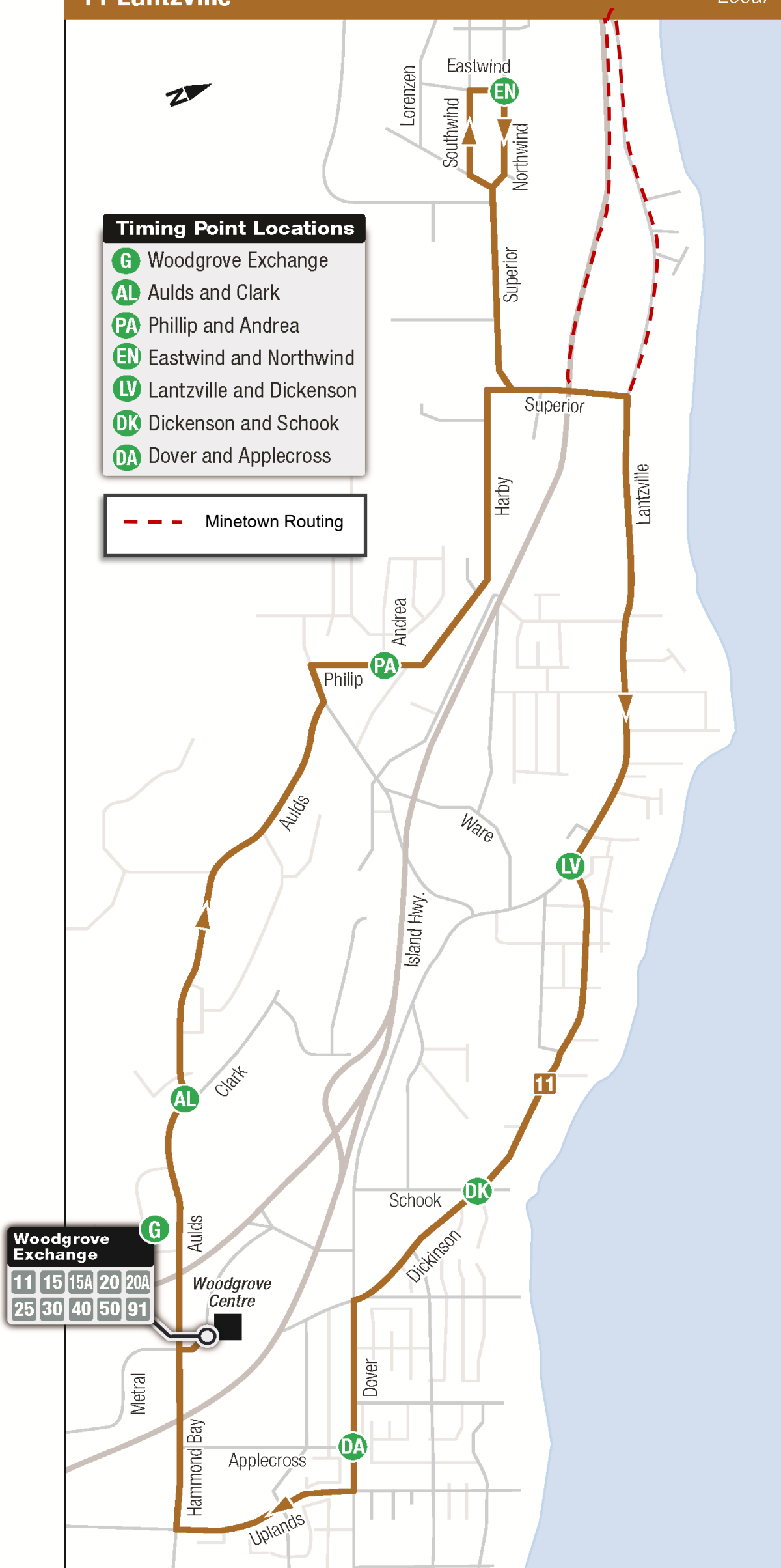
Erica Beauchamp  
[ebeauchamp@rdn.bc.ca](mailto:ebeauchamp@rdn.bc.ca)  
June 10, 2019

### Reviewed by:

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

### Attachment

1. 11 Lantzville and Event Bus Map



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

**FROM:** Angela Buick  
Planner      **FILE:** PL2018-092

**SUBJECT:** **Zoning Amendment Application No. PL2019-092**  
**2995 Ridgeway Road – Electoral Area C**  
**Amendment Bylaw No. 500.423, 2019 – Adoption**  
**Lot 1 of Section 11, Ranges 3 and 4 and of Section 12, Range 4, Mountain**  
**District, Plan 31326**

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## **RECOMMENDATION**

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

## **SUMMARY**

The proposed Amendment Bylaw No. 500.423 would amend the zoning of the subject property from Rural 1 (RU1), Subdivision District ‘D’ to RU1 Zone, Subdivision District ‘F’, to allow the subdivision of the subject property into two lots. The applicant has satisfied the conditions of approval for proposed “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019”.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from Douglas Holme of JE Anderson & Associates on behalf of David and Elaine Seymour to rezone the subject property to facilitate a two-lot subdivision. Amendment Bylaw No. 500.423 was introduced and given first and second reading on January 22, 2019 (see Attachment – Proposed Amendment Bylaw No. 500.432, 2019). A public hearing was waived in accordance with Section 467 of the *Local Government Act* as the proposal is consistent with the “Regional District of Nanaimo East Wellington – Pleasant Valley Official Community Plan Bylaw No. 1055, 1997.” Amendment Bylaw 500.423 subsequently received third reading on February 26, 2019.

As conditions of rezoning approval, and prior to the adoption of the bylaw, the applicant was required to complete the following:

1. The applicant shall register, at the applicant’s expense, a Section 219 Covenant on the property title requiring any new parcel created through subdivision to be 1.0 hectare or greater in area.



2. The applicant shall register, at the applicant's expense, a Section 219 Covenant on the property title to prohibit the subdivision of the new parcels.
3. The applicant shall register, at the applicant's expense, a Section 219 Covenant on the property title requiring the development of the land to occur in a manner consistent with the Preliminary Hydrological Assessment report prepared by GW Solutions Inc., dated June 5, 2018.
4. The applicant is required to register, at the applicant's expense, a Section 219 Covenant on the property title stating that the wells be constructed and tested, and a report from a Professional Engineer (registered in BC) be submitted to the Regional District of Nanaimo prior to final approval of subdivision in accordance with "Board Policy B1.21 – Groundwater – Application Requirements for Rezoning of Un-serviced Lands". No subdivision shall occur until such time that a report from a Professional Engineer (registered in BC) has been completed to the satisfaction of the Regional District of Nanaimo confirming that the wells have been pump tested and certified including well head protection, and that the water meets *Canadian Drinking Water Standards*.

The applicant has satisfied the conditions of approval. As such, the Bylaw is presented to the Board for consideration for adoption.

#### **ALTERNATIVES**

1. To adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019".
2. To not adopt "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019".



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Angela Buick  
abuick@rdn.bc.ca  
July 3, 2019

Reviewed by:

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

Attachment:

- Proposed Amendment Bylaw No. 500.423, 2019

**Attachment**  
**Proposed Amendment Bylaw No. 500.423, 2019**

**REGIONAL DISTRICT OF NANAIMO  
BYLAW NO. 500.423**

**A Bylaw to Amend Regional District of Nanaimo  
Land Use and Subdivision Bylaw No. 500, 1987**

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

- A. This Bylaw may be cited as “Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019”.
- B. The “Regional District of Nanaimo Land Use and Subdivision Bylaw No. 500, 1987”, is hereby amended as follows:

- 1. By rezoning the lands shown on the attached Schedule ‘1’ and legally described as

Lot 1 of Section 11, Range 3 and 4 and of Section 12, Range 4, Mountain District, Plan 31326  
from Rural 1 Zone Subdivision District ‘D’ to Rural 1 Zone Subdivision District ‘F’

Introduced and read two times this 22nd day of January, 2019.

Public Hearing waived in accordance with Section 464(2) of *The Local Government Act*.

Read a third time this 26th day of February 2019.

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

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Chair

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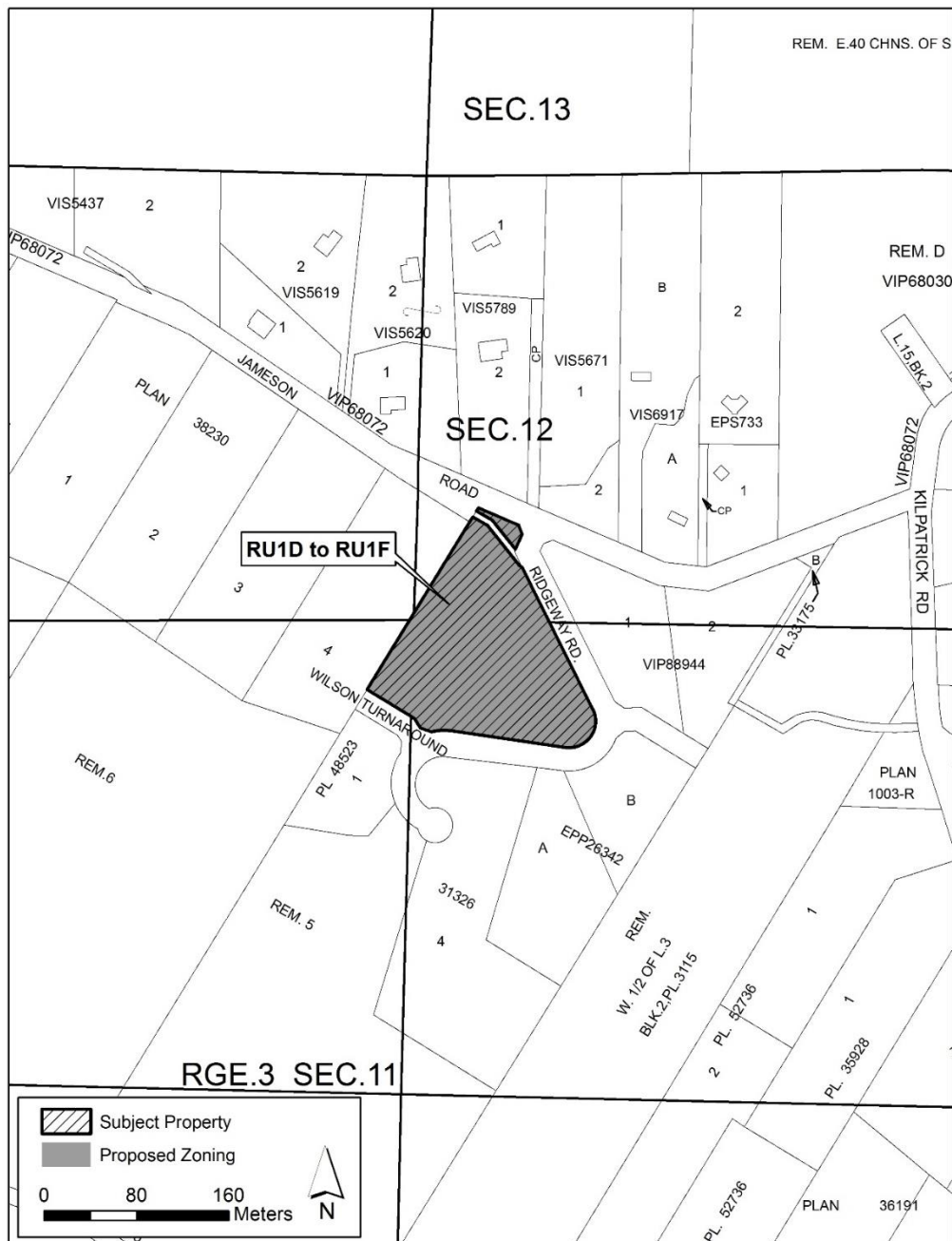
Corporate Officer

Schedule '1' to accompany "Regional District of Nanaimo Land Use and Subdivision Amendment Bylaw No. 500.423, 2019".

Chair

Corporate Officer

### Schedule '1'



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

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

**SUBJECT:** **Zoning Amendment Application No. PL2015-084**  
**Springhill and Angel Roads – Electoral Area F**  
**Amendment Bylaw 1285.32, 2019 – Third Reading**  
**Lots A – D, District Lot 103, Nanoose District, Plan EPP68815**

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## **RECOMMENDATION**

That the Board give third reading to “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019”.

## **SUMMARY**

The applicant proposes to increase the maximum lot coverage permitted in the 1805 Church Road (CD-1) zone in order to permit the subject properties to have a larger building footprint. A Public Information Meeting (PIM) was held on July 12, 2018. There were no members of the public in attendance. The Board at its June 25, 2019 meeting received the minutes of the PIM, gave first and second reading to the amendment bylaw, and waived the requirement to hold a Public Hearing in accordance with Section 464(2) of the *Local Government Act*. Notification of the Board’s intent to consider third reading of the Amendment Bylaw on July 23, 2019, has been completed pursuant to Section 467 of the *Local Government Act*.

The requirements set out in the Conditions of Approval are to be completed by the applicant prior to the Board’s consideration of the bylaw for adoption (see Attachment 1 – Conditions of Approval). As the notification requirements of the *Local Government Act* have been satisfied, it is recommended that “Regional District of Nanaimo Electoral Area ‘F’ Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019” (Bylaw 1285.32) be given third reading.

## **BACKGROUND**

The Regional District of Nanaimo (RDN) has received an application from J.E. Anderson and Associates on behalf of Springhill Holdings Ltd., T. Shepherd Holdings Ltd., 488395 BC Ltd., and Levesque Enterprises Ltd. to rezone four lots in order to increase the maximum lot coverage. If approved, the proposed rezoning would allow larger building footprints on the subject properties.

Amendment Bylaw No. 1285.32 was introduced and given first and second reading on June 25, 2019 (see Attachment 2). The Board waived the requirement for a Public Hearing in accordance with Section 464 of the *Local Government Act* as the proposal is consistent with the Electoral Area ‘F’ Official Community Plan.

### ***Procedural Considerations***

If a local government waives the holding of a public hearing under the *Local Government Act*, it must give notice of its intent to consider third reading of the bylaw in accordance with Section 467 of the *Act*. In order to meet the statutory notification requirements for the amendment bylaw, notification of the Board's intent to consider third reading of the bylaw at the regular Board meeting on July 23, 2019, was published on July 16 and 18, 2019 in the Parksville Qualicum Beach News. Notices were also mailed to owners and tenants in accordance with "Regional District of Nanaimo Development Approval Procedures and Notification Bylaw No. 1776, 2018".

As the Public Hearing was waived, any delegations wishing to speak to Bylaw 1285.32 must limit comments to matters related to the consistency of Bylaw 1285.32 with the Official Community Plan and the waiver of the Public Hearing. Delegations wishing to speak to other aspects of Bylaw 1285.32 should not be permitted.

### **ALTERNATIVES**

1. To give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019".
2. To not give third reading to "Regional District of Nanaimo Electoral Area 'F' Zoning and Subdivision Amendment Bylaw No. 1285.32, 2019" and to provide alternate direction.



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Greg Keller  
[gkeller@rdn.bc.ca](mailto:gkeller@rdn.bc.ca)  
July 4, 2019

Reviewed by:

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

Attachments:

1. Conditions of Approval
2. Proposed Amendment Bylaw No. 1285.32, 2019

## **Attachment 1 Conditions of Approval**

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

1. The applicant is required to register, at the applicant’s expense, a Section 219 Covenant on the property titles requiring that the development of the land occur in a manner consistent with the Desktop Aquifer Protection Assessment prepared by WSP Canada Inc. dated October 28, 2016 and which provides for the following:
  - a. Prior to the issuance of a Building Permit, the applicant shall submit a rain water management and aquifer protection plan prepared by a qualified Engineer or Geoscientist, to the satisfaction of the RDN, that includes measures for aquifer protection and recharge. Rain water management designs should include the following measures for storing rain water and encouraging infiltration:
    - i. Absorbent landscape soils a minimum of 30.0 centimetres in depth across the property.
    - ii. Permeable paving/permeable pavers.
    - iii. Native vegetation should be retained/replanted in contiguous clusters rather than in discontinuous patches.
    - iv. Bioswales or other agreed upon and engineered methods to store, filter, improve water quality, and infiltrate rain water.
    - v. Appropriate spill containment and response plan.
  - b. The following high water use activities shall not be permitted unless they are connected to an approved community water system:
    - i. Garment and textile manufacturing.
    - ii. Seafood canning and processing.
    - iii. Vegetable and fruit canning and processing.
    - iv. Aggregate production.
    - v. Food and beverage manufacturing.
    - vi. Water bottling, filtration, and purification.
    - vii. Primary metal, chemical, and petroleum manufacturing.
  - c. The owner agrees that no manufacturing, wash pads, or wash bays, or vehicle washing areas shall be established unless a water consumption and re-use plan is prepared by a qualified Engineer or other agreed upon qualified professional and is fully implemented concurrently with the establishment of the use.

2. That the applicant demonstrate a groundwater license for a non-domestic water use on each lot has been obtained in accordance with the *Water Sustainability Act*.
3. That the applicant demonstrate source approval for a potable water source on each lot has been obtained in accordance with the *Drinking Water Protection Act*, where applicable.
4. The applicant shall submit a landscaping security deposit in the amount of \$10,280.00.
5. The site is developed in accordance with the Replanting Sketch prepared by Vancouver Island Tree Service Ltd. and attached as Attachment 4 in the 1<sup>st</sup> and 2<sup>nd</sup> reading report dated June 11, 2019 using trees that meet or exceed the following standards:
  - a. Spacing is to be a maximum of 3.0 metres on centre.
  - b. Minimum pot size 15 gallons.
  - c. Minimum tree height 2.0 metres with a minimum diameter of 6.0 centimetres.
6. The applicant shall provide a voluntary community amenity contribution in the amount of \$17,500.00 to be earmarked for use towards water storage for firefighting purposes within the Errington Fire Protection Area.



**Attachment 2**  
**Proposed Amendment Bylaw No. 1285.32, 2019**

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

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

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

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

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

Introduced and read two times this 25th day of June, 2019.

Public Hearing waived pursuant to Section 464 (2) of the *Local Government Act*.

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

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

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

\_\_\_\_\_  
CHAIR

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

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**TO:** Regional District of Nanaimo Board      **MEETING:** July 23, 2019  
**FROM:** Tricia Mayea  
Legislative Coordinator      **FILE:** 0580-01  
**SUBJECT:** Freedom of Information and Protection of Privacy Act 2018 Overview

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## **RECOMMENDATION**

That the *Freedom of Information and Protection of Privacy Act* 2018 Overview report be received for information.

## **SUMMARY**

To update the Board on the number of Freedom of Information (FOI) requests received in 2018 and to provide some general statistics and information.

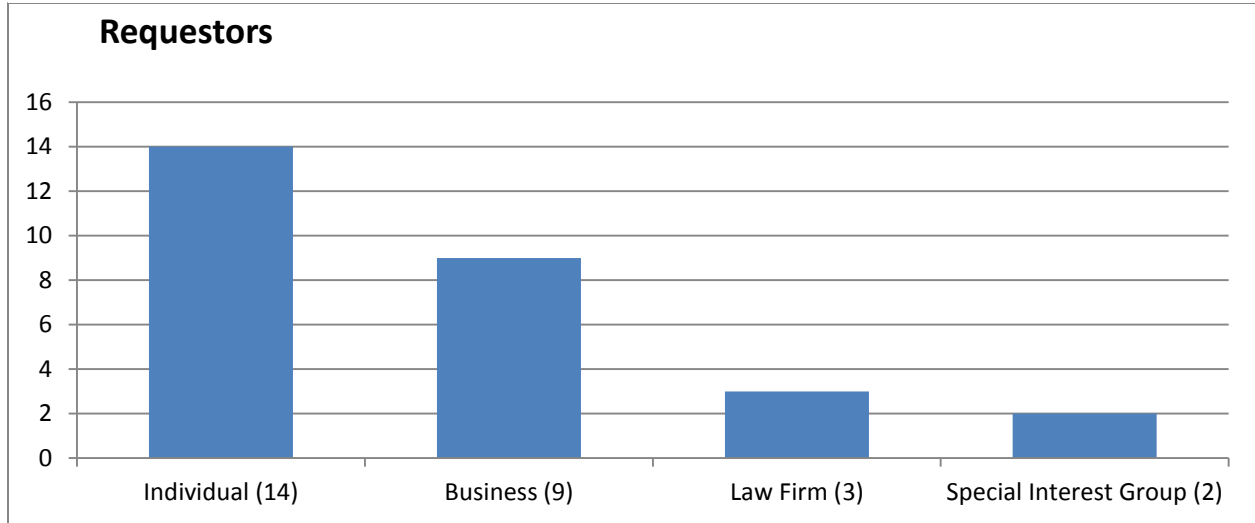
## **BACKGROUND**

The *Freedom of Information & Protection of Privacy Act* (the Act) requires all public bodies to be open, transparent and accountable. Access to information requests are made when an applicant requests records outside the scope of routinely available information. The primary method to access routinely available information is through the website or direct contact with departments. A formal written request under the Act is intended to be an avenue of last resort and is only used when information is not routinely available or accessible through normal means.

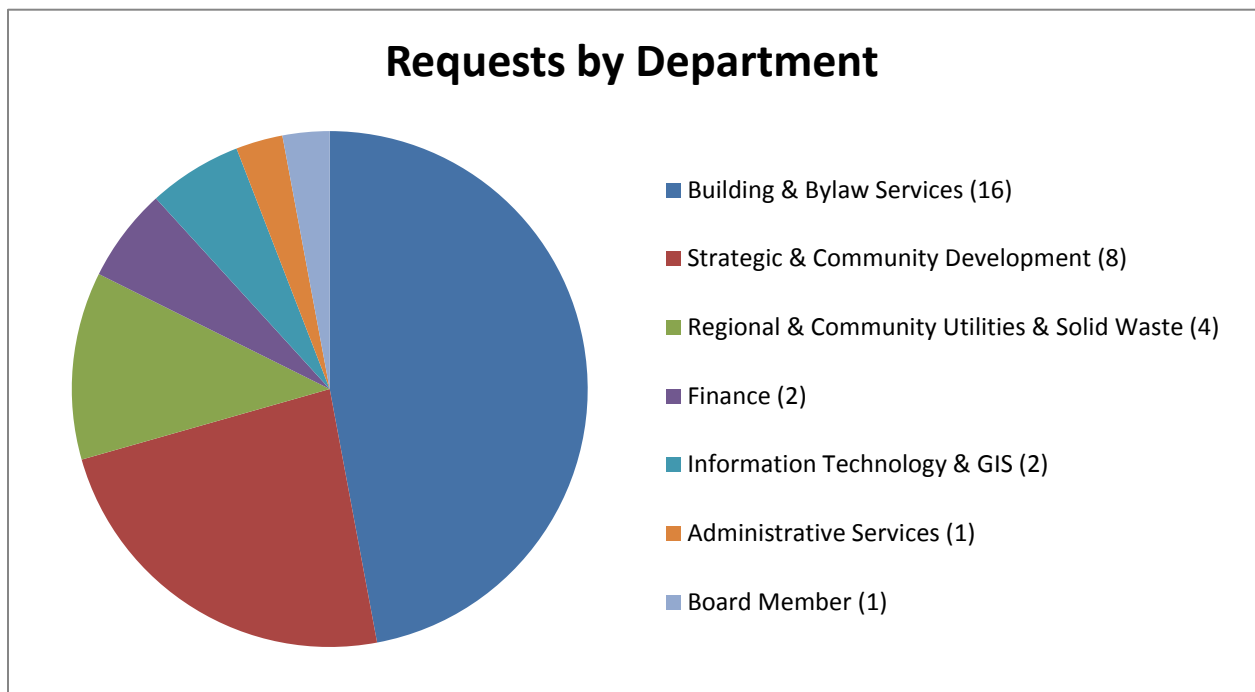
The Regional District of Nanaimo (RDN) received 28 requests made under the *Freedom of Information and Protection of Privacy Act* for the 2018 calendar year. Records were retrieved across most departments and the content of those requests is summarized as follows:

- **Regulatory and Legal** – property files, bylaw enforcement & animal control files, fire investigations, request for proposals
- **Projects** – Bowser wastewater treatment project
- **Law Enforcement** – motor vehicle accident
- **Personal Information**

**Table 1** outlines the type of requestors and the number of requests made to the RDN in 2018.



**Table 2** outlines the number of requests served by each RDN department in 2018.



Of the 28 FOI requests received in 2018, 2 of the requests were abandoned by the applicant, 4 of the requests were routinely releasable information so the applicant was referred to the appropriate department to retrieve the records, and 3 of the requests produced no records. The remaining 19 requests produced 3,151 pages of records.

**Table 3** provides comparatives with previous years.

Year	Requests	Pages Released
2018	28	3,151
2017	15	1,543
2016	23	1,157
2015	16	570
2014	18	1,621

Administering FOI requests is a legislative requirement and public service which has organizational impacts but generates little revenue, as there are limited circumstances when charges can be applied. Further, charging fees can be a barrier to access and applicants can request a fee waiver under the Act. Allowable fees are nominal compared to the actual cost of providing records and rates are set under the *Freedom of Information and Privacy Protection Regulation, BC Reg. 155/2012*. In 2018, fee estimates were issued for 6 of the 28 requests, and out of those 6 requests, two requests were abandoned and two were granted a fee waiver. A total of \$304.50 was collected for two requests.

## ALTERNATIVES

1. That the *Freedom of Information and Protection of Privacy Act 2018 Overview* report be received for information.
2. That alternative direction be provided.

## FINANCIAL IMPLICATIONS

There are no financial implications; this report is provided for information purposes only.

## STRATEGIC PLAN IMPLICATIONS

People and Partnerships - Improve the governance and awareness of RDN activities for citizens throughout the Region.



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Tricia Mayea  
[tmayea@rdn.bc.ca](mailto:tmayea@rdn.bc.ca)  
July 15, 2019

Reviewed by:

- J. Hill, Manager, Legislative Services
- J. Tait, A/General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

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**TO:** Regional District of Nanaimo Board      **MEETING:** July 23, 2019  
**FROM:** Kim Fowler  
Manager of Long Range Planning,  
Sustainability and Energy      **FILE:** 6750-20  
**SUBJECT:** Update on Regional Economic Development Review

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### **RECOMMENDATIONS**

1. That the report Update on Regional Economic Development Review be received for information.
2. That the Board direct staff to proceed with hosting a regional workshop following the completion of the City of Nanaimo workshop.

### **SUMMARY**

A report on options for the Regional District of Nanaimo (RDN) to support economic development at the regional level has been prepared by the VannStruth Consulting Group Inc. (see Attachment 1). On June 26, 2018, the Board directed preparation of a report on the current state of economic development incorporating input from the other organizations that are involved in economic development and related activities.

### **BACKGROUND**

An economic development summary was presented to the Board on June 26, 2018 that included basic service models, general services provided by organizations, initiatives currently underway in the region, models being used by local governments on Vancouver Island, and a proposal to further the discussion on a regional service. The Board passed the following resolution:

*That a meeting be organized with the organizations listed in Attachment 2 as amended to include: The Lighthouse Country Business Association, Gabriola Island Chamber of Commerce Economic Development and Tourism, Snaw-Naw-As First Nation, Snuneymuxw First Nation, Qualicum First Nation, Nanaimo Port Authority and Nanaimo Airport Authority, to consider the creation of a region-wide economic development service; and further*

*That to assist with the meeting, a background report that incorporates input from the other organizations be prepared addressing the current state of economic development in the Regional District of Nanaimo.*

The organizations listed in Attachment 2 of the resolution were: City of Nanaimo, District of Lantzville, City of Parksville, Town of Qualicum Beach, Regional District of Nanaimo, Northern Communities Economic Development, Southern Communities Economic Development, Mid Island Business Initiative, Oceanside Initiatives, Community Futures Central Island, Island Coastal Economic Trust, Vancouver Island Economic Alliance, Island North Film Commission, Greater Nanaimo Chamber of Commerce, Gabriola Island Chamber of Commerce, Parksville and District Chamber of Commerce, Qualicum Beach Chamber of Commerce, Parksville Qualicum Beach Tourism Association, Tourism Nanaimo and Tourism Vancouver Island.

An economic development consultant was hired through a request for proposal process to assess the current state of economic development in the RDN. The report addresses the following areas:

- Overall there are quite divergent views on the best way to proceed with regional economic development in the RDN, but there was strong support among those who were consulted to have a full discussion and openness to hearing alternative viewpoints through a regional workshop.
- An internal consultation summary of twenty-four individuals, who are active in the RDN, regarding their comments on geographic coverage, structure, funding, governance, primary roles and responsibilities and any other comments.
- An external consultation summary of seven individuals representing other economic development organizations in BC regarding the same areas of geographic coverage, structure, funding, governance, primary roles and responsibilities and any other comments.
- From the consultation, six strategic options are provided for a regional economic development service along two dimensions of internal or arms-length or region-wide or sub-regional. It was assumed that tourism marketing and economic development will continue to be separated. Analysis of each option was given but no recommended option pending the next step.

In consultation with the City of Nanaimo staff, a regional workshop has been delayed pending the City's economic development review. The City hired a consultant to conduct interviews and facilitate a partner workshop on June 26, 2019. A summary report from the June 26<sup>th</sup> session is anticipated within the next month and will be reviewed prior to the RDN proceeding with its workshop in the fall.

## **ALTERNATIVES**

That the Board:

1. Direct staff to host a regional workshop in coordination with the City of Nanaimo workshop.
2. Not proceed with any further work on an economic development strategy.
3. Provide alternative direction.

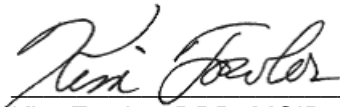
## **FINANCIAL IMPLICATIONS**

Funding for the review was contained in the 2019 budget.

## STRATEGIC PLAN IMPLICATIONS

This request is in accordance and reflects the Regional District of Nanaimo 2019-2022 Board Strategic in the Key Strategic Area:

Economic Coordination - Develop a Regional Economic Development Strategy that addresses both overall regional goals as well as those of the municipal partners and electoral areas.



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July 18, 2019

Reviewed by:

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

Attachment:

- RDN Regional Economic Development Options – July 2019



# RDN REGIONAL ECONOMIC DEVELOPMENT OPTIONS



JULY 2019



# RDN Regional Economic Development Options

JULY 2019

Prepared by:

VANN STRUTH CONSULTING GROUP INC.

For:

Regional District of Nanaimo

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# EXECUTIVE SUMMARY

This report has been prepared in support of the Regional District of Nanaimo's (RDN) exploration of the creation of a regional economic development service. It summarizes the views of several dozen individuals currently working in economic development and related fields in the RDN, as well as examples of other regional models employed in British Columbia. It is intended to serve as a starting point for face to face discussions among invited parties at a regional economic development workshop.

## Internal Consultation

A total of 24 individuals representing economic development related organizations that are active in the RDN were interviewed for this study. Their views are summarized under a series of themes:

- **Geographic Coverage** – discussion of the value of a regional function versus each community doing their own thing, as well as the feasibility of a region-wide function in the RDN versus one or more sub-regional functions
- **Structure** – discussion of the value of the “in-house” model of economic development that is internal to local/regional government versus the “arms-length” model that involves contracting a new or existing arms-length organization to deliver the service
- **Funding and Governance** – discussion of how a new regional function would affect current funding programs and the role of politicians in an arms-length agency
- **Primary Roles and Responsibilities** – many examples provided of initiatives and topics best addressed regionally, as well as issues that are better suited to a local focus
- **Other** – issues also raised include possible confusion in the marketplace if another new entity is created and caution about proceeding now given the uncertainty over the City of Nanaimo's approach going forward (currently the subject of a concurrent process)

Overall, there are quite divergent views on the best way to proceed with regional economic development in the RDN, but there was strong support among those who were consulted to have a full discussion and openness to hearing alternative viewpoints through a regional workshop.

## External Consultation

A further 7 individuals representing economic development organizations in BC were interviewed. Their views were also summarized by theme:

- **Geographic Coverage** – discussion of the various configurations of communities that are in use in regional functions elsewhere in BC and how these configurations evolve over time

- **Regional versus Local Roles and Small Community Satisfaction** – discussion of how roles and responsibilities are optimally divided between the regional and local level and how regional entities ensure that all their community members, particularly smaller ones, receive value from the service
- **Governance and Structure** – discussion of the role of elected officials, the value and type of business board members, and the importance of reporting and communicating to local funders

### Strategic Options

The RDN will choose its preferred economic development structure along two main dimensions:

(1) Internal or Arms-Length, and (2) Region-wide or Sub-regional:

- **Option 1 – Internal/Region-Wide** – requires the creation of a new regional economic development service and the hiring of new RDN staff. The exact shape of this function in the RDN is contingent on what the City of Nanaimo chooses to do with its own economic development function.
- **Option 2 – Arms-Length/Region-Wide** – similarly requires a new regional service and discussion with the City of Nanaimo, plus the creation of a service contract that establishes the roles and responsibilities of the arms-length agency, which could be an existing organization or a new entity created by the RDN. A sub-option, called **Option 2A – Arms-Length/Region-Wide (Outside the RDN)**, would mimic the South Island Prosperity Partnership structure in metro Victoria as a membership-based organization that would interact directly with each municipality and the RDN on behalf of the rural areas.
- **Option 3 – Internal/Sub-Regional** – an expansion of the current RDN system with the Northern Communities and Southern Communities Economic Development services. Those interviewed from the Northern Communities part of the region are particularly supportive of this option, but the structure of the Southern Communities portion of the region requires further discussion. Both Lantzville and Gabriola Island are currently pursuing their own initiatives, along with Nanaimo.
- **Option 4 – Arms-Length/Sub-Regional** – same geographic split as Option 3, with the Northern Communities clearly existing as a sub-regional bloc and further discussion required for the Southern Communities.
- **Option 5 – RDN Coordinating Function Only** – consultation suggested there is a real need for greater regional collaboration and inter-community networking on economic development. The RDN is the logical home for this type of forum but requires a staff person (new or existing) to have regional economic development coordination as one of their responsibilities.
- **Option 6 – Status Quo** – The RDN is not committed to undertaking any new initiatives in economic development and may choose to continue with the status quo. Each community would continue to be responsible for its own economic development activities, if any.

In addition to consideration of the options presented above, the following are also recommended:

1. **First Nations should be invited to participate in any option** that is pursued, at whatever level they choose and whenever they are ready to become involved.
2. Under all options, **tourism marketing and economic development will continue to be funded and operated separately.**
3. **The RDN should work closely with the City of Nanaimo** as they explore their preferred approach to economic development and ensure that the choices made by both organizations are complementary.



# 1 INTRODUCTION

This report has been prepared in support of the Regional District of Nanaimo's (RDN) exploration of the creation of a regional economic development service.

As stated in a staff report dated June 12, 2018, the RDN Board's interest in considering this option was "in response to local economic trends, initiatives by private sector and business groups, changes to existing RDN economic development services, the collapse of the Nanaimo Economic Development Corporation and the desire to examine how to best promote sustainable growth and resilience in our region."<sup>1</sup>

This report provides a summary of the views of several dozen individuals currently working in economic development and related fields in the RDN, as well as examples of other regional models employed in British Columbia. The information provided here is intended to serve as a starting point for face to face discussions among invited parties at a regional economic development workshop.

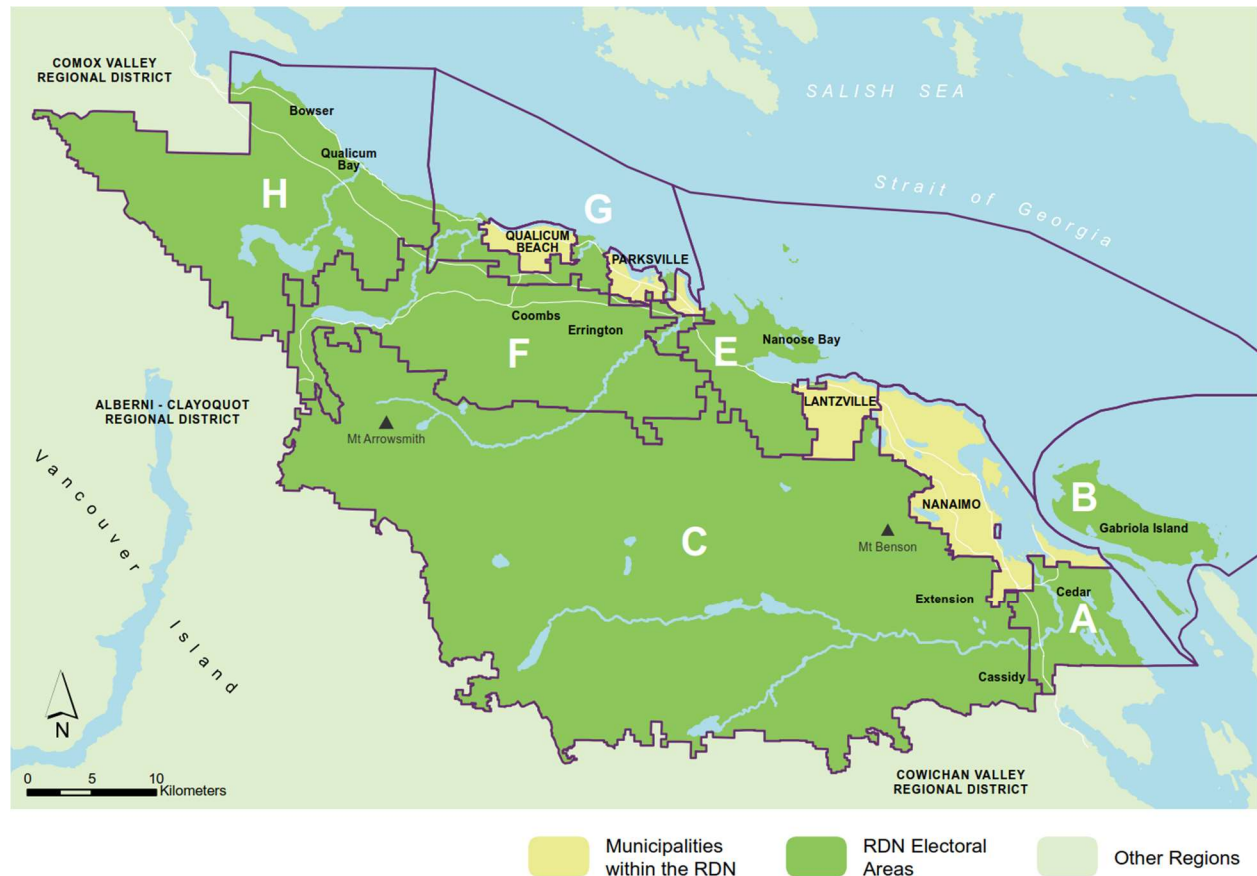
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<sup>1</sup> RDN Staff Report to Committee of the Whole, "Regional Economic Development," dated June 12, 2018.



## 2 CURRENT SITUATION

**FIGURE 1. POLITICAL BOUNDARIES IN REGIONAL DISTRICT OF NANAIMO (RDN)**



A short description of the organizations involved in economic development in the RDN, either directly or tangentially, can be found in the Appendix.

In short, the current regional economic development landscape in the RDN is characterized by:

- A municipal economic development function in the City of Nanaimo, consisting of a single staff person. This is expected to be an interim arrangement following the collapse of the arms-length Nanaimo Economic Development Corporation (NEDC) in 2016, which was funded by the City and the RDN (on behalf of Areas A, B and C) as well as Lantzville. The NEDC combined both economic development and tourism marketing for Nanaimo and the southern part of the region.

Prior to the establishment of the NEDC, the City of Nanaimo had a multi-person economic development department (with 4 staff) that took an informal leadership role in regional economic development, including through convening a roundtable of organizations (BC Ferries,

banks, Harmac, Malaspina University-College [now VIU], Port Authority, Airport, Chamber of Commerce, etc.) and to collaborate on strategic directions for economic development in Nanaimo and beyond.

- Tourism marketing and economic development have been separated again in Nanaimo, with the City committing to a five-year contract with Tourism Vancouver Island to operate Tourism Nanaimo on a contract basis. The Nanaimo Hospitality Association represents accommodation providers who pay the Municipal and Regional District Tax (MRDT), or the “hotel tax,” designed for tourism marketing and product development. They also contract Tourism Nanaimo to implement much of their marketing.

The tourism marketing function has always been separated in the Parksville/Qualicum Area through the Parksville Qualicum Tourism Association.

- Since the NEDC's demise, the RDN service that funded it (the Southern Communities Economic Development, or SCED) has continued only for Area B (Gabriola Island). The Gabriola Island Chamber of Commerce has supplemented this funding with several strategic planning grants from Island Coastal Economic Trust and a significant multi-year grant from the BC Rural Dividend Program to support implementation of their strategy, including the hiring of a community economic development officer.
- The District of Lantzville has similarly used an ICET grant for the creation of an economic development strategy and has received Rural Dividend funding to support implementation and the hiring of an economic development staff person.
- There are currently no economic development initiatives underway covering Areas A and C.
- The City of Parksville does not currently have an economic development role. The Mayor takes the lead in attending meetings with investors, with a nominal budget. The Parksville & District Chamber of Commerce receives funding from business license revenue to provide visitor services and has previously been funded to undertake economic development initiatives on behalf of the city (and often in partnership with other entities as the lead of the Oceanside Initiatives partnership). City funding for economic development has varied over the last 15 years, including periods with a staff EDO and other periods of more regular funding support to the Chamber.
- The Town of Qualicum Beach does not currently have an economic development function and has previously participated in initiatives on a sub-regional level (often through Oceanside Initiatives and lead by the Parksville Chamber) but has never had a dedicated staff position.
- Parksville, Qualicum Beach and the four northern Electoral Areas (E through H) are part of the Northern Communities Economic Development (NCED) service at the RDN. This provides approximately \$50,000 per year on an annual basis for a grant program to support a variety of organizations and worthwhile initiatives. They have participated in Oceanside Initiatives over time, but it is not currently active.

- All three of the First Nations on whose territory the RDN resides are active with economic development and business development initiatives.

In addition to the local governments in the region, many non-governmental organizations are collaborating on specific initiatives (Chamber, Port Authority, Airport, VIU, etc.), including through their financial support of the business-led Mid-Island Business Initiative (MIBI), which arose following the closure of the NEDC, and through broader regional initiatives like Vancouver Island Economic Alliance (VIEA).

## 3 INTERNAL CONSULTATION SUMMARY

### 3.1 List of Consulted Individuals

A total of 24 individuals representing economic development related organizations that are active in the RDN were interviewed for this study:

- Dan Brady, Executive Director, Nanaimo Hospitality Association
- Kim Burden, Executive Director, Parksville and District Chamber of Commerce (also representing Oceanside Initiatives)
- Ronald Campbell, Chief Administrative Officer (CAO), District of Lantzville
- Anne Dodson, Chief Executive Officer (CEO), Qualicum Beach Chamber of Commerce
- Anthony Everett, President & CEO, Tourism Vancouver Island
  
- Jolynn Green, Executive Director, Community Futures Central Island
- John Hankins, CEO, Mid Island Business Initiative
- George Hanson, President, Vancouver Island Economic Alliance
- Mike Hooper, President/CEO, Nanaimo Airport Authority
- Keeva Keeler, CAO, City of Parksville
  
- William Litchfield, Associate Vice-President, University Relations, Vancouver Island University
- Amrit Manhas, Economic Development Officer (EDO), City of Nanaimo
- Ian Marr, President and CEO, Nanaimo Port Authority
- Calum Matthews, Director, Destination Development, Tourism Nanaimo
- Cheryl McLay, Regional Manager, South Vancouver Island/Coast, BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development
  
- Joan Miller, Film Commissioner, Vancouver Island North Film Commission (INFilm)
- Carrie Powell-Davidson, Director, The Lighthouse Country Business Association (responses provided by email based on discussion of interview questions at an association board meeting)
- Line Robert, CEO, Island Coastal Economic Trust
- Bob Rogers, Director, Regional District of Nanaimo (representing Northern Communities Economic Development)
- Luke Sales, Director of Planning, Town of Qualicum Beach
  
- Blain Sepos, Executive Director, Parksville Qualicum Beach Tourism Association
- Kim Smythe, CEO, Greater Nanaimo Chamber of Commerce
- Julie Sperber, Community Economic Development Office, Gabriola Island Chamber of Commerce, Economic Development and Tourism
- Graham Truax, Interim Executive Director, Innovation Island

In addition to those listed here, invitations to be interviewed were offered to the Snuneymuxw, Snaw-Naw-As and Qualicum First Nations.

The interview subjects were promised anonymity for their specific views and thus all responses are amalgamated under a series of relevant themes.

The intent of the summary is to accurately represent the full range of views that were expressed, but also to indicate, where relevant, if a particular viewpoint is widely held or represents a minority opinion. The views expressed below are those of the interview subjects – any comments or clarification by the consultant are indicated in [square brackets].

### 3.2 Geographic Coverage

- Concern that a region-wide function does not work in the RDN because Nanaimo is so much larger than any other community. Smaller communities and organizations get “swallowed.” Regional functions work best when each partner community sees clear value – this is challenging in the RDN given the sheer size of Nanaimo relative to the rest of the region.
- Business and investment opportunities are different in Nanaimo compared to the Oceanside area. Given the demographic profile of Oceanside, any business requiring a significant workforce, particularly a lower-wage service-type workforce, will be drawn to Nanaimo because that’s where the people are.
- Ideally the City is folded into a regional function.
- For tourism, strong sense that the product and the needs of the Nanaimo market and the Parksville/Qualicum market are quite different and should be kept separate. There are some natural linkages between Nanaimo and both Gabriola Island (Area B) and the rural areas to the south (Areas A and C), which are too small to effectively market on their own but could partner with Nanaimo. This justifies once again consolidating regional tourism funding for the southern area with the Nanaimo tourism function. Similarly, in the northern part of the region, the rural areas like Coombs can benefit from partnerships with Parksville Qualicum Tourism and reach a much larger audience more effectively.
- A regional function can work but must show tangible benefits and deliverables for the smaller communities. These smaller areas can benefit from the magnetism of Nanaimo and anyone interested in Nanaimo from a business perspective would naturally have interest in surrounding communities too.
- There is far more “bang for the buck” in dropping political boundaries and focusing on business development for an entire market area, rather than individual communities doing their own thing.

- There is a history of collaboration within the northern part of the region (corresponding to School District 69), including for other functions like emergency planning and NCED. The “Oceanside” identity appears to be waning but there is a sense that this is a natural area to collaborate on a sub-regional economic development function.
- The problem with a multitude of organizations representing smaller areas is they devolve into rivalry with each other – better to have a common organization for a larger area.

As a general observation, the individuals who are not part of local government in the region are most in favour of regional economic development. Those who are part of local government are more in favour of each community maintaining their own function.

### 3.3 Structure

- Arms-length is preferred because it can function “at the speed of business” and is not mired in bureaucracy. This can happen while still being accountable back to the funding government(s). The NEDC was not truly arms-length as the City still exerted considerable influence.
- Ideally should be a stand-alone organization that contracts with the RDN to provide the service – such as a non-profit society or development corporation – that reports back to the RDN. There is a role for limited staff liaison, such as providing support on accessing property or tax information to support investment decisions.

The contracting organization could be an existing organization (Chamber of Commerce, Community Futures) rather than a new entity.

- “For a lot of elected officials, talking about investing money in something they can’t control is a challenging thing to wrap their heads around, but they need to understand if they do control it, it won’t work.” The fear of lack of control can be answered through the contractual arrangement – government determines the budget and sets the terms of reference, but they release the contract to be executed without having direct control.
- It was noted by multiple organizations not directly involved in economic development that arms-length organizations often feel pressure to show successes and there has been a tendency [not necessarily within the RDN] to attempt to claim credit for successful initiatives of other organizations in areas that exceed their core mandate. It was observed that in-house functions do not appear to feel this same pressure and are better able to stay within their mandated areas of focus.
- Advantages of the internal model include significantly lower costs, the ability to coordinate across all municipal departments, being part of the municipal team rather than viewed as an outsider, and closer oversight of operations and budgets.
- It is dangerous to assume that just because there is a perception of a gap in service that the gap is real - often this is because of lack of awareness of what other organizations are doing.

It is often better to double-down on support of existing organizations rather than trying to create something entirely new.

- There is great value in a regional district providing a coordinating function on areas of common interest, even if individual communities within the RDN have their own functions. Hosting quarterly meetings of regional economic development professionals and related organizations would have great value in sharing information and allowing potential areas of collaboration to emerge over time.
- There could be a “pay-to-play” model for regionwide initiatives, similar to the model for the Vancouver Island/Coast Economic Development Association (VICEDA) technology attraction strategy. If an individual community is not interested in a particular regional initiative, they are not obligated to participate.
- The role for the RDN could be less than a full-time person, but there needs to be a clearly appointed staff person with the regional economic development portfolio among their other responsibilities.
- “It doesn’t really matter how the organization is established, as long as you can keep the political rivalries out of it.” There needs to be oversight but done by laying out guidelines and determining how to measure the return.
- The success of economic development programs is mostly based on the person or people leading the initiative, not the structure. A successful initiative can be either internal to local/regional government or arms-length. There are certain advantages in flexibility with the arms-length model, but also the need for a new governance layer, including the time to manage a volunteer board.

### 3.4 Funding

- There is concern that if a new regional function is created, current funding opportunities (through NCED) will vanish, which would negatively impact organizations that have accessed this funding in the past.
- Rather than creating a new function, consider increasing funding to groups that are already active in economic development
- [Views on the current NCED funding program are mixed. On one hand is feedback that it is working well and providing seed funding for initiatives from a variety of organizations. Another comment is it’s not really economic development, while another says the year-by-year nature precludes any long-term planning of initiatives in the region that might access this funding.]

### 3.5 Governance

- The Board that oversees an economic development function should be clear of any conflicts of interest (real or perceived)
- The Board (assuming an arms-length organization) must be completely separate from government (no elected officials at the table), perhaps a few senior staff as ex officio members. The board should be drawn from the business community. Politicians who get involved have pet projects.

### 3.6 Primary Roles and Responsibilities

- Promotion of regional opportunities. For example, there is believed to be an opportunity to collaborate with the Port Authority, Airport, industrial parks etc. to promote the region as a logistics and goods trans-shipment centre that can relieve over-crowding and high costs of Metro Vancouver, and also to promote the opportunities these facilities present to Island businesses to expand their geographic markets.

A similar example is the promotion of investment opportunities within the region to relevant regional Ministries, such as the Ministry of Jobs, Tourism and Skills Training, which is focused on promoting BC opportunities internationally. Another example is engaging with provincial agrologists regarding agricultural development in the region. There is considerable interest in the food and beverage sector even within municipalities, which would often be the location for processing and/or selling local agri-food products. Yet another example is supporting the development of the aboriginal tourism sector and creating greater linkages between urban tourism and aboriginal tourism in the rural areas

- Focusing on various cross-regional workforce initiatives, such as skills development, given disconnect between number of local students pursuing post-secondary education and the requirement of emerging jobs in an evolving economy to have post-secondary training.

Other issues identified as common throughout the region include business succession, transportation (for goods and people), tourism product development (with a focus on off-season activities and events), and industrial land initiatives (creating inventories, ensuring supply, promoting availability, etc.).

- Sector-specific initiatives such as promoting the technology industry are more sensible to do on a regional basis rather than by individual community. Tourism and film was also mentioned as naturally fitting best on a regional basis.
- Tourism is a regional issue. But skill sets and required Board expertise are both very different for tourism marketing and economic development and they function best when separated.



- That being said, much of the region needs more tourism product development which better aligns with the economic development realm.
- Economic development is such a broad field – taking in many issues, including land development. The challenge is to effectively provide all these services at a regional level to each individual community [which supports the notion of having a clearly defined set of responsibilities at the regional level and not trying to be all things to all communities and partners].
- Given the many different components to business development, the ideal approach is a model that carries through from strategy to operational, with a clear focus on a specific resource discipline or business discipline rather than trying to do all possible things. Ideally this approach directly linking strategy to operations happens at a Vancouver Island level, then the RDN and other regional groups under the Island-wide umbrella pick up the specific discipline that fits them best.
- Those focused on supporting and attracting business at a local level (such as a specific downtown area) are doubtful of the value of a regional function to provide value across multiple such areas in the region.
- The primary focus of economic development should be supporting existing businesses and removing local barriers to success (such as transportation access, worker housing, etc.). This focus lends itself to a local or sub-regional focus rather than a regional focus. Attracting outside businesses and investment is more uncertain and less sure of payoff.
- There has been a breakdown of networking within the RDN around economic development and a sense that RDN staff are not involved in (or not aware of) many regional economic development initiatives. There is no one watching for topics of common interest across the region and no one supporting economic development opportunities in the rural areas (through applying for grant funding for projects in the rural areas, for example).

On a similar note, there appears to be little engagement from the RDN in municipal-led initiatives that might naturally have regional involvement (e.g., business walks, variety of economic development networking or promotional events).

[Note this was not a personal criticism of RDN staff, but an observation from multiple people that no one at the RDN appears to have this type of engagement as a responsibility and thus municipalities have no clear contact to secure regional participation.]

- Regardless of the specific model that is chosen, there is a real need for a strategic process that makes very clear what are the areas of responsibility of any new regional entity. It should be a focused list of responsibilities, not all-expansive.
- Funding partners need to recognize that a regional economic development function cannot do local economic development. They are different roles and expecting a regional function to

provide local attention for each sub-area is unrealistic.

### 3.7 Other

- There is currently confusion in the marketplace with multiple entities promoting and speaking on behalf of the Nanaimo region. Creating another new entity at the regional level may exacerbate this confusion.
- Given the amount of change in the region in recent years, care should be taken to ensure that working relationships and responsibilities for certain functions (e.g. film) are not needlessly changed again.
- Some are sceptical of the value of a regional service based on their experience with regional economic development functions elsewhere. They have not seen value for each community within these regional functions.
- There is a general feeling that the time is not right to create a new regional function given that Nanaimo has not completed its review of its own economic development function.
- Suggest the RDN should proceed slowly and support lots of conversation in the region.
- The RDN is commended for undertaking this initiative, but not commended for their communication on it (was not aware it was happening prior to being contacted by consultant).
- A point emphasized by numerous people is any structure can be successful if the right person is in the role.
- [As illustrated by the range of opinions expressed, there are quite divergent views on the best way to proceed with regional economic development in the RDN. It is worth noting, however, that even those who were most opposed to the idea expressed interest in having a full discussion with others in the region and were open to hearing alternative viewpoints. There is strong support for the concept of the regional workshop and having a constructive discussion of the issues.]

## 4 EXTERNAL CONSULTATION SUMMARY

### 4.1 List of Consulted Individuals

A total of 7 individuals representing other economic development organizations in BC were interviewed for this study:

- Deklan Corstanje, Regional District of Kitimat-Stikine
- Robyn Cyr, Shuswap Economic Development (part of Regional District of Columbia-Shuswap)
- Pat English, Regional District of Mount Waddington
- Dallas Gislason, South Island Prosperity Partnership (a private initiative covering 10 municipalities, several First Nations, and multiple private and institutional funders in the Capital Regional District)
- Amy Melmock, Economic Development Cowichan (part of Cowichan Valley Regional District)
- Kevin Poole, City of Vernon (formerly involved in regional initiatives through the North Okanagan Regional District)
- Terry Van Horn, Lower Columbia Initiatives (a partnership of five municipalities and two electoral areas in the Kootenay-Boundary Regional District)

The comments that follow are also based on the consultant's research and past experience working with other regional economic development organizations in BC, including those in the Comox Valley, Sunshine Coast, Metro Vancouver, Central Okanagan, Thompson-Nicola, Bulkley-Nechako, and Capital regional districts, as well as several region-wide initiatives in the Kootenay region and Vancouver Island.

### 4.2 Geographic Coverage

- The participants in a regional service will often vary over time and different geographic configurations can be adopted for different purposes. For example, the Shuswap Economic Development function covers the rural areas in the western part of the Columbia-Shuswap Regional District, surrounding Salmon Arm. It formerly included the District of Sicamous, but they recently withdrew. The Shuswap Tourism service includes the same areas, as well as Salmon Arm and several smaller communities in the North Okanagan Regional District (Enderby and Armstrong) and the Thompson-Nicola Regional District (Chase). The Shuswap Film Commission excludes Enderby, Armstrong and Chase but includes Revelstoke (which is also within the Columbia-Shuswap Regional District).
- Economic development has a similar structure in the Kitimat-Stikine Regional District. The two largest municipalities – Terrace and Kitimat – have municipal functions, while the regional service includes all of the electoral areas as well as smaller municipalities (Hazleton, New Hazelton and Stewart). There is a smaller requisition (about 15% of the total) that does include Terrace and Kitimat to support initiatives that are truly regional in nature.

- Small communities tend to focus on competing with each other. Having a regional function takes this away with a focus on a common cause.

### 4.3 Regional versus Local Roles

- Certain initiatives work best on a regional scale. Workforce development, sector development, and any outward-oriented investment attraction or resident attraction initiative is best done regionally. Working on local business retention and expansion – and the interplay with local/municipal issues like zoning, bylaws, other local policies – is best done at a local level.
- There is often a natural synergy between larger communities and surrounding smaller communities or rural areas. For example, industrial land may be located in one area, agricultural land in another, offices and retail shops in the larger community, etc. These functions work together as a cohesive regional economy and business is largely indifferent to invisible political boundaries.
- A key step is establishing a strategic plan and work plan that clearly defines the work to be completed. This mitigates the challenge faced by some economic development officers when local politicians or directors push pet projects on the function.

### 4.4 Small Community Satisfaction

The challenge of ensuring that smaller members of a regional partnership remain satisfied with the value of the regional function is a widely recognized challenge in regional economic development.

- One approach to this issue is for regional staff to periodically collaborate with a local group on a priority project for them. This helps build capacity at the local level and encourages the local community to look for more opportunities to partner on a regional basis.
- Having a strong business board is helpful in messaging about regional benefits. If any individual community questions the value it is receiving, the board can respond that they are a regional organization and act for the benefit of the entire region.
- It is critical for a regional function to be very clear on what it is trying to achieve and to regularly and consistently communicate this message (this point also applies to overall satisfaction with the function, not just in small communities). The challenge with government oversight of economic development is there is not often a strong understanding of what the function is trying to achieve. Communicating the goals and keeping them realistic within the context of what government can actually achieve is vital.
- Focusing on metrics that are common across the region, such as expanding employment opportunities and raising household incomes, is preferable to focusing on the number of

specific investments or additional tax base generated as those are specific to a given municipality. Employment is regional because people often do not work in the same jurisdiction where they live.

- The South Island Prosperity Partnership in the metro Victoria region addresses this in part by giving each of their members a single vote. Their funding formula charges smaller municipalities a lower fee, but they have the same vote at the Annual General Meeting as every other member (memberships are also held by major institutions, large companies, and other non-governmental organizations). This was cited as one of the advantages for small communities of a structure that is outside the Regional District, which has weighted voting and consequently a smaller voice for smaller communities.

## 4.5 Governance and Structure

- Economic Development Cowichan has removed several of their permanent committees in favour of creating project-specific advisory groups. This is a nimble approach that ensures the right people are providing input for each project and there is a clear mandate and focus for the committee's involvement. Sometimes these committees stay in place after a project is complete to help guide implementation.
- Regional functions in British Columbia are a mix of those that report to a political board (either the Regional Board itself or a function-specific board or committee that includes politicians) and those that have a business board. Those with a business board highly value the absence of political interference and typically choose board members through a matrix of desirable characteristics (such as areas of expertise, industry sector, etc.) and often advertise publicly for board members. Also critical is to have board members who are business owners and senior decision-makers – this gives greater validity with other stakeholders, including the general public, and allows the board to speak to local government with a great deal of authority.
- Arms-length organizations that are separated from local government sometimes face grumbling that municipalities are unaware what they are doing and how public money is being spent. Reporting to local government funders is a significant and important responsibility and works best 2-3 times per year (experience suggests that once a year is not enough and quarterly is too often). Bringing a Board member to all presentations to local Councils is critical as it lends legitimacy to the activities and each presentation is tailored to highlight how it touches on specific assets of that community (e.g., land, key institutions, local companies, etc.).
- Regardless of the structure, it was noted by one regional EDO that having the trust of the Board is critical. Without being able to manage the political issues, little will be accomplished.

## 4.6 Other

- A key to success mentioned by one regional agency is to continually focus on renewing or extending service agreements well ahead of time. This allows strategic planning to always have a multi-year time horizon without the uncertainty of whether the function will continue. They never want to be in a position of nearing the end of a service agreement with uncertainty about what comes next.

## 5 STRATEGIC OPTIONS

Strategic options for a regional economic development service in the RDN have been formulated based on the input summarized in sections 3 and 4 of the report. It is assumed that each of the current organizations active in economic development in the region will continue, including the City of Nanaimo (which may change its operational model, funding and/or staffing commitment through a review process that is ongoing concurrent to this study).

The consultation and research for this study suggests the RDN will choose its preferred economic development structure along two main dimensions:

1. Internal or Arms-Length
2. Region-wide or Sub-regional

There are many other factors to be considered, but these are the two most significant in determining the shape and structure of a possible regional function. These options are illustrated below.

	INTERNAL	ARMS-LENGTH
REGION-WIDE	<b>Option 1 - Internal/Region-Wide</b> Examples include Cowichan Valley, Central Okanagan and Mount Waddington Regional Districts	<b>Option 2 – Arms-Length/Region-Wide</b> Examples include Comox Valley Economic Development Society and South Island Prosperity Partnership (SIPP) in the Capital Regional District <sup>2</sup>
SUB-REGIONAL	<b>Option 3 - Internal/Sub-Regional</b> Examples include the Kitimat-Stikine Regional District and Shuswap Economic Development within the Columbia-Shuswap Regional District	<b>Option 4 – Arms-Length/Sub-Regional</b> An example is the Lower Columbia Initiatives Corporation (covering Trail and surrounding communities within the Kootenay Boundary Regional District)

<sup>2</sup> Technically neither of these examples is currently serving their entire regional districts, but they are designed to serve a region-wide function rather than a sub-regional area. In the Comox Valley, the Village of Cumberland withdrew from the regional economic development service and is funding their own municipal economic development function. SIPP was created outside the regional district system and is a voluntary partnership that includes municipalities.

### **Option 1 – Internal/Region-Wide**

This option requires the creation of a new regional economic development service and the hiring of new RDN staff.

Of the examples cited for this model, both Economic Development Cowichan and the Regional District of Mount Waddington are providing economic development services across their entire regions and no individual municipality in those regional districts currently has their own economic development function.

The Central Okanagan Economic Development Commission (part of the Regional District) does have another EDO in its area, in West Kelowna. But the largest municipality (Kelowna), which is a similarly dominant share of the regional population as Nanaimo in the RDN, does not have economic development staff.

The exact shape of this function in the RDN is contingent on what the City of Nanaimo chooses to do with its own economic development function and would require careful discussion of respective roles in order to avoid duplication and confusion among the public, partners, and clients.

### **Option 2 – Arms-Length/Region-Wide**

Many of the same comments apply to Option 2 as Option 1, as it will also require a new regional service and discussion with the City of Nanaimo. The additional factor with this option is the creation of a service contract that establishes the roles and responsibilities of the arms-length agency (which should be determined through a strategic planning process), with key performance indicators.

The contract to an arms-length agency could be open to existing organizations or a new organization created by the RDN. The latter option would allow for greater control over the governance structure of the new entity.

A sub-option, called **Option 2A – Arms-Length/Region-Wide (Outside the RD)**, would mimic the SIPP structure in metro Victoria that is a membership-based organization that would interact directly with each municipality and presumably the RDN on behalf of the rural areas. Other organizations in the region, such as major institutions and large corporations, could also join. This option is likely to require a champion from the business community or other organization outside local government and would not be created by the RDN.

### **Option 3 – Internal/Sub-Regional**

This option is an expansion of the current RDN system with the Northern Communities and Southern Communities Economic Development services.

Those interviewed from the Northern Communities part of the region are particularly supportive of this option as it builds on a history of partnerships between Parksville, Qualicum Beach, and the surrounding rural areas. One challenge with the internal/sub-regional model is the future location of RDN staff responsible for the function, given that RDN offices are located in Nanaimo. There are examples of an internal economic development function having office space outside the regional government building (e.g., Economic Development Cowichan), which may be the preferred option.



The structure of the Southern Communities portion of the region requires further discussion, given that both Lantzville and Gabriola Island are currently pursuing their own initiatives, along with Nanaimo. One possibility is Southern Communities funding from the RDN is once again provided to the Nanaimo function, particularly if Nanaimo moves again to an arms-length model. Alternatively, Areas A and C could combine into a joint function or consider linking with Gabriola Island in a broader southern communities' function.

#### **Option 4 – Arms-Length/Sub-Regional**

This option would have the same geographic split as Option 3, with the Northern Communities clearly existing as a sub-regional bloc. The difference is that the function would be structured as a fee-for-service contract. As with Option 2, the contract could be with an existing organization or a new entity.

Similar to Option 3, further discussion is required for the Southern Communities. Given the small size of Areas A and C (which are not currently covered by any economic development initiative), issuing a contract to provide specified services in these areas may be the preferred option if the level of funding is not sufficient for a full-time position.

Note that for both Options 3 and 4, the roles and responsibilities of the sub-regional function can more closely resemble “local” economic development rather than regional. For example, operating a business retention and expansion program, which benefits from regular close contact with local businesses, is more feasible with the sub-regional model than with an RDN-wide model.

Two other options should also be considered:

#### **Option 5 – RDN Coordinating Function Only**

The internal consultation suggested there is a real need for greater regional collaboration on initiatives and there would be significant benefit from a regular forum for inter-community networking and idea sharing on economic development. The RDN is the logical home for this type of forum but requires a staff person (new or existing) to have regional economic development coordination as one of their responsibilities. This would include hosting meetings, perhaps quarterly, and providing other functions like coordinating regional grant applications, supporting region-wide partnerships, or serving as the RDN representative on local initiatives like business walks.

If Options 1 or 2 are pursued (the region-wide functions), this coordinating role would naturally fall under the broader regional mandate. But if Options 3 or 4 are pursued, or even if none of the first four options are pursued, there is demand within the region for the RDN to fill this type of role.

#### **Option 6 – Status Quo**

The RDN is not committed to undertaking any new initiatives in economic development and may choose to continue with the status quo. Each community would continue to be responsible for its own economic development activities, if any.

#### **Additional Recommendations**

In addition to consideration of the options presented above, the following are also recommended:

1. **First Nations should be invited to participate in any option** that is pursued, at whatever level they choose and whenever they are ready to become involved.

2. Under all options, **tourism marketing and economic development will continue to be funded and operated separately.**
3. **The RDN should work closely with the City of Nanaimo** as they explore their preferred approach to economic development and ensure that the choices made by both organizations are complementary.

## APPENDIX: RDN ECONOMIC DEVELOPMENT ORGANIZATIONS

### CITY OF NANAIMO

Type of Organization	Municipal with economic development officer (role currently under review)
Description	"The mandate of the Nanaimo Economic Development office is to build a prosperous community through economic opportunity."
Website	<a href="http://www.investnanaimo.com">www.investnanaimo.com</a>
Staffing	1
Budget	Currently about \$160,000 in municipal funding, pending review of the economic development function.
Geographic Area	Nanaimo

### DISTRICT OF LANTZVILLE

Description	Lantzville Beyond is a two-part economic development initiative that includes an economic development strategy with public consultation and place branding.
Type of Organization	Municipality with economic development officer (pending)
Website	<a href="http://www.lantzville.ca">www.lantzville.ca</a> <a href="http://lantzvillebeyond.com">lantzvillebeyond.com</a>
Staffing	1 (funded in part by Rural Dividend grant)
Budget	\$25,000 municipal share of Rural Dividend grant
Geographic Area	Lantzville

**CITY OF PARKSVILLE**

Description	Currently no economic development function. A modest budget supports the Mayor's attendance at meetings and events to promote the community and host possible investors.
Type of Organization	Municipality
Website	<a href="http://www.parksville.ca">www.parksville.ca</a>
Staffing	0
Budget	\$10,000 (approximate) / \$47,000 in business license revenue to fund visitor services through the Chamber of Commerce
Geographic Area	Parksville

**TOWN OF QUALICUM BEACH**

Description	No economic development function.
Type of Organization	Municipality
Website	<a href="http://www.qualicumbeach.com">www.qualicumbeach.com</a> (Municipality) <a href="http://www.workpqb.com">www.workpqb.com</a> (Business and employee attraction through Oceanside Initiatives)
Staffing	0
Budget	\$0
Geographic Area	Qualicum Beach

**REGIONAL DISTRICT OF NANAIMO (NCED & SCED)**

Description	<p>The RDN Board of Directors established Economic Development as a regional service in 2011, providing services separately to participating Northern RDN and Southern RDN communities.</p> <p>The Northern Community Economic Development (NCED) Program provides grants for eligible projects that “advance the Board's vision for a resilient, thriving and creative local economy” in the communities participating in the program.</p>
Type of Organization	Regional District
Website	<a href="http://www.rdn.bc.ca/northern-community-economic-development">www.rdn.bc.ca/northern-community-economic-development</a> <a href="http://www.rdn.bc.ca/economic-development">www.rdn.bc.ca/economic-development</a>
Staffing	0
Budget	\$50,000 (NCED), \$65,000 (SCED funding to Area B), additional \$85,000 to \$95,000 for other SCED communities not currently allocated
Geographic Area	<p>The Northern Community Economic Development program covers the City of Parksville, the Town of Qualicum Beach and Electoral Areas E, F, G, and H.</p> <p>The Southern Community Economic Development covers Electoral Areas A, B and C.</p>

## MID ISLAND BUSINESS INITIATIVE (MIBI)

Description	“MIBI was formed to act as a catalyst for the future growth of our region. We believe in the immense potential of Mid Vancouver Island as a place to grow and flourish. We engage with businesses to hear the story of their successes, share the advantages of living and working here, and facilitate the present and future prosperity of our region.”
Type of Organization	Member-driven business association
Website	<a href="http://mibi.ca">mibi.ca</a>
Staffing	1
Budget	Funded by businesses and organizations in the region.
Geographic Area	RDN plus Saltspring Island and Lasqueti Island.

## OCEANSIDE INITIATIVES

Description	<p>“Oceanside Initiatives is committed to supporting an economic culture that facilitates and promotes innovation, inspires creativity, and harnesses potential, with respect for the environment, and the diversity and values of our communities.”</p> <p>Oceanside Initiatives is not currently active. It was a partnership of local governments, Chambers of Commerce and other entities in Parksville, Qualicum Beach and surrounding rural areas (including First Nations) that has aligned to undertake specific projects. Has been managed in the past by the Parksville &amp; District Chamber of Commerce.</p>
Type of Organization	Partnership of public and private entities to undertake specific projects
Website	<a href="http://www.workpqgb.com">www.workpqgb.com</a>
Staffing	0
Budget	\$0 (currently)
Geographic Area	Parksville, Qualicum Beach and Electoral Areas E (NanOOSE Bay), F (Coombs, Hilliers, Errington), G (French Creek, Dashwood, Englishman River), and H (Shaw Hill, Qualicum Bay, Deep Bay, Bowser).
Governance	Project-specific steering committees drawn from the funding members

## COMMUNITY FUTURES CENTRAL ISLAND

Description	<p>“We work in partnership with other business lenders, educational institutions, not-for-profits and community governments to grow and diversify our local economy. We are completely focused on the needs of our clients, our local businesses, and our area’s economy.”</p> <p>Non-profit that offers small business loans and support services to entrepreneurs throughout central Vancouver Island.</p>
Type of Organization	Community Futures Development Corporation
Website	<a href="http://www.cfnanaimo.org">www.cfnanaimo.org</a>
Staffing	3 (based on positions identified on website)
Budget	No local government funding
Geographic Area	Ladysmith, Nanaimo, Gabriola Island, Lantzville, Nanoose, Parksville, Qualicum Beach, Bowser, French Creek, Lasqueti Island
Governance	Volunteer Board of 11 local businesspeople.



## VANCOUVER ISLAND ECONOMIC ALLIANCE

Description	"The Vancouver Island Economic Alliance (VIEA) is a collaborative partnership spearheading regional economic development for the Vancouver Island region. VIEA provides opportunities for communities, First Nations, businesses, and other key stakeholders to collaborate on broad-based economic development programs to improve the region's overall capacity for economic vitality."
Type of Organization	Non-government, non-profit society funded by memberships, sponsorships and event ticket sales.
Website	<a href="http://viea.ca">viea.ca</a>
Staffing	1
Budget	No local government funding
Geographic Area	Vancouver Island, Northern and Southern Gulf Islands.
Governance	Board of 14 from public and private sectors.

## GREATER NANAIMO CHAMBER OF COMMERCE

Description	<p>“The Greater Nanaimo Chamber of Commerce strives to enhance the quality of life in our community by providing opportunities for businesses to succeed.”</p> <p>Member-based organization advocates for local business community and partners with community organizations.</p>
Type of Organization	Chamber of Commerce
Website	<a href="http://nanaimochamber.bc.ca">nanaimochamber.bc.ca</a>
Staffing	4 (based on positions identified on website)
Budget	No local government funding
Geographic Area	Greater Nanaimo
Governance	Board of 13 members.

## PARKSVILLE AND DISTRICT CHAMBER OF COMMERCE

### Description

“The Parksville and District Chamber of Commerce is a not-for-profit organization comprised of over 430 businesses, professionals, residents and community groups working collectively to establish and promote businesses and services for economic and social prosperity Parksville and the surrounding areas.”

Member-based organization advocates for local business, promotes networking, facilitates training and operates the Parksville Visitor Centre.

### Type of Organization

Chamber of Commerce

### Website

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

### Staffing

5 plus Info Centre staff

### Budget

\$0 currently for economic development

### Geographic Area

Parksville and surrounding rural areas District

### Governance

Volunteer Board of 13 members

## GABRIOLA ISLAND CHAMBER OF COMMERCE

Description	<p>“The Gabriola Island Chamber of Commerce is made up of a diverse group of entrepreneurs and family-owned enterprises working together for the common good of our island community. We do this by providing services, support and networking opportunities for businesses to succeed.”</p> <p>The Chamber developed the Gabriola Economic Readiness Plan to guide sustainable economic growth on the Island. A Service Agreement for Tourism and Economic Development was contracted with Nanaimo in 2017 to implement the plan. In 2018, the Economic Development Advisory Group was formed to provide input and direction to the community economic development officer.</p>
Type of Organization	Chamber of Commerce
Website	<a href="http://www.gabriolaisland.org/chamber-of-commerce-2/community-economic-development/">www.gabriolaisland.org/chamber-of-commerce-2/community-economic-development/</a>
Staffing	1
Budget	\$65,000 (from RDN SCED) – see RDN
Geographic Area	Electoral Area B (Gabriola Island)
Governance	The Chamber has a Volunteer Board of 8 members. The Economic Development Advisory Group advises the community economic development officer.

## QUALICUM BEACH CHAMBER OF COMMERCE

Description	<p>“Today the Qualicum Beach Chamber of Commerce has close to 300 members and represents all sectors of business in the community. Our goal is to ensure that the town of Qualicum Beach and surrounding area has a growing successful economy.”</p> <p>Member-based organization advocates for local business, promotes networking, facilitates training and operates the Qualicum Beach Visitor Centre.</p>
Type of Organization	Chamber of Commerce
Website	<a href="http://qualicum.bc.ca">qualicum.bc.ca</a>
Staffing	3 (based on positions identified on website), plus Info Centre staff
Budget	\$0 currently for economic development
Geographic Area	Qualicum Beach
Governance	Volunteer Board of 11 members

## PARKSVILLE QUALICUM BEACH TOURISM ASSOCIATION

Description	<p>“The Parksville Qualicum Beach Tourism Association is the destination marketing organization (also known as a convention and visitors bureau) for the Parksville, Qualicum Beach, Nanoose Bay, French Creek, Lighthouse Country, and Arrowsmith Coombs Country region of Vancouver Island, British Columbia, Canada.”</p> <p>Non-profit tourism-industry led organization.</p>
Type of Organization	Destination Marketing Organization
Website	<a href="http://www.visitparksvillequalicumbeach.com">www.visitparksvillequalicumbeach.com</a>
Staffing	3
Budget	\$0 for economic development
Geographic Area	Parksville, Qualicum Beach, Nanoose Bay, French Creek, Lighthouse Country, and Arrowsmith Coombs Country region
Governance	Volunteer Board of 15 members (mix of Directors, Appointed Directors and Non-voting Directors)

## TOURISM NANAIMO

Description	<p>“Through industry engagement and outreach efforts, Tourism Nanaimo strives to connect with, and support, as many local tourism partners as possible. We aim to ensure that all tourism operators, products, experiences and business partners in the Nanaimo area are included and/or represented wherever possible in industry programming, such as marketing, social media and destination development opportunities.”</p> <p>Tourism marketing, destination development and visitor servicing activities for the City of Nanaimo.</p>
Type of Organization	Destination Marketing Organization
Website	<a href="http://www.tourismnanaimo.com">www.tourismnanaimo.com</a>
Staffing	5 (based on positions identified on website) + Visitor Centre staff
Budget	\$567,000 in Year 1, rising gradually over a 5-year contract
Geographic Area	Nanaimo
Governance	Operated under contract by Tourism Vancouver Island for destination marketing and development services.

## TOURISM VANCOUVER ISLAND

Description	<p>"Tourism Vancouver Island is a not for profit association representing the tourism stakeholders within the Vancouver Island region, coordinating over \$1.5 million in advertising and promotional campaigns targeted at driving tourism business to the Vancouver Island Region."</p> <p>Destination management and marketing association with the goal of having Vancouver Island recognized as an international destination. One of six regional destination marketing organizations (DMOs) contracted by Destination BC to deliver marketing initiatives for the region.</p>
Type of Organization	Destination Marketing Organization
Website	<a href="http://www.tourismvi.ca">www.tourismvi.ca</a>
Staffing	12+
Budget	No local government funding (other than specific partnerships and contracts)
Geographic Area	Vancouver Island region, including Vancouver Island, Victoria and the Gulf Islands, as well as a stretch of the mainland coast between Moses and Bute inlets.
Governance	Board of 13 members.



**LIGHTHOUSE COUNTRY BUSINESS ASSOCIATION**

Description	<p>“The goal of the LCBA is to support the interests and prosperity of our local businesses and of our community through our activities, signage and communication.”</p> <p>150-member business association designed to support and promote Lighthouse Country as a destination.</p>
Type of Organization	Business Association
Website	<a href="http://lighthousecountry.ca">http://lighthousecountry.ca</a>
Staffing	No regular staff
Budget	No regular local government funding
Geographic Area	Bowser, Deep Bay, Dashwood, Horne Lake, Spider Lake and Qualicum Bay.
Governance	Board of 7 members.

**SNAW-NAW-AS (NANOOSE ECONOMIC DEVELOPMENT CORPORATION)**

Description	<p>“The Snaw-naw-as First Nation has worked with key advisers, our leadership and our community, to develop a model of business and corporate governance to enable successful economic development. The establishment of the Nanoose Economic Development Corporation to develop community land and businesses for economic purposes is one of the structures implemented.”</p> <p>EDC established to develop First Nation community land and businesses for economic purposes.</p>
Type of Organization	Economic Development Corporation
Website	<a href="http://www.nanoose-edc.com">www.nanoose-edc.com</a>
Geographic Area	Nanoose Bay

**SNUNEYMUXW (SNUNEYMUXW DEVELOPMENT CORPORATION)**

Description	<p>“The Economic Development department objective is to implement community economic development through strong and professional economic development management.”</p> <p>Snuneymuxw EDC was established to develop First Nation community land and businesses for economic purposes.</p>
Type of Organization	Economic Development Corporation
Website	<a href="http://www.snuneymuxw.ca">www.snuneymuxw.ca</a>
Geographic Area	Snuneymuxw Territory is located in the centre of Coast Salish territory on the eastern coast of Vancouver Island, the Gulf Islands, and the Fraser River in the Canadian province of British Columbia.

#### QUALICUM FIRST NATION

Description	<p>Qualicum First Nation operates a campground and childcare centre.</p> <p>Economic development is primarily the responsibility of the Qualicum Chief and Council.</p>
Type of Organization	First Nation
Website	<a href="http://qualicumfirstnation.com">qualicumfirstnation.com</a>
Geographic Area	Qualicum Bay

**NANAIMO PORT AUTHORITY**

Description	<p>“The Nanaimo Port Authority administers, controls, and manages the harbour, waters and foreshore adjacent to Nanaimo, British Columbia, Canada.”</p> <p>The largest public cargo port on Vancouver Island works to build and maintain port resources. They partner with community businesses to promote economic development.</p>
Type of Organization	Port Authority
Website	<a href="http://npa.ca">npa.ca</a>
Governance	<p>Board of 7 members, one from each level of government (Federal, Provincial and Municipal), and four appointed by the Federal Transport Minister on the recommendation of Port users.</p> <p>President and CEO of the Port serves as the Head of the Institution.</p>

**NANAIMO AIRPORT AUTHORITY**

Description	<p>“Mission: To provide a safe, efficient and financially viable airport, offering excellent services and value to all users while fostering economic development.”</p>
Type of Organization	Airport Authority
Website	<a href="http://www.nanaimoairport.com">www.nanaimoairport.com</a>
Governance	<p>Board of 9 members, five appointed by (respectively) the City of Nanaimo, the Nanaimo Chamber of Commerce, the Town of Ladysmith, CVRD and RDN. The other four are appointed by the Board to represent communities at large.</p>

**VANCOUVER ISLAND NORTH FILM COMMISSION (INFILM)**

Description	<p>“INFilm provides liaison and location scouting services to the film, television, commercial and new media industry interested in filming on northern Vancouver Island.”</p> <p>The Commission promotes the area to domestic and international film industry as a prime location for film, TV and commercial productions.</p>
Type of Organization	Film Commission
Website	<a href="http://www.infilm.ca">www.infilm.ca</a>
Staffing	3
Budget	\$50,000 from RDN (also supported by other Island regions and communities)
Geographic Area	Island communities from Ladysmith to Cape Scott. (Locations south, from Duncan to Victoria are covered by the Vancouver Island South Film and Media Commission)
Governance	Board of 10 members.

## NANAIMO HOSPITALITY ASSOCIATION

Description	<p>“The members of Nanaimo Hospitality Association will do everything they can to make you and your people truly welcome.”</p> <p>Membership hospitality organization (local hotels and motels) provides grants funded by Municipal and Regional District Tax (MRDT) to support the growth of overnight visitation to Nanaimo.</p>
Type of Organization	Industry Association
Website	<a href="http://www.nanaimohospitality.ca">www.nanaimohospitality.ca</a>
Staffing	1
Budget	Funded by MRDT
Geographic Area	Nanaimo
Governance	

## INNOVATION ISLAND

Description	<p>A regional voice for technology entrepreneurship on the Island, promoting technology and innovation business development through grants, mentoring, and investment attraction. They deliver the Innovate BC Venture Acceleration Program to communities outside of Victoria.</p> <p>Registered non-profit member of the BC Acceleration Network.</p>
Type of Organization	Startup Accelerator
Website	<a href="http://innovationisland.ca">innovationisland.ca</a>
Staffing	3 (based on positions listed on website)
Budget	No local government funding
Geographic Area	Vancouver Island, north of the Malahat.
Governance	Board of 4 members.

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**TO:** Regional District of Nanaimo Board      **MEETING:** July 23, 2019

**FROM:** Julie Pisani      **FILE:** 5280-22  
Drinking Water and Watershed  
Protection Program Coordinator

**SUBJECT:** Private Managed Forest Land Program Review

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### **RECOMMENDATION**

That the Regional District of Nanaimo Board endorse the submission (Attachment 1) to the Private Managed Forest Land Program review.

### **SUMMARY**

The Regional District of Nanaimo (RDN) is directly affected by practices on private managed forest land, which comprises approximately 63% of the land in our region. This land is regulated by the Province under the Private Managed Forests Land (PMFL) Act. The Province is currently conducting a review of the PMFL program and the RDN has the opportunity to provide a formal written submission with comments on how the program could better protect public environmental values. A submission to the Minister of Forests Land Natural Resource Operations and Rural Development has been prepared for Board endorsement.

### **BACKGROUND**

Sixty three percent (63%) of land in the RDN including the member municipalities is Private Managed Forest Land. The upper watershed areas of our communities, which include drinking water source areas, are situated within the land base of private forestry. The Province of BC regulates Private Managed Forest Land under the Private Managed Forest Land Act. Currently, the BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development is conducting a review of the Private Managed Forest Land (PMFL) Program, seeking to engage those most affected by forestry activities on private forest land to provide comments and share concerns. This Provincial review is one of several public engagements announced as part of the Coast Forest Sector Revitalization Initiative. The review of the PMFL program is limited to examining how well the program is meeting its goals to:

- Encourage private landowners to manage their lands for long-term forest production, and;
- Encourage sustainable forest management practices, including the protection of key public environmental values listed as:
  - Soil conservation, critical wildlife habitat, fish habitat, water quality and reforestation.

RDN Director Maureen Young and RDN staff Randy Alexander and Julie Pisani attended an information session hosted by Provincial representatives on Friday June 28, 2019 in Nanaimo to learn more about the review process in preparation for providing informed input to the Ministry. Additionally, RDN staff met with counterparts from our neighbouring Regional Districts: Cowichan Valley and Comox Valley to discuss their concerns and feedback for the PMFL program review; to explore opportunities for an aligned response based on commonly identified issues and shared suggestions.

Overall, the RDN experience in working with Private Managed Forest Landowners TimberWest and Island Timberlands (now both Mosaic Forest Management) through the Drinking Water and Watershed Protection (DWWP) program in recent years has been positive. They have demonstrated a willingness to partner and support educational and monitoring initiatives, such as school watershed field trips and surface water quality sampling as part of the RDN Community Watershed Monitoring network, where the private forestry companies have provided land access, safety equipment and some sponsorship funds. Representatives from Mosaic Forest Management also sit on the RDN DWWP Technical Advisory Committee which is a forum for information sharing and providing guidance on the collaborative implementation of DWWP program initiatives.

This Provincial review is an important opportunity to build on positive working relationships that the RDN has established with Private Managed Forest companies, in order to further enhance the transparency and accountability surrounding forestry practices on private lands within our communities. Improvements to the PMFL program based on community feedback would go a long way to further the forestry companies' social license and public trust needed to manage this resource responsibly for the long term. Increasing pressures to the forest land base, including climate change, warrant innovative solutions that reflect current and future conditions, so that sustainable management practices for protection of critical social and environmental values are achieved.

While it is understood that as Private Managed Forest Landowners are, through the Private Managed Forest Land Act and regulations, encouraged to manage for the five key public environmental values of soil conservation, critical wildlife habitat, fish habitat, water quality and reforestation, it is not clear how these objectives are managed for and what enforceability or accountability mechanisms exist. Further, the key objective of preserving hydrological function and water quantity appears to be missing and enhancements to information sharing and collaborative management agreements are recommended.

The key issues and solutions that have been identified in practice and in discussion include:

- Accountability: The PMFL program needs to have complete, comprehensive and enforceable management objectives to demonstrate that their practices are meeting the public's expectations.
- Transparency: Open and regular communication between PMFL landowners and local governments and communities including sharing information, data and reports needs to be enhanced.
- Climate change and forest function: PMFL management should reflect current and future climate reality and recognize healthy forests' role as a buffer for climate change impacts such as drought, fire, floods.
- Compliance: Formalized collaborative management agreements with local governments and water purveyors that include regular third-party environmental audits, hydrological assessments and mechanisms for adaptive management would build trust and enhance durability of positive working relationships.



- Interface between community & private forests: Resource lands play an important role in our region and should be maintained for resource purposes, consistent with community planning processes. Buffers for burning, logging and chemical use next to residential areas should preserve public perception, safety and minimize environmental risk. Access for recreation and infrastructure maintenance should be preserved.
- Reconciliation: Opportunities for reconciliation with and economic benefit for First Nations where their traditional territory overlaps with private forestry land.

The attached submission (Attachment 1) to the Minister provides greater details on these key issues and suggested solutions.

## **ALTERNATIVES**

1. That the RDN Board endorse the submission (Attachment 1) to the Private Managed Forest Land Program review.
2. That the RDN Board provide amendments to the written submission or alternative direction to staff.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

## **STRATEGIC PLAN IMPLICATIONS**

Environmental Stewardship - Protect and enhance the natural environment, including land, water, and air quality for future generations.

Private Managed Forest Land (PMFL) encompasses a large portion of the lands within the RDN. By advocating that these lands are managed in a way that protects watershed values is aligned with the Strategic Plan 2019-2022 which includes an emphasis on: Environmental Stewardship, People and Partnerships, Growth Management and Climate Change. Providing comments during the Provincial review period for the Private Managed Forest Land program is critical to advancing the RDN's strategic priorities, primarily the key strategic goal listed above.



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Julie Pisani  
[jpisani@rdn.bc.ca](mailto:jpisani@rdn.bc.ca)  
July 8, 2019

Reviewed by:

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

Attachment:

- Letter: Comments on the Private Managed Forest Land Program Review

July 11, 2019

The Honourable Doug Donaldson  
Minister of Forests, Lands, Natural Resource Operations and Rural Development  
Parliament Buildings  
Victoria, British Columbia  
V8V 1X4

Dear Minister Donaldson,

**Re: Comments on the Private Managed Forest Land Program Review**

Thank you for the opportunity to provide feedback on BC's Private Managed Forest Land (PMFL) Program. The Regional District of Nanaimo (RDN) is directly affected by practices on Private Managed Forest Land as 63% of the land in our region is designated as PMFL. This includes important headwaters and community drinking water source areas. Overall, the RDN's experience in working with private managed forest landowners TimberWest and Island Timberlands (now both Mosaic Forest Management) through the RDN Drinking Water and Watershed Protection (DWWP) program in recent years has been positive. This Provincial Review is an important opportunity to build on the established positive working relationships and further enhance the transparency and accountability surrounding forestry practices on private lands within our region's watersheds. This will help to ensure that sustainable practices are upheld, and collaborative relationships are formalized.

The RDN recognizes the importance of PMFL landowners in BC managing their lands for long term timber production, and how that can be very compatible with drinking water supply areas and healthy watersheds if sustainable practices are used to protect multiple public environmental values. Through discussion with Board members and DWWP Technical Advisory Committee members, several crucial ways by which the private forestry landowners and companies regulated under the PMFL Act can make improvements to continue to build public trust and earn social license to carry out forestry operations in areas that impact local communities, have been identified. The RDN is advocating that the PMFL Program manages its land base in a way that protects watershed values through:

- Open and regular communication with local governments and communities including sharing information, data and reports.
- Complete, comprehensive, transparent and enforceable management objectives to protect public environmental values.
- Formalized collaborative management agreements with local governments and water purveyors that include regular third-party environmental audits, hydrological assessments and mechanisms to ensure compatibility with regional growth strategies, zoning and community plans.
- Opportunities for reconciliation with and economic benefit for First Nations where their traditional territory overlaps with private forestry land.

- Management that reflects current and future climate reality and recognizes healthy forests' role as a buffer for climate change impacts such as drought, fire, floods.

Below is a summary of key issues we would like to raise. Each issues is accompanied by a suggested solution we are requesting to be included in the PMFL program requirements moving forward. These comments are organized under thematic headings for ease of reading.

#### Key Environmental Objectives

- *Issue:* While it is understood that Private Managed Forest Landowners are, through the Private Managed Forest Land Act and regulations, *encouraged* to manage for the five key public environmental values of soil conservation, critical wildlife habitat, fish habitat, water quality and reforestation, it is not clear how these objectives are managed for and what enforceability or accountability mechanisms exist. Public perception is that private forestry has fewer regulations than Crown forest land.  
*Solution:* PMFL language should be strengthened from 'encouraged' to 'required' in this context. Private landowners should also be required 1) to communicate in more detail what management mechanisms are used for each of these objectives, i.e. what are the riparian retention requirements, 2) undergo third party independent audits to ensure compliance and, 3) report out to the public on a regular basis.
- *Issue:* Key environmental values are missing from the PMFL management objectives. Primarily, water quantity and hydrological function.  
*Solution:* Include the following key objective:
  - Water quantity – Protect hydrological function of the forest at a landscape scale, both during and after harvesting, including the role of water interception and infiltration to maintain groundwater recharge, increase snowpack retention, and mitigate flooding.
  - Related to this key objective, hydrological assessments should be required of PMFL landowners and made available to the public in summary format of what the conditions are and how this value is going to be maintained, managed for and monitored.

#### Public Perception and Safety

- *Issue:* Proximity of burning, logging and chemical use near residential areas are perceived safety and environmental risk.  
*Solution:* Ensure buffers for burning, logging and chemical use next to residential areas are sufficient to preserve public perception, safety and minimize environmental risk. Communicate what these buffers are to the public. Alternative practices to burning such as wood chipping and firewood salvage have more public support and potential economic value.

#### Climate Change and Long-Term Resilience

- *Issue:* Practices such as clearcutting in headwaters, logging of old growth forest, and inconsistent riparian retention can compromise the forests' ability to buffer the effects of climate change. These increased negative impacts include drought, decreasing snowpack, increasing fire risk, extreme rain events and floods.

*Solution:* In addition to reforestation practices, the PMFL program should enhance requirements to retain upper elevation forests, old growth forests and substantial riparian forests due to their critical role in storing water, sequestering carbon, mitigating high temperatures and intercepting heavy rains. PMFL program should also recognize federal regulations including that salmon habitat must be protected, under the *Fisheries Act*.

#### Removing Land from PMFL

- *Issue:* Resource lands play an important role in our region and should be maintained for resource purposes, consistent with community planning processes.

*Solution:* Communities would like to see private forest companies follow the same rules for land development that apply to the rest of the land in the region, consistent with regional growth strategies and community plans. Where land is proposed to be removed from PMFL holdings, consultation with local government should come early in the process to ensure there is adequate oversight. Fees for exiting PMFL should be set at a rate that is enough of a deterrent to ensure resource lands are maintained as much as possible (with the exception of land transfers for First Nations) and fees should still apply when withdrawing after 15 years in the program (currently land that has been assessed as PMFL for 16 years or more does not pay an exit fee). When exit fees are levied, the program can provide some of this revenue to local government to subsidize park acquisition or other community amenities in lieu of the resource land benefits.

#### Information Sharing and Collaboration

- *Issue:* Private forestry landowners provide limited data and information about their land base, citing confidentiality as the main barrier to transparency. Yet, the land they operate on is often in drinking water supply areas for downstream communities who are directly affected and have a right to understand the characteristics, status and health of the watershed. The lack of data sharing results in public knowledge deficit and comes at an additional public expense to acquire the data.

*Solution:* PMFL landowners should be required by way of formal data sharing agreement to share data and information with local governments particularly on environmental, terrain and spatial parameters. This includes LiDAR mapping data, water quality data, hydrological assessments, road building and hazard abatement. Information sharing should go beyond a verbal report and take the form of usable datasets and reports that are regularly shared under formal agreement that concurrently protects confidentiality.

- *Issue:* Positive working relationships of PMFL landowners with local governments and water purveyors are voluntary; collaborative relationships could be compromised if individuals representing the landowner who are voluntarily maintaining productive communications and positive relationships leave.

*Solution:* Formalize the collaborative relationship between Private Managed Forest Landowners and local government by supporting the development of mutually beneficial memorandums of understanding (MoUs) about sustainable forestry practices in watersheds upstream of communities.

#### Access and Infrastructure

- *Issue:* Community infrastructure such as dams located on or surrounded by private forest lands lacks certainty of access for communities. This is the same for recreational users. Landowners are often concerned with liability, vandalism and trespass by general public.  
*Solution:* The PMFL program should ensure access to public infrastructure is preserved in perpetuity. Recreational access should also be provided for by PMFL landowners, when safe, particularly for low impact non-vehicle-based recreation activities that are low risk.

As the PMFL land base and watershed boundaries do not conform to political boundaries, dialogue with neighbouring Regional Districts, Cowichan Valley and Comox Valley has taken place in preparation of these comments. They have expressed alignment with the comments we are sharing through this process and we understand they will also be providing their own submissions for this review.

The RDN hopes to participate in any follow-up engagement opportunities, including participation in an informal workshop discussion that may be arranged during the UBCM Conference in Vancouver this September 2019. The RDN looks forward to the innovations and updates that follow from this review.

Sincerely,

Ian Thorpe, Chair  
on behalf of the RDN Board of Directors

T: 250-390-6534 | Email: [ian.thorpe@nanaimo.ca](mailto:ian.thorpe@nanaimo.ca)

cc: Patrick Russell, Ministry of Forests Lands Natural Resource Operations and Rural Development, Manager of Timber Tenures

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**TO:** Regional District of Nanaimo Board    **MEETING:** July 23, 2019  
**FROM:** Jeannie Bradburne    **FILE:** 0570-07  
Director of Finance  
**SUBJECT:** Mileage Allowance for Transportation

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### **RECOMMENDATIONS**

1. "That Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.03, 2019" be introduced and read three times.
2. "That Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.03, 2019" be adopted.
3. That the Volunteer Mileage Reimbursement Policy A2.19, as amended and outlined in Attachment 3, be adopted.
4. That the Board Members' Equipment and Expense Claims Policy A1.31 as amended and outlined in Attachment 4, be adopted.
5. That the Minister of National Revenue of the Government of Canada amend the *Income Tax Act* to provide an allowance paid for non-motor vehicle modes of transportation, excluded from the income of a taxpayer

### **SUMMARY**

Mileage allowance for travel by motor vehicle is currently provided to members of the Board and Volunteers who are appointed by the Board for travel. A provision for an allowance for non-motor vehicle modes of travel is not provided for.

The proposed amendments to the Bylaw and Policies would provide for an equivalent mileage rate for human powered means of transportation.

### **BACKGROUND**

The Executive Committee requested that a report be prepared to address reimbursement for non-motor vehicle modes of transportation. A provision for an allowance for non-motor vehicle modes of travel is currently not provided for.

Currently, mileage reimbursement is governed by Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017 for Directors and by Volunteer Mileage Reimbursement Board Policy A2.19 for members of the public appointed by the RDN Committees, Commissions, and Boards for attendance at meetings. The mileage rate is adjusted each year and matches the CRA Automobile Allowance Rate, currently set at \$0.58/kilometer.

The *Income Tax Act* permits an allowance for motor vehicle travel not exceeding the CRA Automobile Allowance Rate to be provided without inclusion in an employee's income.

Currently Board Members and Volunteers would be travelling at their own cost if they elected to use a human powered mode of transportation.

The proposed amendments to Regional District of Nanaimo Board Remuneration, Expense and Benefits Bylaw No. 1770, 2017 Amendment Bylaw No. 1770.03 (Attachment 2) and Volunteer Mileage Reimbursement Policy A2.19 (Attachments 3) would provide for an equivalent mileage rate for alternative means of transportation. The allowance would cover the cost for Board Members and Volunteers electing to use human powered modes of transportation such as bicycling or walking to meetings.

An allowance for non-motor vehicle transportation, such as human powered transportation, would be income and will be taxed per the *Income Tax Act*. This is because the *Income Tax Act* does not contain an exclusion for other means of travel. The amount of income tax will vary depending on the total income of the individual during the year. The impact is estimated at 30-40% but could range from 20%-50%.

The Ministry of National Revenue of the Government of Canada is responsible for the *Income Tax Act*. It is recommended that a letter be sent requesting an allowance equivalent to using a motor vehicle be excluded from the income of a taxpayer. Removal of the tax impact would encourage the use of greener modes of transportation.

Non-motor vehicle use is supported in the Regional Growth Strategy and Strategic Plan 2019-2022 for climate change mitigation, environmental protection, improving community health and providing alternative modes of transportation as follows:

<b>Regional Growth Strategy</b>
Goal 1: Prepare for Climate Change and Reduce Energy Consumption
Goal 2: Protect the Environment
<b>Strategic Plan 2019-2022</b>
Goal 1: Be Leaders in Climate Change Adaptation and Mitigation, and Become Net Zero by 2032
Goal 2: Protect and Enhance the Natural Environment, including Land, Water and Air, for Future Generations
Goal 5: Provide Opportunities for Residents to Move Effectively Through and Around the Region
Goal 8: Make the Region a Safe and Vibrant Place for All with a Focus on Children and Families in Planning and Programs

The greenhouse gas emission (carbon dioxide) comparison for cars, busses and bicycles is shown below<sup>1</sup>.

Vehicle	CO <sup>2</sup> Released (per km/person)
Car	271
Bus	101
Bicycle	16 (rider's fuel/food)

## ALTERNATIVES

1. That the recommendations as outlined above be approved including:
  - 1.1 "That Regional District of Nanaimo Board Remuneration, Expense and Benefits Amendment bylaw No. 1770.03, 2019" be introduced and read three times
  - 1.2 "That Regional District of Nanaimo Board Remuneration, Expense and Benefits Amendment bylaw No. 1770.03, 2019" be adopted
  - 1.3 That the Volunteer Mileage Reimbursement Policy A2.19, as amended and outlined in Attachment 3, be adopted.
  - 1.4 That the Board Members' Equipment and Expense Claims Policy A1.31, as amended and outlined in Attachment 4, be adopted.
  - 1.5 That the Minister of National Revenue of the Government of Canada amend the Income Tax Act to provide an allowance paid for non-motor vehicle modes of transportation, excluded from the income of a taxpayer.
2. That staff be directed to create a different human powered allowance rate to reimburse for non-motor vehicle mileage costs for Directors, Alternative Directors, Committee and Commission Volunteers and that Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017 and Volunteer Mileage Reimbursement Policy A2.19 be updated to include this rate; or
3. That alternate direction be provided.

## FINANCIAL IMPLICATIONS

The cost is dependent on the number of Directors and Volunteers who currently utilize alternative means of transportation. The incremental mileage cost is estimated at \$2,500/year. Additional staff time will be required to administer the taxable benefit impact of the payments.

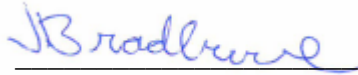
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<sup>1</sup> [https://www.ourstreetsmpls.org/does\\_bike\\_commuting\\_affect\\_your\\_carbon\\_footprint\\_and\\_how\\_much](https://www.ourstreetsmpls.org/does_bike_commuting_affect_your_carbon_footprint_and_how_much)



## STRATEGIC PLAN IMPLICATIONS

Climate Change - Be leaders in climate change adaptation and mitigation, and become net zero by 2032.



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Jeannie Bradburne

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

July 12, 2019

Reviewed by:

- J. Tait, A/General Manager, Corporate Services
- P. Carlyle, Chief Administrative Officer

Attachments:

1. Regional District of Nanaimo Board Remuneration, Expense and Benefits Bylaw No. 1770, 2017
2. Regional District of Nanaimo Board Remuneration, Expense and Benefits Amendment Bylaw No. 1770.03, 2019
3. Volunteer Mileage Reimbursement Policy A2.19
4. Board Members' Equipment and Expense Claims Policy A1.31

## REGIONAL DISTRICT OF NANAIMO

### BYLAW NO. 1770

*(Consolidated for convenience only up to and including .02)*

#### **A BYLAW TO AUTHORIZE THE PAYMENT OF REMUNERATION, EXPENSES AND BENEFITS TO DIRECTORS, ALTERNATE DIRECTORS AND COMMITTEE MEMBERS**

**WHEREAS** the *Local Government Act* provides that a Board may by bylaw, provide for the remuneration, expenses and benefits of directors;

**NOW THEREFORE**, the Board of the Regional District of Nanaimo enacts as follows:

1. This bylaw may be cited for all purposes as "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017".
2. In this bylaw unless the context otherwise requires:

**"Act"** means the *Local Government Act*.

**"Advisory Committee"** means an Advisory Committee or Commission appointed by the Board, which includes at least one Board member, but does not include a Standing or Select Committee.

**"Alternate Director"** means a person appointed as an Alternate Director pursuant to the *Local Government Act*.

**"Commission"** means a commission appointed by the Board as provided by the *Local Government Act*.

**"Director"** means a person appointed or elected to the Board as a Director and includes the Chair and Vice Chair but does not include an Alternate Director.

**"Public Information Meeting"** means a meeting scheduled pursuant to provincial legislation.

**"Select Committee"** means a Select Committee comprised solely of Board members as provided by the *Local Government Act*.

**"Standing Committee"** means a Standing Committee appointed by the Chair comprised solely of Board members as provided by the *Local Government Act*.

3. Directors elected or appointed to the Board do so with the understanding that they will participate fully in the business of the Board. The remuneration rates established in this bylaw reflect the work of an elected member and members are expected to attend all regularly scheduled meetings unless there are extenuating circumstances.

4. The remuneration for Directors is established according to Schedule 'A' to this bylaw.
5. In addition to the remuneration paid in Schedule 'A', the following expenditures made or expenses incurred by a Director or Alternate Director when the Director or Alternate Director is representing the Regional District, engaged in Regional District business or attending a meeting, course or convention in connection with the business of the Regional District, will be paid by the Regional District, at cost, including applicable taxes, unless otherwise specified, for:
  - (a) For transportation as described in Sections 5(b), (c), (g), (h), (i) and (j), reimbursement will be only for the most direct and/or economical means of transportation.
  - (b) Mileage accumulated on a Director's or Alternate Director's own motor vehicle at the rate prescribed in Schedule 'B', incurred for:
    - (i) attendance at Regular or Special Board meetings.
    - (ii) attendance at Standing or Select Committee meetings including those where the Director is not a member of the Committee.
    - (iii) attendance at Advisory Committee meetings.
    - (iv) attendance at Commission meetings.
    - (v) attendance at seminars, conferences or conventions.
    - (vi) attendance at Public Hearings held pursuant to the *Local Government Act*.
    - (vii) attendance at Public Hearings called for by the Board for any other purpose.
    - (viii) attendance at Public Information meetings called for by the Board for any purpose.
    - (ix) attendance at meetings outside of the members jurisdiction pursuant to a request from Regional District staff.
    - (x) attendance at public meetings arranged by the AVICC, UBCM, LGMA or other levels of Government.
    - (xi) attendance at other meetings outside of the Director's electoral jurisdiction when appointed by the Board or the Board Chair to represent the Board.

but for greater clarity does not include:

mileage incurred within a Director's electoral or municipal area jurisdiction, including but not limited to neighbourhood association or residents association meetings or official ceremonies unless specifically authorized by the Board to attend the meeting on behalf of the Board.

- (xii) for Alternate Electoral Area Directors, reimbursement is provided for mileage accumulated on their own vehicle for attendance at meetings in the absence of the elected Director when staff are in attendance at the meeting.
- (c) For the Chair, in addition to amounts reimbursed under 5(b), mileage accumulated on his/her own motor vehicle at the rate prescribed in Schedule 'B' for travel while representing the District or engaged in Regional District business.
- (d) Accommodation for a Director or Alternate Director at a facility convenient to the location of the seminar, convention or meeting.
- (e) Accommodation for a Director or Alternate Director at a facility convenient to the location of the annual UBCM and AVICC conventions.
- (f) For the Director of Electoral Area 'B', where returning home on the same day from a Board or Standing or Select Committee meeting is not possible as a result of the duration of the meeting, accommodation based on single occupancy and breakfast at the rate prescribed in Schedule 'B'.
- (g) Return airfare for trips based on single economy fare:
  - (i) for Electoral Area Directors or Alternate Electoral Area Directors to attend the Union of British Columbia Municipalities annual convention;
  - (ii) for the Chair and authorized Board members to attend the Federation of Canadian Municipalities annual convention;
  - (iii) for Directors or Alternate Directors, with prior Board approval, and in all cases for the Chair to travel to Victoria or the Lower Mainland for purposes related to Regional District business in addition to subparagraph (i);
  - (iv) for Directors and/or the Chair for purposes of urgent Regional District business and attendance at administrative, tribunal or court proceedings related to the Regional District.
- (h) Ferry fares for vehicle and one driver or one foot passenger;
- (i) Taxis or shuttle bus rides or public transit ticket fare;
- (j) Rental motor vehicles;
- (k) Parking fees;
- (l) Long distance telephone charges for calls on Regional District business.
- (m) Meal allowances at the rates prescribed in Schedule 'B' will be paid to Directors and Alternate Directors while attending a meeting, a course or a convention as a representative

of the Regional District, excluding the cost of any meal provided as part of the cost of registration to a meeting, convention or seminar;

- (n) For meal expenses incurred by the Chair, not to exceed the rates prescribed in Schedule 'B' times the number of persons in attendance, or the actual expense, whichever is less;
  - (o) For meal expenses incurred by a Director or Alternate Director at the rate prescribed in Schedule 'B' where consecutive Board or Standing or Select Committee meetings make returning home for a meal impractical; and
  - (p) Registration fees for conventions/seminars will be paid for Directors or Alternate.
6. Where a Board member uses a personal vehicle to drive to an annual conference location to which there is scheduled air service the following shall be used to calculate the maximum payable to the Board member in lieu of air travel. The amount payable shall be the lesser of:
- The actual cost for:
- |   |      |
|---|------|
| Kilometers to/from event location x current mileage rate            | plus |
| Car and driver ferry fare   | plus |
| Hotel parking fees  |      |
| or  |      |
| Single economy airfare based on 21 days advance booking             | plus |
| Kilometers driven to/from departure airport x current mileage rates | plus |
| Airport parking fees at departure airport                           | plus |
| Estimated taxi fares to/from airport at event location.             |      |
7. Mileage or travel expenses including ferry expenses, incurred by a Committee member or Alternate Committee member while engaged in Regional District business related to the attendance at an Advisory Committee, Commission or Board of Variance meeting will be paid by the Regional District at cost, including applicable taxes, as provided for in Schedule 'B'.
8. The provisions of Sections 5 and 6 shall be administered by the Manager of Accounting Services of the Regional District of Nanaimo who shall be responsible for the application of its provisions and the review and adjudication of expense claims submitted. In the event of a conflict of interpretation, the matter shall be referred to a committee comprised of the Treasurer, the Chief Administrative Officer, and the Chair of the Board. Where this Committee is unable to resolve the conflict to the satisfaction of the Director, the matter shall be referred to the Board for adjudication.
9. (a) Directors and Electoral Area Directors are, subject to insurance carrier requirements, eligible for medical, extended health, dental and group life insurance benefits for themselves and their dependents on the same basis that the Regional District provides those benefits to its employees;

- (b) The Regional District may obtain and pay the premiums for accident insurance coverage for Directors and Alternate Directors while on Regional District business;
  - (c) All premiums for insurance under Section 9 (a) for a Director shall be paid by the Director and not by the Regional District. All premiums under Section 9(a) for an Electoral Area Director shall be paid by the Regional District.
- 10. Bylaws 1317 and 1078 are hereby repealed effective January 1, 2018.
  - 11. This Bylaw takes effect January 1, 2018.
  - 12. Schedules 'A' and 'B' are a part of and enforceable in the same manner as this bylaw.

Introduced and read three times this 12th day of December, 2017.

Adopted this 12th day of December, 2017.

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Chair

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Corporate Officer

**SCHEDULE 'A'**

1. Base remuneration rates effective commencing as indicated:

	November 13, 2018	December 31, 2018	January 1, 2019	January 1, 2020	January 1, 2021	January 1, 2022
All Directors <i>(Base Rate)</i>	\$17,000	\$18,140	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment
Electoral Area Directors <i>(Additional Allowance Above the Base Rate)</i>	\$17,000	\$18,140	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment
Chair <i>(Additional Allowance Above the Base Rate)</i>	\$48,000	\$53,510	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment	Prior year plus CPI adjustment

- (a) The base remuneration shall cover up to four Board or Committee of the Whole meetings per month.

Note: CPI shall be based on the British Columbia Consumer Price Index as published at November 30th each year.

- (b) An overall review of Board remuneration shall be conducted in the third year of each term.

2. In addition to the remuneration rates shown at (1) above, except for the Regional Chair, the following rates shall be paid:

Vice Chair of the Board	\$210 per meeting when acting as Chair of the Board
Committee Chair (Standing, Select, Advisory, Public Hearing or Public Information Meeting)	\$210 per meeting chaired
Alternate Director	\$150 per meeting when attending in the regular Director's place
Select Committees	\$150 per meeting attended
Scheduled Standing Committees	\$150 per meeting attended
Advisory Standing Committees	\$150 per meeting attended
Public Hearings	\$150 per meeting attended
Public Information Meeting	\$150 per meeting attended

## Other Business Meetings

\$150 per meeting for Directors appointed by the Board or the Chair to represent the Regional District at other Regional District business meetings

- (a) Where a Board meeting, Committee meeting, Public Hearing, Public Information meeting or Other Business meeting, exceeds four hours in length, an additional stipend of \$60 will be paid.
- (b) A Director designated by the Chair shall receive a meeting per diem of \$210 when attending meetings with senior levels of government or when representing the Regional District at meetings at locations outside of the Regional District unless otherwise remunerated as a representative of another organization attending the meeting.



## **SCHEDULE 'B'**

### **1. Meal Expenses**

- a) Breakfast to a maximum of \$15.00 without a receipt
- b) Lunch to a maximum of \$20.00 without a receipt
- c) Dinner to a maximum of \$30.00 without a receipt

If a receipt is submitted, the actual cost will be reimbursed provided that:

- (i) The cost of the meal excluding taxes and excluding a gratuity does not exceed the maximum cost under a), b) or c); and,
  - (ii) The gratuity, if any, does not exceed 15% of the total meal cost including taxes.
- d) Where travel occurs outside of Canada the meal expense maximums shall be converted at prevailing exchange rates.
  - e) There will be no reimbursement for alcoholic beverages.

### **2. Overnight Travel**

An overnight per diem of \$75 shall be paid to cover the costs of meals, gratuities and incidentals. This per diem shall be paid in lieu of the standard meal per diems above and receipts are not required.

### **3. Mileage**

The mileage rate will be amended on January 1 of each year by an adjustment equal to the consumer price index for Vancouver Island (or equivalent) as at November 30 of the prior year.

Mileage rates will be reviewed in July of each year for adjustments which may be warranted as a result of increased fuel costs over the preceding period.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1770.03**

**A BYLAW TO AMEND THE REGIONAL DISTRICT OF NANAIMO  
BOARD REMUNERATION, EXPENSES AND BENEFITS BYLAW NO. 1770, 2017**

WHEREAS the Board of the Regional District of Nanaimo wishes to amend Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017;

NOW THEREFORE, the Board of the Regional District of Nanaimo enacts as follows:

**1. Citation**

This bylaw may be cited for all purposes as "Regional District of Nanaimo Board Remuneration, Expenses and Benefits Amendment Bylaw No. 1770.03, 2019".

**2. Amendments**

"Regional District of Nanaimo Board Remuneration, Expenses and Benefits Bylaw No. 1770, 2017" is amended as follows:

- a) By deleting the wording of "Mileage accumulated on a Director's or Alternate Director's own motor vehicle at the rate prescribed in Schedule 'B', incurred for:" in Section 5 (b) and replacing it with "Mileage for a Director of Alternate Director will be reimbursed at the rates prescribed in Schedule 'B', incurred for:"
- b) By deleting Section 5 (b) (xii) and replacing it with "for Alternate Electoral Area Directors, reimbursement is provided for mileage for attending meetings in the absence of the elected Director when staff are in attendance at the meeting".
- c) By deleting Section 5 (c) in its entirety and replacing it with "For the Chair, in addition to the amounts reimbursed under 5 (b), mileage at the rate prescribed in Schedule 'B' for travel while representing the District or engaged in Regional District business.
- d) By deleting Section 6 in its entirety and replace it with "Where a Board member travels to an annual conference location to which there is scheduled air service the following shall be used to calculate the maximum payable to the Board member in lieu of air travel. The amount payable shall be the lesser of:

The actual cost for:

Kilometers to/from event location x current mileage rate	plus
Ferry fare	plus
Hotel parking fees	

Or

Single economy airfare based on 21 days advance booking	plus
Mileage to/from departure airport x current mileage rate	plus

e) By deleting Section 3 of Schedule 'B' and replacing it with

Adopted this

CORPORATE OFFICER

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<b><i>Volunteer Mileage Reimbursement</i></b>	POLICY NO:	A2.19
		CROSS REF.:	
APPROVAL DATE:	July 23, 2019	APPROVED BY:	Board
REVISION DATE:		PAGE:	1 of 1

### PURPOSE

To provide reimbursement of mileage costs for members of the public appointed to Regional District of Nanaimo (RDN) Committees, Commissions and Boards for attendance at meetings.

### POLICY

The RDN will reimburse mileage costs for members of the public who are serving on RDN Committees, Commissions and Boards to attend the meetings for the Committees, Commissions or Boards to which they have been appointed.

Mileage for any mode of transportation, excluding travel by air, ferry, rail, taxi, limousine, and paid peer-to-peer rideshare, or other comparable modes of transportation, shall be reimbursed using the Canada Revenue Agency's automobile allowance rate and taxed in accordance with the *Income Tax Act*, if applicable.

This policy does not apply to appointees from other local governments or organizations.

### MILEAGE CLAIMS PROCEDURE

Claims shall be submitted on the RDN "Mileage Expense Claim" form at the end of the month in which expenses were incurred.

All expense claims will be processed following regular account payment procedures.

Expense claims shall be deemed payable only if submitted within 90 days of the month end in which they are incurred. No claim for a previous year will be paid if submitted after January 15th of the following year.

Please note that, for some committees, commissions and boards, staff may submit claims on behalf of the members. Members should confirm with the staff liaison that this is the case and not assume that claims are being submitted on their behalf.

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT:	<b><i>Board Members' Equipment and Expense Claims</i></b>	POLICY NO: A1.31 CROSS REF.:
EFFECTIVE DATE:	December 12, 2017	APPROVED BY: Board
REVISION DATE:	<b>July 23, 2019</b>	PAGE: 1 of 2

### PURPOSE

To establish the terms and conditions for submitting expense claims and equipment to Board members.

### POLICY

#### 1. Personal Computers

Upon initial election a Director shall have the option to have the Regional District provide a RDN approved laptop or iPad, monitor and printer/scanner/copier to the Director for their use for Regional District business during their term of office. The Regional District will pay for the initial installation, setup and maintenance costs as required and shall where requested provide paper, and printer cartridges for Regional District business or reimburse a Director for the out of pocket cost of such supplies.

In lieu of the above equipment, the Director may elect to receive a taxable cash allowance of \$2,000 for the purchase of equivalent equipment that is compatible with the RDN's technology.

Where a Director is re-elected to a further term, the Director may elect instead of receiving the new equipment to receive a taxable cash allowance of \$2,000 which shall be paid on January 1 in the year following the election. In the event the Director elects the cash allowance, the Regional District shall have no further responsibility for the repair or upgrading of the laptop, monitor or printer.

#### 2. Internet Service

The Regional District will pay, or reimburse Directors, for the cost of installation of a modem and setup of internet access for Directors. An allowance for the monthly cost of high speed internet service shall be provided on or about the first day of the month.

#### 3. Mobile Telecommunication Devices

At the option of a Director, the Regional District will either provide the Director with a mobile device or a monthly allowance of \$50 as reimbursement for a mobile telecommunication device. The allowance shall be provided on or about the first day of the month.

#### 4. Annual Eligibility for Communication Services Allowances

In December of each year a Director shall report to the Director Finance which communication services will be used by the Director in the subsequent year. The monthly allowances shall be amended in accordance with that report commencing January 1 of each calendar year.

**5. Equipment disposition at the end of a Director's term of office**

In consideration of the extensive use of equipment during a four year term of office, any equipment purchased by a Director using a cash allowance or supplied by the Regional District to a Director, as outlined in this policy, shall remain the property of the Director once they are no longer holding office.

**6. Non-Taxable Benefit**

Where the Regional District purchases and provides equipment under this Policy in order to provide a benefit to the Regional District, the equipment is deemed to be a non-taxable benefit in accordance with Canada Customs and Revenue Agency rules and regulations.

Cash allowances provided under this policy shall be treated as taxable benefits in accordance with Canada Customs and Revenue Agency rules and regulations.

**7. Expenses Reimbursement**

Detailed receipts will be required for the following expenses:

- a. **Meals** - except when claiming the per diem rate, a receipt detailing meal costs and the names of the persons attending the meal.
  - b. **Transportation** - for all means of transportation excluding mileage.
  - c. **Accommodation** - except when paid by/billed to the Regional District.
  - d. **Parking costs**
  - e. **Long distance telephone charges** - that relate to RDN business.
- 8. Conference/Seminar registration fees - except when paid by/billed to the Regional District.**
- 9. Mileage** - Claims shall be submitted on the Regional District standard mileage claim form at the end of the month in which expenses were incurred.
- 10. Conventions/Seminars/Other** - Claims may be submitted immediately subsequent to the Director's return using the Regional District standard expense claim form.

All expense claims will be processed following regular accounts payment procedures.

No claim for a previous year will be paid if submitted after January 15th of the following year.