

**REGIONAL DISTRICT OF NANAIMO  
COMMITTEE OF THE WHOLE  
AGENDA**

**Tuesday, September 3, 2019**

**3:00 P.M.**

**Board Chambers**

*This meeting will be recorded*

**Pages**

- 1. CALL TO ORDER**
- 2. APPROVAL OF THE AGENDA**
- 3. ADOPTION OF MINUTES**
  - 3.1 Regular Committee of the Whole Meeting - July 9, 2019** **5**

That the minutes of the Regular Committee of the Whole meeting held July 9, 2019, be adopted.
- 4. DELEGATIONS**
  - 4.1 Paul Chapman, Executive Director, David Drakeford, Director, and Linda Nichol, Director, Nanaimo & Area Land Trust, re 2019 Activities Report and 2020 Funding Request** **12**
- 5. CORRESPONDENCE**

That the following correspondence be received for information:

  - 5.1 Recycling Council of British Columbia, re Waste Reduction Week in Canada** **13**
  - 5.2 George Heyman, Minister of Environment, re Opportunity for Improvement: Beverage Container Recovery Rates** **15**
- 6. ADMINISTRATION**
  - 6.1 2020 Board and Standing Committee Regular Meeting Schedule** **16**

That the 2020 Board and Standing Committee regular meeting schedule be approved as presented

**7. CORPORATE SERVICES**

- 7.1 Bylaw No. 1799 – Alberni-Clayoquot Regional District – 2020 Permissive Tax Exemption** 20
1. That “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019” be introduced and read three times.
2. That “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019” be adopted.
- 7.2 Community Works Fund Policy A2.24** 24
- That the Board adopt the attached Community Works Fund Policy A2.24.
- 7.3 Quarterly Financial Report – Second Quarter – 2019** 37
- That the Financial Report for the period January 1, 2019 to June 30, 2019 be received for information.
- 7.4 Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019** 52
1. That “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019” be introduced and read three times.
2. That “Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019” be adopted.

**8. STRATEGIC AND COMMUNITY DEVELOPMENT**

- 8.1 Vancouver Island Agricultural Adaptation Strategy** 56
1. That the Chair appoint a member of the Board to the Agricultural Adaptation Advisory Committee.
2. That this report be provided to the Regional District of Nanaimo’s Agricultural Advisory Committee for information.
- 8.2 2018 Regional Growth Strategy Annual Report** 62
- That the 2018 Regional Growth Strategy Annual Report be endorsed.

### 8.3 **Island Health Request to Administer Funds for the Nanaimo Community Health Network**

134

That the Board approve the Regional District of Nanaimo entering into a service contract with Island Health to provide \$50,000 annually to hire a Coordinator and pay for related expenses for the Nanaimo Community Health Network, subject to the following conditions:

- a. that Island Health, Oceanside Health and Wellness Network, and Nanaimo Community Health Network support a single Coordinator contract for both Community Health Networks;
- b. that the Coordinator's responsibilities include regular reporting to the Regional District of Nanaimo Board and staff to assist with determining how the Regional District of Nanaimo can further contribute to advancing improvements to the health and wellbeing of its citizens;
- c. that the Regional District of Nanaimo charge an administration fee; and
- d. that the contract term with Island Health be 18 months to allow for review of the joint Coordinator model prior to consideration of renewal.

## 9. **REGIONAL AND COMMUNITY UTILITIES**

### 9.1 **Bylaw No. 1655.10, 2019 – Water User Rates Amendments 2019**

143

1. That "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019" be introduced and read three times.
2. That "Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019" be adopted.

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

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

### 11.1 **Community Works Funds - Extension Recreation Commission Society**

Director Young provided notice of the following motion to the Corporate Officer on August 23, 2019:

That pending approval by the Union of BC Municipalities, up to \$160,000 of unallocated 2020 Electoral Area C Community Works Funds be allocated to the Extension Recreation Commission Society to replace the tennis court with a basketball court.

## 12. **NEW BUSINESS**

**13. IN CAMERA**

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)(g) litigation or potential litigation affecting the municipality;
- 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 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;
- 90(1)(m) a matter that, under another enactment, is such that the public may be excluded from the meeting; and
- 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government.

**14. ADJOURNMENT**



**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. Westbroek	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

---

CHAIR

**Delegation:** Paul Chapman, Executive Director, David Drakeford, Director, and Linda Nichol, Director, Nanaimo & Area Land Trust, re 2019 Activities Report and 2020 Funding Request

**Summary:** 2019 Activities Report and 2020 Funding Request

**Action Requested:** Funding request



Good afternoon,

Proclaim Your Support for Waste Reduction Week in Canada!

Each year the [Recycling Council of British Columbia](#) (RCBC) organizes BC's involvement in observing this important week. We would like to ask all Regional Districts in British Columbia to officially declare October 21st through 27th, 2019 as Waste Reduction Week in their respective districts.

[Waste Reduction Week in Canada](#) is intended to raise awareness about waste and its environmental and social impacts. The theme of Waste Reduction Week, "Too Good to Waste", is meant to draw attention to the richness and diversity of the natural world and the importance of working towards ecological sustainability through waste avoidance and resource conservation.

Please join RCBC in proclaiming October 21st – 27th, 2019 as National Waste Reduction Week in Canada and lending your support!

I have attached a sample Municipal Proclamation in PDF and in Publisher form for your convenience. Of course, you are free to use your own Proclamation format, too.

Completed Proclamations can be emailed, faxed or mailed as per the contact information below. Thanks for your continued support of this important annual event!

Regards,

Jessie

**Jessie Christophersen**

Information Services Assistant

Recycling Council of British Columbia

#10 – 119 W. Pender Street, Van., BC V6B 1S5

E: [jessie@rbc.ca](mailto:jessie@rbc.ca)

W: [www.rbc.ca](http://www.rbc.ca)

Fax: (604)683-7255

T: (604) 683-6009 ext. 317

**Download the BC Recyclepedia app:**





WASTE  
REDUCTION  
WEEK  
IN CANADA

\_\_\_\_\_  
(Name of Regional District)

**hereby recognizes**

# Waste Reduction Week in Canada October 21-27, 2019

As a Regional District, we are committed to conserving resources, protecting the environment and educating the community.

We recognize the generation of solid waste and the needless waste of water and energy resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

We have declared October 21-27, 2019, Waste Reduction Week in

\_\_\_\_\_  
Municipality

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Position



Please send this declaration to the Recycling Council of BC  
By fax at 604-683-7255 or by email at [wrw@rcbc.ca](mailto:wrw@rcbc.ca).  
We thank you again for your commitment to waste reduction.

From: "Minister, ENV ENV:EX" <[ENV.Minister@gov.bc.ca](mailto:ENV.Minister@gov.bc.ca)<mailto:ENV.Minister@gov.bc.ca>>  
Date: August 20, 2019 at 10:19:20 AM PDT  
To: "'ian.thorpe@nanaimo.ca<mailto:ian.thorpe@nanaimo.ca>'"  
<[ian.thorpe@nanaimo.ca](mailto:ian.thorpe@nanaimo.ca)<mailto:ian.thorpe@nanaimo.ca>>  
Subject: RE: Opportunity for Improvement: Beverage Container Recovery Rates

Reference: 346996

August 20, 2019

Ian Thorpe, Chair  
and Directors  
Regional District of Nanaimo  
Email: [ian.thorpe@nanaimo.ca](mailto:ian.thorpe@nanaimo.ca)<mailto:ian.thorpe@nanaimo.ca>

Dear Chair Thorpe and Directors:

Thank you for your letter of July 10, 2019, regarding suggested improvements to BC's two beverage container recycling programs. I appreciate your input regarding improving beverage container recycling by setting higher recovery rates, increasing deposits, and increasing communication and information to consumers.

With respect to the Encorp Pacific (Return-It) plan, the ministry requires all stewardship agencies to include consultation feedback when they submit their revised plan for regulatory review. During the review processes, the plan is evaluated on how effectively it addresses the regulatory requirements, including stakeholder feedback. I understand that the Brewers Recycled Container Collection Council program will also be updating their plan in 2019, and I encourage you to participate in the consultation as you did with the Encorp Pacific plan.

To further support waste reduction, I was pleased to announce on July 25, 2019, the Province's Plastics Action Plan Policy Consultation Paper<[https://cleanbc.gov.bc.ca/app/uploads/sites/436/2019/07/CleanBC\\_PlasticsActionPlan\\_ConsultationPaper\\_07252019.pdf](https://cleanbc.gov.bc.ca/app/uploads/sites/436/2019/07/CleanBC_PlasticsActionPlan_ConsultationPaper_07252019.pdf)> and engagement process. Through the release of this consultation paper, the Province is engaging on developing new policy options and seeking feedback on action in four connected areas to reduce plastic pollution and use less plastic overall. British Columbians are encouraged to share their opinions in an online survey at [www.cleanbc.ca/plastics](http://www.cleanbc.ca/plastics)<<http://www.cleanbc.ca/plastics>>. Written submissions are also encouraged with further instructions provided through the website. This survey and engagement process extends until September 18, 2019, after which we will publish a "What We Heard" report and determine the appropriate policy or regulatory responses.

Thank you again for taking the time to write.

Sincerely,

George Heyman  
Minister

---

**TO:** Committee of the Whole                                **MEETING:** September 3, 2019

**FROM:** Tricia Mayea    **FILE:** 0570  
Legislative Coordinator

**SUBJECT:** 2020 Board and Standing Committee Regular Meeting Schedule

---

**RECOMMENDATION**

That the 2020 Board and Standing Committee regular meeting schedule be approved as presented.

**SUMMARY**

A list of 2020 regular meeting dates for the Board and Standing Committees has been prepared for consideration. The schedule generally follows the same format as in previous years and includes adjustments to the meeting dates in the fall to accommodate the timing of the Union of British Columbia Municipalities (UBCM) convention and the November Board meeting for the election of the Chair and Vice Chair.

**BACKGROUND**

Board meeting requirements are set under Regional District of Nanaimo Board Procedure Bylaw No. 1754, 2017, and in provincial statute. The Board approves its upcoming meeting schedule for the regular Board, Committee of the Whole (COW), and Electoral Area Services Committee (EASC) each year in the fall.

The list of proposed 2020 meeting dates is included as Attachment 1. The 2020 schedule does not include special meetings that may be required for Board and Standing Committees which would be scheduled separately.

Regular meetings are typically held on the second and fourth Tuesdays of each month, except as follows:

***August***

Consistent with the Board’s previous practice, the proposed annual schedule does not include a regular Board meeting in August 2020. Business can be accommodated efficiently at the regular meetings in July and September. The Board will resume business one week earlier than normal in September 2020, as noted below.

## **September**

The Board will convene one week earlier than normal to accommodate the annual UBCM convention.

## **November – December**

The November 2020 Board meeting is set in accordance with the *Local Government Act*, which requires the Board to elect its Chair and Vice Chair at the first meeting held after November 1, which is scheduled for November 10. Additionally, an EASC and COW meeting will be held on November 24, 2020 with recommendations going to the regular Board meeting on December 8, 2020.

## **ALTERNATIVES**

1. That the 2020 meeting schedule be approved as presented.
2. That the Board provide alternate direction.

## **FINANCIAL IMPLICATIONS**

There are no financial implications.

## **STRATEGIC PLAN IMPLICATIONS**

People and Partnerships - Improve the governance and awareness of RDN activities for citizens throughout the Region.



---

Tricia Mayea  
[tmayea@rdn.bc.ca](mailto:tmayea@rdn.bc.ca)  
August 9, 2019

### Reviewed by:

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

### Attachments

1. Regional District of Nanaimo 2020 Board and Standing Committee Regular Meeting Schedule

**ATTACHMENT 1 (page 1 of 2)**

**Regional District of Nanaimo 2020 Board and Standing Committee Regular Meeting Schedule**

**Meeting Location:** RDN Board Chambers, 6300 Hammond Bay Rd, Nanaimo

**Meeting Times:** Electoral Area Services Committee (EASC) – 1:30 pm  
Committee of the Whole – 3:00 pm  
Board Meeting – 7:00 pm

January 14	EASC/Committee of the Whole
January 28	Board Meeting
February 11	EASC/Committee of the Whole
February 25	Board Meeting
March 10	EASC/Committee of the Whole
March 24	Board Meeting
April 14	EASC/Committee of the Whole
April 28	Board Meeting
May 12	EASC/Committee of the Whole
May 26	Board Meeting
June 9	EASC/Committee of the Whole
June 23	Board Meeting
July 14	EASC/Committee of the Whole
July 28	Board Meeting
August	No regular EASC, Committee of the Whole, or Board meeting
September 8	EASC/Committee of the Whole
September 15	Board Meeting
October 13	EASC/Committee of the Whole
October 27	Board Meeting
November 10	Board Meeting
November 24	EASC/Committee of the Whole
December 8	Board Meeting

**2020 Conferences:**

AVICC Convention – April 17-19 (Nanaimo)  
FCM Conference – June 4-7 (Toronto)  
UBCM Convention – September 21-25 (Victoria)

**ATTACHMENT 1 (page 2 of 2)**

**Regional District of Nanaimo 2020 Board and Standing Committee Regular Meeting Schedule**

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	1
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- COW / EASC
- Board
- BC Statutory Holiday
- AVICC (April 17-19)
- FCM (June 4-7)
- UBCM (September 21-25)

**TO:** Committee of the Whole                      **MEETING:** September 3, 2019  
**FROM:** Tiffany Moore  
                    Manager, Accounting Services                **FILE:** 1970-04  
**SUBJECT:** Bylaw No. 1799 – Alberni-Clayoquot Regional District – 2020 Permissive Tax  
                    Exemption

---

### RECOMMENDATIONS

1. That “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019” be introduced and read three times.
2. That “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019” be adopted.

### SUMMARY

The Regional District of Nanaimo has annually acknowledged that the Alberni Clayoquot Regional District’s Mt. Arrowsmith Regional Park should be a tax exempt property. The park is located within the boundaries of the Regional District of Nanaimo but is owned by the Alberni Clayoquot Regional District. This report recommends adoption of “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No.1799, 2019” as presented.

### BACKGROUND

Where a Regional District is the owner of property outside of its boundaries, it is not automatically exempt from property taxes. The Alberni-Clayoquot Regional District is the owner of the Alberni-Clayoquot Mt. Arrowsmith Regional Park, which is located within Electoral Area C of the Regional District of Nanaimo. The Board has adopted bylaws annually since 2004 to provide a permissive tax exemption for this property. Permissive tax exemption bylaws must be adopted annually or, with the assent of the electors, may cover a period not exceeding 10 years. Nanaimo and Alberni-Clayoquot Regional District staff have agreed that it is administratively easier to adopt a permissive tax exemption bylaw annually, and Bylaw 1799 covering the 2020 tax year is presented with this report.

### ALTERNATIVES

1. Introduce and adopt “Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019” for the 2020 taxation year as presented.



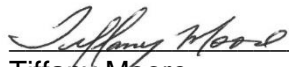
2. Do not grant a permissive tax exemption for the 2020 taxation year for the Alberni-Clayoquot Regional District Mt. Arrowsmith Regional Park properties.

### **FINANCIAL IMPLICATIONS**

The 2019 assessed values for the two properties in question (folios 768 002268.420 and 768 002268.416) total \$2,400,000. Had the exemption not been in place for the 2019 taxation year, the properties would have been assessed Regional District taxes of approximately \$2,410. These properties represent the only permissive tax exemption provided by the Regional District of Nanaimo.

### **STRATEGIC PLAN IMPLICATIONS**

Adopting the property tax exemption for Alberni-Clayoquot Mt. Arrowsmith Regional Park is consistent with the Regional District of Nanaimo Strategic Plan under Environmental Stewardship – protect and enhance the natural environment for future generations.



---

Tiffany Moore  
[tmoore@rdn.bc.ca](mailto:tmoore@rdn.bc.ca)  
August 13, 2019

#### Reviewed by:

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

#### Attachments:

1. Bylaw No. 1799
2. Map showing ACRD Mt. Arrowsmith Regional Park

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1799**

**A BYLAW TO AUTHORIZE A PROPERTY  
TAX EXEMPTION FOR THE YEAR 2020**

WHEREAS a Board may, by bylaw adopted by at least 2/3 of the votes cast, exempt property from property taxes under Section 391(3), in accordance with Section 391(4) of the *Local Government Act*;

AND WHEREAS the Alberni-Clayoquot Regional District is the owner of properties located within the boundaries of the Regional District of Nanaimo and the properties are used as a public park;

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

1. The properties described as:

- a) District Lot 2000, Cameron Land District
- b) Lot 1, Block 1324, Plan 28909, Cameron Land District

which are owned by the Alberni-Clayoquot Regional District and are used for public park purposes, are authorized to be exempt from property taxes in accordance with Section 391(4)(g) of the *Local Government Act* for the year 2020.

2. This bylaw may be cited as the "Property Tax Exemption (Alberni-Clayoquot Mt. Arrowsmith Regional Park) Bylaw No. 1799, 2019".

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

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

\_\_\_\_\_  
CHAIR

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

ELECTORAL AREA F

Cameron Lake

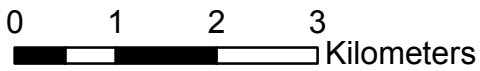
**MOUNT ARROWSMITH  
REGIONAL PARK (ACRD):  
Lot 1, Block 1324,  
Cameron District, Plan 28909  
and District Lot 2000,  
Cameron District**

Mount Arrowsmith  
Regional Park  
(ACRD)

Mount Arrowsmith Massif  
Regional Park (RDN)

ALBERNI -  
CLAYOQUOT  
REGIONAL  
DISTRICT

ELECTORAL AREA C



23

---

**TO:** Committee of the Whole                      **MEETING:** September 3, 2019  
**FROM:** Jeannie Bradburne  
            Director, Finance                              **FILE:** Not applicable  
**SUBJECT:** Community Works Fund Policy A2.24

---

### **RECOMMENDATION**

That the Board adopt the attached Community Works Fund Policy A2.24

### **SUMMARY**

The Regional District of Nanaimo does not have a Board policy on Community Works Funds. Funds have historically been allocated to projects on an ad hoc basis when requests are brought forward to the Board.

The proposed policy will provide guidance regarding the effective use of Community Works Funds. The policy also includes the process for external organizations to access the Regional District of Nanaimo's funding. Further, the policy establishes timing for the projects to be considered, which will allow inclusion in the annual financial plan, including an opportunity for public consultation.

### **BACKGROUND**

The renewed Gas Tax Agreement (GTA) between Canada, British Columbia and the Union of British Columbia Municipalities (UBCM), and the 2014-2024 Community Works Fund (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, \$1,756,240 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.

Guidance to determine which projects should be funded has not been established. Funds are allocated during the Financial Planning process for only select projects, and the rest of the funds are allocated throughout the year when a request is brought forward by an Electoral Area Director.

A review of the Community Works Funds allocation of other Regional Districts was conducted. Allocation of funds varied greatly, including on the basis of population of electoral areas, organizational need, or a combination. A common process found was to permit external organizations to apply for funding by a set date each year for consideration against local government driven projects. The timing of these applications was always set to facilitate inclusion in the Financial Plan. With the exception of emergencies, allocation of funds to external organizations was not noted outside of this set period.

Proposed Community Works Fund Policy A2.24 will provide a framework for the allocation of the funds. The Policy will formalize the application process, allowing all requests to be considered simultaneously which will provide for public consultation<sup>1</sup> and inclusion in the annual Financial Plan<sup>2</sup>. This will reduce the administrative burden and provide for a fair and transparent process. Further, additional funding for projects supporting the Strategic Plan will be provided. Use of the CWF for these projects will reduce the tax burden to the public.

Some examples of projects supported under the new policy include:

- Funding to support the RDN's asset management plans
- Infrastructure purchases to support social well-being such as playgrounds, tennis/pickleball courts, sports fields or facility upgrades
- Greenway and trail development to support low emission and efficient transportation
- Development of a housing needs assessment
- Development of a Transportation Master Plan
- Drinking water or wastewater capital projects

## **ALTERNATIVES**

1. That the Board adopt Community Works Fund Policy A2.24.
2. To amend the proposed Community Works Fund Policy prior to adoption.
3. To not adopt the Community Works Fund Policy and continue with the current ad hoc practice for allocating Community Works Funds.

## **FINANCIAL IMPLICATIONS**

The RDN is expected to receive \$1,756,240 in funding in 2019 with the potential of a bonus payment of a similar amount. It is projected that \$5,862,369 will remain unallocated at the end of the year.

---

<sup>1</sup> *Local Government Act*, Section 375 (1)

<sup>2</sup> *Local Government Act*, Section 401

## 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.



---

Jeannie Bradburne  
jbradburne@rdn.bc.ca  
August 12, 2019

Reviewed by:

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

Attachments

1. Community Works Fund Policy A2.24
2. Community Works Fund Application Form

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT: <b><i>Community Works Fund Policy</i></b>	POLICY NO:    A2.24 CROSS REF.:
EFFECTIVE DATE:    September 17, 2019	APPROVED BY:    Board
REVISION DATE:	PAGE:    1 of 2

**PURPOSE:**

The RDN receives funds each year from the Community Works Fund of the Government of Canada, under agreements between the Government of Canada, Province of British Columbia, Union of British Columbia Municipalities (UBCM), and the Regional District of Nanaimo (RDN). These funds are allocated to the RDN based on the population of the electoral areas. This policy is to govern consideration and evaluation of requests for financial assistance that are specific to the Community Works Gas Tax Funds allocated to the RDN.

**DEFINITIONS:**

**“Funding Agreement”** means the 2014 to 2024 Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

**“Contribution Agreement”** means the agreement for community works funds for grantees between the Regional District of Nanaimo and an external organization.

**POLICY:**

1. To ensure fair consideration, public consultation, and inclusion in the financial plan, the RDN will only consider applications received no later than the last Friday in August. Proposals received after this date will only be presented to the Board if the project is considered an emergency.
2. Only projects qualifying under the criteria for the Community Works Fund as outlined in the Funding Agreement will be funded.
3. Population of the electoral areas shall be considered when determining the allocation of Community Works Funds.
4. The following project areas shall be given priority:
  - a) Projects which align with the strategic priorities of the RDN
  - b) Projects which address capacity building, including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and asset management plans of the RDN
  - c) Infrastructure projects that are owned or leased by the RDN
  - d) Projects with a regional focus or benefitting a larger portion of the population

5. External organizations receiving Community Works Funds will be required to enter into a Contribution Agreement with the RDN.
6. External organizations must:
  - a) Meet the definition of Ultimate Recipient in the Funding Agreement
  - b) Expend the funds consistent with the RDN's policies
  - c) Provide proof of future ownership or control of the asset for a minimum of the next five years
  - d) Comply with all terms set out in the Funding Agreement and the Contribution Agreement
  - e) Comply with all applicable regulations on the project



<b>Community Works Fund Application</b> <b>Gas Tax Program Services – CWF Funding (UBCM)</b>			
Project Title			
Date of Application			
Applicant Information			
Name of Organization			
Address			
City, Prov. Postal			
Phone No.		Fax No.	
Organization's Email			
Name of Contact		Contact's Email	
Project Time Line			
Project Commencement Date (yyyy/mm/dd)		Project Completion Date (yyyy\mm\dd)	
Land Ownership			
Ownership and legal description information is required for all parcels of land on which the proposed work will occur.			
Registered Owners of Land(s)			
Legal Description of Land(s)			
Crown Land Tenure/License No./Permit No.(s) If land is leased, attach a copy of the lease.			
Do you have the Landowner's written approval to complete the works on the land(s)?	<input type="checkbox"/> Yes (Attach supporting documentation) <input type="checkbox"/> No		
Compliance With Regulations			
The proponent shall in all respects abide by and comply with all applicable lawful rules, regulations and bylaws of the federal, provincial or local governments, or any other governing body whatsoever, in any manner affecting the Project.			
Have you consulted with a building official?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you applied and received a building permit?	<input type="checkbox"/> Yes, Permit No. _____ <input type="checkbox"/> No		
If No, please explain:			

**Application Content**

Must include all of the following:

- 1.0 - Description of the Project including management framework
- 1.1 - Project timeline and supporting documents
- 2.0 - Project budget
- 3.0 - Outline of project accountability including Final Report and Financial Statements

1.0 Description of the Project including management framework

(If needed, please provide additional information on separate page)

1.1 Project Costs including Timeline and Supporting Documents

(If needed, please provide additional information on separate page)

1.2 Project Impact

(If needed, please provide additional information on separate page)

1.3 Project Outcomes

(If needed, please provide additional information on separate page)

1.4 Project Team and Qualifications

(If needed, please provide additional information on separate page)

# Community Works Fund Application

## 2.0 Project Budget

List eligible costs for this project below. These include all direct costs that are reasonably incurred and paid by the Recipient under the contract for goods and services necessary for the implementation of the Eligible Project. Attach supporting quotes and estimates.

Project Expenses		
Item	Description	Cost (\$)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	<b>Total Project Cost</b>	\$ 0.00

**2.1 Additional Budget Information**

(If needed, please provide additional information on separate page)

**3.0 Accountability Framework**

The eligible recipient will ensure the following:

- Net incremental capital spending is on infrastructure or capacity building
- Funding is used for Eligible Project and Eligible Costs
- Project is implemented in diligent and timely manner
- Provide access to all records
- Comply with legislated environmental assessment requirements and implement environmental impact mitigation measures
- Provide a Project Completion Report including copies of all invoices

**4.0 Schedule of Payments**

The RDN shall pay the grant to the proponent in accordance with the following schedule of payments:

- a) 100% upon signing of the Contract Agreement and providing copies of invoices/receipts or a quote.

**5.0 Acknowledgement of Requirements**

Gas Tax-funded projects aim to achieve national objectives: a clean environment; strong cities and communities; and productivity and economic growth.

By signing below, the recipient agrees to prepare and submit a Project completion report outlining Project outcomes that were achieved and information on the degree to which the Project has contributed to the above mentioned objectives. The Project completion report must include financial information such as revenues and expenses and copies of invoices or receipts that support funding expenditures.

Authorized Signature for Proponent	Name	Date



---

**TO:** Committee of the Whole      **MEETING:** September 3, 2019

**FROM:** Manvir Manhas  
Manager, Capital Accounting &  
Financial Reporting      **FILE:** Click here to enter text.

**SUBJECT:** Quarterly Financial Report – Second Quarter – 2019

---

### RECOMMENDATION

That the Financial Report for the period January 1, 2019 to June 30, 2019 be received for information.

### SUMMARY

Overall, all services are within budget or under budget and this trend is expected to continue through 2019. Total operating revenues are at 51% of the budget, with Building Inspection operating revenues at 55% of the budget. Regional and Community Utilities operating revenues (55%) reflect the first utility services billing completed at the end of May which include full year revenue for garbage and recycling. Total operating expenditures are at 38% benchmark. The majority of variances are due to timing differences in recording revenues and expenses. Capital spending is at 24% of the budget due to the timing of capital projects and the drawdown accounting approach where transfers from reserves and Development Cost Charge revenues are recorded only when project expenses are incurred.

### BACKGROUND

The Regional Board is provided with quarterly financial progress statements in order to review budget trends. Other than taxation revenue, which is accrued evenly through the year and shows at 50% of budget, revenues and expenses are incurred as projects are completed. Variances are explained below at an organizational level and specific service variations are explained in Attachment 1.

#### Economic Overview

##### *Canada*

Canada's economy has picked up after the slowdown in late 2018 and early 2019, rebounding stronger than expected in the second quarter, but continued uncertainty related to escalating global trade conflicts and geopolitical tensions has brought longer term outlook down slightly. GDP growth is projected to increase from 1.3% in 2019 to about 1.9% in 2020 and 2.0% in 2021<sup>1</sup>. Core measures of inflation continue to hover at about 2%, and inflation is expected to remain

---

<sup>1</sup> Bank of Canada Monetary Policy Report, July 2019

close to 2% through 2020 and 2021. The Bank of Canada continues to hold the overnight lending rate at 1.75% based on current economic data.

**British Columbia** (Content provided by TD Economics<sup>2</sup>)

*While real GDP growth in B.C. moderated in 2018, the estimated gain of 2.4% outstripped the national average for the fifth straight year. A surge in natural gas output and robust expansion in residential and non-residential construction and transportation & warehousing activity propelled last year's advance. Looking ahead, we anticipate a further slowdown to a below-trend rate in 2019, largely on the back of the recent slump in housing activity. Provided that housing gains some traction in 2020 – as we expect – economic growth should regain some momentum.*

*The adjustment underway in the province's housing markets to both government policy changes and higher interest rates over the past few years has been sharper and more prolonged than we had anticipated. Declines in resale activity and average prices accelerated this year, while the market balance in the Greater Vancouver Area has sunken well into buyer's territory. That said, with much of the speculative froth having been removed from the market and interest rate trends recently turning more favourable, sales are likely to begin firming in the second half of the year. Still, some residual softness in home prices and homebuilding is expected to linger into 2020.*

*A key factor that has helped insulate the economy from the spill-over impacts of declining housing activity is ongoing resilience in labour markets. The province maintains the country's lowest unemployment rate and a historically-high core age participation rate. By any measure, employment in B.C. is growing at an unsustainably rapid clip this year, setting the stage for a significant moderation in 2020.*

*Meanwhile, prospects for engineering and non-residential investment remain bright. As measured by StatCan's Capital and Repair Expenditures Survey, B.C. topped the nation. Large scale projects, including LNG Canada, the associated pipeline will help to sustain non-residential construction going forward. A late-2018 surge in non-residential building permits further confirms this narrative. Additionally, labour market tightness and an absence in spare productive capacity is likely to incentivize investment. But while the outlook for non-residential investment remains strong for the most part, one area of near-term downside risk surrounds the export sector, which is expected to struggle amid weak conditions in the forestry sector, a slowing Chinese economy, and growing trade tensions.*

**Regional District of Nanaimo**

The positive economic indicators for the Regional District of Nanaimo (RDN) continue, with the exception of a softening in the housing resale market. The RDN issued 202 building permits in the second quarter vs. 211 in 2018. Average single family dwelling prices for July 2019 at \$554,240 in Nanaimo and \$605,679 in Parksville/Qualicum are down -2% and -3% respectively over July 2018; additionally, the number of sales is essentially unchanged in Nanaimo and down -8% in Parksville/Qualicum<sup>3</sup>.

The unemployment rate of 4.1% for Vancouver Island/Coast is up from 3.7% last quarter, but remains below the 4.3% provincial rate (down from 4.6% last quarter), which was the lowest

---

<sup>2</sup> TD Economics Provincial Economic Forecast (June 17, 2019)

<sup>3</sup> Vancouver Island Real Estate Board Single Family Home Average Sales Price, July 2019

provincial rate in Canada during the month of July<sup>4</sup>. BC Ferries June 2019 Year to Date Vehicle and Passenger traffic increased 1.39% and 1.49% at Departure Bay, and at Duke Point Vehicle traffic increased 0.50% while Passenger traffic decreased -0.73% over June 2018<sup>5</sup>.

There are a number of factors that will impact the Canadian, BC and Vancouver Island economies in 2019 and forward including interest rate changes, the Canadian dollar fluctuations, climate change, trade agreement battles and global politics. These areas have had some negative effects on the Island economy; however, at this time, BC and Vancouver Island are expected to continue to show growth.

### **Overall Summary by Division (Attachment 2)**

The Overall Summary by Division provides an overview of the year-to-date results at a divisional level.

#### ***Capital Accounts***

Overall capital spending is at 24% of budget due to the timing of capital projects, in particular the \$31.5 million allocated for 2019 to the secondary treatment project at the Greater Nanaimo Pollution Control Centre for which the construction is currently underway. The timing of capital projects also impacts professional fees (24%). Capital projects use a drawdown accounting approach where grant revenues and transfers from reserves and Development Cost Charge revenues are recorded when project expenses are incurred which in turn impacts transfers from reserves (31%), capital grant revenues (6%), and new borrowing (25%). Other major capital works underway or beginning in 2019 are the Nanoose Bulk Water Joint Venture project, design work for the French Creek Pollution Control Centre, San Pareil Water Treatment upgrades, Chase River Pump Station and Forcemain upgrades, Mount Benson Parking Lot construction, Meadowood Community Recreation Centre construction and the design work for Dashwood Volunteer Fire Hall replacement and Huxley Skatepark.

#### ***Operating Accounts***

Total operating revenues are at 51% of the budget, with Building Inspection operating revenues at 55% of the budget. Regional and Community Utilities operating revenues (55%) reflect the first utility services billing completed at the end of May which include full year revenue for garbage and recycling.

Operating expenditure accounts are at 37% or more of budget other than professional fees (24% impacted by capital as noted above), community grants (0%) and program costs (27%). Community Grants (0%) reflect the timing of grants to various organizations which will be disbursed fully over the summer and the fall. Program costs reflect the Drinking Water/Watershed Protection rebate programs in Regional & Community Utilities (33%) and the Green Buildings rebate programs in Strategic & Community Development (12%) which are currently underway and will be fully allocated through the fall and winter. Recreation and Parks program costs (33%) are impacted by the timing differences in recording expenses for summer community and youth grant programs.

---

<sup>4</sup> Statistics Canada, Labour Force Survey, July 2019, The Daily, August 9, 2019

<sup>5</sup> BC Ferries, Traffic Statistics System Total Vehicle and Passenger Counts by Route for June 2019

Expenditures for Debt Interest (45%) and Debt Principal (43%) are lower than budget because of the timing of debt payments made on behalf of municipalities and the Vancouver Island Regional Library.

Transfers to Reserve (0%) approved in the annual budget are completed and recorded in August when tax revenues are received from the Province and the municipalities.

Total operating expenditures are \$42 million or 38% of budget, which reflect the items discussed above and those in Attachment 1.

**Summary of Operating Results by Department (Attachment 3)**

The Summary of Operating Results by Department lists the total year-to-date revenues and expenditures for services within each organizational division at June 30. The majority of the variances are due to the timing of capital and operating projects and the related revenue accruals.

**Contract Awards**

During the second quarter, the following contracts (greater than \$100,000) were awarded by the Regional District of Nanaimo totaling over \$4,536,745.

Date	Description	Awarded Vendor	Awarded Amount (excluding taxes)
April 2019	Regional Landfill Articulated Truck	Great West Equipment	\$141,000
May 2019	Regional Landfill Crawler Excavator	Great West Equipment	\$353,810
May 2019	Wastewater Grit & Screenings Hauling	DBL Disposal Services	\$106,080
May 2019	Nanoose Water Treatment Plant Generator	Houle Electric	\$138,000
June 2019	Microsoft Enterprise Software Agreement	Microsoft	\$439,125
June 2019	Chase River Forcemain Construction Contractor Services	Milestone Equipment Contracting	\$2,987,730
June 2019	Chase River Forcemain Construction Engineering Services	Jacobs Engineering Group	\$245,000
June 2019	2019 Wastewater Interceptor Manhole Repairs	Knappett Industries	\$126,000

## ALTERNATIVES

1. Receive the financial report for the period January 1, 2019 to June 30, 2019 for information.
2. Provide alternate direction to staff.

## FINANCIAL IMPLICATIONS

There are no significant variances impacting the overall budget for the period ending June 30, 2019. Capital projects are ongoing and all RDN services are forecast to be within budget for 2019.

## STRATEGIC PLAN IMPLICATIONS

Quarterly financial progress statements provide information to identify budget trends and to allow for improved financial planning. This directly supports the Board governing principles to “Be Transparent and Accountable” and to “Show Fiscal Restraint” through prudent use of tax dollars and to deliver the services expected by residents of the Region as cost effectively and economically as possible.



---

Manvir Manhas  
[mmanhas@rdn.bc.ca](mailto:mmanhas@rdn.bc.ca)  
August 12, 2019

### Reviewed by:

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

### Attachments:

1. List of variances for June 30, 2019 quarterly reporting
2. Overall Summary by Division June 30, 2019
3. Summary of Operating Results by Service June 30, 2019

Services with variances (Less than 35% or more than 65% of the budget spent) as at June 30, 2019 are as follows:

Services	Expenditures	Explanation of variance
<b>CORPORATE SERVICES</b>		
Community Grants	0% expenditures	Expenditures are impacted by the timing of grants which will be disbursed fully over the summer and the fall.
Community Works Fund Projects	2% expenditures	Expenditures are impacted by the timing of transfers to other organizations which are usually completed in August when tax revenues are received from the Province and the municipalities.
Feasibility Studies	12% expenditures	Expenditures are impacted by timing of projects and timing of transfer to reserves which will be completed in August.
<b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b>		
Economic Development South	0% expenditures	Expenditures reflect timing of grant payments to Gabriola Chamber of Commerce which happen after August 1.
Economic Development North	76% expenditures	Expenditures reflect timing of grant payments to recipients completed in June.
Strategic Initiatives/Asset Management	16% expenditures	Expenditures reflect the timing of grant funded asset management replacement cost study project as well as timing of regional service review.
Animal Control Area F	30% expenditures	Expenditures are impacted by transfer to reserves which will be completed in August.
Unightly Premises	3% expenditures	Expenditures reflect that there have been no unsightly property cleanup costs incurred to date this year.
Hazardous Properties	2% expenditures	Expenditures reflect that there have been no hazardous property cleanup costs incurred to date this year.
<b>REGIONAL &amp; COMMUNITY UTILITIES</b>		
Northern Community Wastewater	15% expenditures	Timing of major projects impacts capital expenditures and recognition of reserve/DCC revenues. FCPCC Plant Expansion project will incur more costs during the year and will impact both revenues and expenses.
Nanoose Bay Bulk Water	32% expenditures	Timing of transfer to Parksville for RDN share of ERWS joint venture impacts expenses.
Water Services	8%-50% expenditures	Services showing lower expenditures are impacted by timing of projects resulting in lower capital expenditures which also impacts the revenues transferred in from reserves.
Sewer Fairwinds/Wastewater Nanoose	24% expenditures	Expenditures are impacted by timing of capital projects and transfer to reserves which will be completed in August.
Sewer Surfside	30% expenditures	Expenditures are impacted by timing of transfer to reserves which will be completed in August.
Solid Waste Management	32% expenditures	Expenditures are impacted by capital project timing.
Community Works Fund Projects	10% expenditures	Timing of projects impacts capital expenditures and professional fees.

Services with variances (Less than 35% or more than 65% of the budget spent) as at June 30, 2019 are as follows:

Services	Expenditures	Explanation of variance
<b>RECREATION &amp; PARKS SERVICES</b>		
Regional Parks	25% expenditures	Expenditures are impacted by timing of capital projects and timing of transfer to reserves which will be completed in August.
Community Parks	7%-46% expenditures	Timing of capital and development projects impacts expenditures. Major capital works underway or beginning in 2019 are the Meadowood Community Recreation Centre construction (EA F) and Huxley Park skatepark (EA B).
Area A Recreation & Culture	12% expenditures	Expenditures are impacted by transfer to reserves which will be completed in August.
Northern Community Recreation	34% expenditures	Timing of projects impacts capital expenditures and professional fees.
Ravensong Aquatic Centre	27% expenditures	Timing of projects impacts capital expenditures and professional fees. Expenditures are also impacted by transfer to reserves which will be completed in August.
Gabriola Island Recreation	83% expenditures	Expenditures reflect the timing of transfers to the Gabriola Recreation Society completed in June.
Southern Community Recreation & Culture	2% expenditures	Expenditures are impacted by transfer to City of Nanaimo for facilities and sportsfields agreement completed in August.
Community Works Fund Projects	5% expenditures	Timing of projects impacts capital expenditures and professional fees. Major capital works underway or beginning in 2019 are the concept planning for Jack Bagley field redevelopment (EA E) and upgrades to the Little Qualicum Hall (EA G).
<b>TRANSIT &amp; EMERGENCY SERVICES</b>		
Transit - Gabriola Transit Contribution	95% expenditures	Expenditures reflect the timing of transfers to the Gabriola Community Bus Foundation completed in March.
Fire - French Creek, Wellington and Parksville Local	3%-96% expenditures	Expenditures reflect timing of payments for fire service contracts with Parksville, Qualicum and Nanaimo. Fire - Wellington at 96% of expenditures reflect the transfer to the City of Nanaimo completed in May. Fire - French Creek at 3% of expenditures and Fire - Parksville Local at 4% of expenditures reflects the timing of transfers to be completed in August.
Fire - Cassidy Waterloo	23% expenditures	Expenditures are impacted by timing of transfer to reserves which will be completed in August.
Fire - Extension	9% expenditures	Timing of engine truck purchases impacts expenditures and related transfer from reserve revenues.
D68 Search & Rescue	6% expenditures	Expenditures reflect the timing of transfer to the Nanaimo Search & Rescue to be completed in August.
D68 E911	32% expenditures	Expenditures reflect the timing of transfer to the City of Nanaimo to be completed in August.
D69 E911	96% expenditures	Expenditures reflect the timing of transfer to the North Island 911 corporation completed in April.
District 69 Community Justice	0% expenditures	Expenditures are impacted by timing of transfer to Oceanside Victim Services which will be completed in August.



**GENERAL REVENUE FUND**  
As of June 30, 2019

	CORPORATE SERVICES			STRATEGIC & COMMUNITY DEVELOPMENT		
	Actual 2019	Budget 2019	% Used	Actual 2019	Budget 2019	% Used
<b>OPERATING REVENUES</b>						
TAX REQUISITION	(2,599,482)	(5,198,966)	50%	(1,261,683)	(2,523,363)	50%
OPERATING GRANTS	(185,228)	(1,399,550)	13%	(39,182)	(266,080)	15%
OPERATING REVENUE	(24,035)	(55,730)	43%	(807,528)	(1,717,133)	47%
OTHER REVENUE	(6,074,282)	(11,797,644)	51%	(302,741)	(1,191,419)	25%
<b>TOTAL OPERATING REVENUES</b>	<b>(8,883,027)</b>	<b>(18,451,890)</b>	<b>48%</b>	<b>(2,411,134)</b>	<b>(5,697,995)</b>	<b>42%</b>
<b>OPERATING EXPENDITURES</b>						
OFFICE OPERATING	101,799	259,675	39%	202,771	477,959	42%
COMMUNITY GRANTS	0	129,650	0%	0	0	0%
LEGISLATIVE	369,995	754,712	49%	0	0	0%
PROFESSIONAL FEES	169,632	525,751	32%	180,330	851,815	21%
BUILDING - OPER & MAINT	283,668	376,645	75%	18,657	40,813	46%
VEH & EQUIP - OPER & MAINT	106,661	440,244	24%	59,960	83,328	72%
OTHER OPERATING COSTS	563,173	1,624,791	35%	391,344	991,633	39%
WAGES & BENEFITS	2,303,500	5,001,882	46%	1,428,248	3,386,251	42%
PROGRAM COSTS	85	0	0%	50,688	417,346	12%
DEBT - FINANCING - INTEREST	1,316,774	2,628,175	50%	0	0	0%
DEBT - FINANCING - PRINCIPAL	1,359,351	3,323,387	41%	0	0	0%
TRANSFER TO RESERVE FUND	2,302	307,066	1%	3,938	127,270	3%
TRANSFER TO OTHER GOV'T/AGENCIES	1,170,851	3,541,692	33%	0	114,695	0%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>7,747,791</b>	<b>18,913,670</b>	<b>41%</b>	<b>2,335,936</b>	<b>6,491,110</b>	<b>36%</b>
<b>CAPITAL ASSET EXPENDITURES</b>						
CAPITAL EXPENDITURES	114,788	1,276,591	9%	2,376	58,875	4%
TRANSFERS FROM RESERVES	(96,149)	(950,000)	10%	0	(12,500)	0%
CAPITAL GRANTS AND OTHER	0	0	0%	0	0	0%
NEW BORROWING	0	0	0%	0	0	0%
<b>NET CAPITAL ASSETS FUNDED FROM OPERATIONS</b>	<b>18,639</b>	<b>326,591</b>		<b>2,376</b>	<b>46,375</b>	
<b>ACCUMULATED SURPLUS</b>						
NET (SURPLUS) DEFICIT	(1,116,597)	788,371		(72,822)	839,490	
TRANSFER TO APPROPRIATED SURPLUS	0	0		0	127,847	
TRANSFER FROM APPROPRIATED SURPLUS	0	(134,465)		0	(481,847)	
PRIOR YEARS (SURPLUS) DEFICIT	(1,046,423)	(991,878)		(2,087,504)	(2,087,504)	
<b>CURRENT YEAR UNAPPROPRIATED (SURPLUS) DEFICIT</b>	<b>(2,163,020)</b>	<b>(337,972)</b>		<b>(2,160,326)</b>	<b>(1,602,014)</b>	





**GENERAL REVENUE FUND**  
As of June 30, 2019

	REGIONAL & Actual 2019	COMMUNITY Budget 2019	UTILITIES % Used	RECREATION & Actual 2019	PARKS Budget 2019	SERVICES % Used
<b>OPERATING REVENUES</b>						
TAX REQUISITION	(10,332,757)	(20,665,507)	50%	(5,994,564)	(11,989,129)	50%
OPERATING GRANTS	(51,437)	(165,312)	31%	(16,344)	(123,022)	13%
OPERATING REVENUE	(10,314,265)	(17,027,209)	61%	(791,486)	(1,783,995)	44%
OTHER REVENUE	(1,044,065)	(1,928,725)	54%	(10,472)	(99,515)	11%
<b>TOTAL OPERATING REVENUES</b>	<b>(21,742,524)</b>	<b>(39,786,753)</b>	<b>55%</b>	<b>(6,812,866)</b>	<b>(13,995,661)</b>	<b>49%</b>
<b>OPERATING EXPENDITURES</b>						
OFFICE OPERATING	1,090,012	2,210,193	49%	364,092	750,926	48%
COMMUNITY GRANTS	0	0	0%	0	0	0%
LEGISLATIVE	0	0	0%	0	1,500	0%
PROFESSIONAL FEES	434,268	1,253,108	35%	34,060	796,145	4%
BUILDING - OPER & MAINT	702,458	1,586,923	44%	375,099	820,502	46%
VEH & EQUIP - OPER & MAINT	784,263	1,797,552	44%	63,236	222,647	28%
OTHER OPERATING COSTS	4,653,253	12,493,613	37%	424,064	1,447,096	29%
WAGES & BENEFITS	4,592,833	9,786,362	47%	2,461,324	5,095,337	48%
PROGRAM COSTS	67,917	205,685	33%	246,685	752,110	33%
DEBT - FINANCING - INTEREST	507,278	1,472,772	34%	203,515	412,858	49%
DEBT - FINANCING - PRINCIPAL	579,308	1,158,621	50%	182,008	442,083	41%
TRANSFER TO RESERVE FUND	3,390	9,095,949	0%	360	2,069,924	0%
TRANSFER TO OTHER GOV'T/AGENCIES	0	0	0%	221,603	1,921,666	12%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>13,414,980</b>	<b>41,060,778</b>	<b>33%</b>	<b>4,576,046</b>	<b>14,732,794</b>	<b>31%</b>
<b>CAPITAL ASSET EXPENDITURES</b>						
CAPITAL EXPENDITURES	16,727,513	59,744,543	28%	548,785	5,647,176	10%
TRANSFERS FROM RESERVES	(8,830,046)	(21,791,740)	41%	(413,536)	(2,997,915)	14%
CAPITAL GRANTS AND OTHER	(807,531)	(10,554,505)	8%	(72,303)	(2,313,762)	3%
NEW BORROWING	(6,220,844)	(24,452,140)	25%	0	0	0%
<b>NET CAPITAL ASSETS FUNDED FROM OPERATIONS</b>	<b>869,092</b>	<b>2,946,158</b>		<b>62,946</b>	<b>335,499</b>	
<b>ACCUMULATED SURPLUS</b>						
NET (SURPLUS) DEFICIT	(7,458,452)	4,220,183		(2,173,874)	1,072,632	
TRANSFER TO APPROPRIATED SURPLUS	0	0		0	0	
TRANSFER FROM APPROPRIATED SURPLUS	0	(1,593,441)		0	(755,912)	
PRIOR YEARS (SURPLUS) DEFICIT	(6,241,768)	(6,216,920)		(1,395,393)	(1,391,893)	
<b>CURRENT YEAR UNAPPROPRIATED (SURPLUS) DEFICIT</b>	<b>(13,700,220)</b>	<b>(3,590,178)</b>		<b>(3,569,267)</b>	<b>(1,075,173)</b>	



**GENERAL REVENUE FUND**  
As of June 30, 2019

	<b>TRANSIT &amp;</b>	<b>EMERGENCY</b>	<b>SERVICES</b>	<b>TOTAL</b>	<b>REVENUE</b>	<b>FUND</b>
	<b>Actual</b>	<b>Budget</b>	<b>%</b>	<b>Actual</b>	<b>Budget</b>	<b>%</b>
	<b>2019</b>	<b>2019</b>	<b>Used</b>	<b>2019</b>	<b>2019</b>	<b>Used</b>
<b>OPERATING REVENUES</b>						
TAX REQUISITION	(8,482,607)	(16,965,205)	50%	(28,671,093)	(57,342,170)	50%
OPERATING GRANTS	(3,286,747)	(6,851,189)	48%	(3,578,938)	(8,805,153)	41%
OPERATING REVENUE	(2,570,177)	(4,576,274)	56%	(14,507,491)	(25,160,341)	58%
OTHER REVENUE	(914,561)	(1,827,965)	50%	(8,346,121)	(16,845,268)	50%
<b>TOTAL OPERATING REVENUES</b>	<b>(15,254,092)</b>	<b>(30,220,633)</b>	<b>50%</b>	<b>(55,103,643)</b>	<b>(108,152,932)</b>	<b>51%</b>
<b>OPERATING EXPENDITURES</b>						
OFFICE OPERATING	860,542	1,752,914	49%	2,619,216	5,451,667	48%
COMMUNITY GRANTS	0	0	0%	0	129,650	0%
LEGISLATIVE	0	0	0%	369,995	756,212	49%
PROFESSIONAL FEES	75,202	323,183	23%	893,492	3,750,002	24%
BUILDING - OPER & MAINT	272,478	498,299	55%	1,652,360	3,323,182	50%
VEH & EQUIP - OPER & MAINT	2,226,275	5,303,849	42%	3,240,395	7,847,620	41%
OTHER OPERATING COSTS	1,752,692	4,111,045	43%	7,784,526	20,668,178	38%
WAGES & BENEFITS	7,119,724	13,649,259	52%	17,905,629	36,919,091	48%
PROGRAM COSTS	11,845	17,300	68%	377,220	1,392,441	27%
DEBT - FINANCING - INTEREST	88,818	179,413	50%	2,116,385	4,693,218	45%
DEBT - FINANCING - PRINCIPAL	123,147	261,416	47%	2,243,814	5,185,507	43%
TRANSFER TO RESERVE FUND	1,023	1,542,343	0%	11,013	13,142,552	0%
TRANSFER TO OTHER GOV'T/AGENCIES	1,861,035	3,212,966	58%	3,253,489	8,791,019	37%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>14,392,781</b>	<b>30,851,987</b>	<b>47%</b>	<b>42,467,534</b>	<b>112,050,339</b>	<b>38%</b>
<b>CAPITAL ASSET EXPENDITURES</b>						
CAPITAL EXPENDITURES	391,337	7,567,532	5%	17,784,799	74,294,717	24%
TRANSFERS FROM RESERVES	(384,550)	(5,251,541)	7%	(9,724,281)	(31,003,696)	31%
CAPITAL GRANTS AND OTHER	0	(1,969,991)	0%	(879,834)	(14,838,258)	6%
NEW BORROWING	0	0	0%	(6,220,844)	(24,452,140)	25%
<b>NET CAPITAL ASSETS FUNDED FROM OPERATIONS</b>	<b>6,787</b>	<b>346,000</b>		<b>959,840</b>	<b>4,000,623</b>	
<b>ACCUMULATED SURPLUS</b>						
NET (SURPLUS) DEFICIT	(854,524)	977,354		(11,676,269)	7,898,030	
TRANSFER TO APPROPRIATED SURPLUS	0	0		0	127,847	
TRANSFER FROM APPROPRIATED SURPLUS	0	(612,922)		0	(3,578,587)	
PRIOR YEARS (SURPLUS) DEFICIT	(2,282,561)	(2,289,060)		(13,053,649)	(12,977,255)	
<b>CURRENT YEAR UNAPPROPRIATED (SURPLUS) DEFICIT</b>	<b>(3,137,085)</b>	<b>(1,924,628)</b>		<b>(24,729,918)</b>	<b>(8,529,965)</b>	



**SUMMARY OF OPERATING RESULTS**  
For period ending June 30, 2019

	Revenues 2019 Actuals	Revenues 2019 Budget	% Used	Expenditures 2019 Actuals	Expenditures 2019 Budget	% Used	Surplus 2019 Actuals	Surplus 2019 Budget
<b>CORPORATE SERVICES</b>								
Administration								
Corporate Administration Summary	4,905,533	9,769,088	50%	3,622,275	9,493,596	38%	1,283,258	275,492
Community Grants	560,307	129,850	432%	0	129,850	0%	560,307	0
Community Works Fund Projects - Corporate Services	19,313	1,238,615	2%	19,313	1,238,615	2%	0	0
Electoral Area Administration	672,991	1,024,109	66%	371,023	961,630	39%	301,968	62,479
Regional Library	1,447,281	3,243,950	45%	1,447,281	3,243,950	45%	0	0
Feasibility Studies	33,831	89,696	38%	11,187	89,696	12%	22,644	0
Municipal Debt Transfers	2,375,226	5,010,689	47%	2,380,382	5,010,689	48%	(5,156)	0
House Numbering	11,118	22,236	50%	11,118	22,236	50%	0	0
<b>TOTAL</b>	<b>10,025,600</b>	<b>20,528,233</b>	<b>49%</b>	<b>7,862,579</b>	<b>20,190,262</b>	<b>39%</b>	<b>2,163,021</b>	<b>337,971</b>
<b>STRATEGIC &amp; COMMUNITY DEVELOPMENT</b>								
EA Community Planning	1,351,832	2,495,925	54%	838,271	2,173,558	39%	513,561	322,367
Economic Development South	32,500	192,847	17%	0	192,847	0%	32,500	0
Economic Development North	26,896	51,896	52%	39,360	51,896	76%	(12,464)	0
VIHA Health Network Funding	10,311	44,695	23%	10,311	44,695	23%	0	0
Strategic Initiatives/Asset Management	132,164	835,169	16%	132,164	810,516	16%	0	24,653
Regional Growth Strategy	408,744	805,825	51%	325,115	717,976	45%	83,629	87,849
Building Inspection								
Building Inspection	2,098,858	2,695,226	78%	682,783	1,541,861	44%	1,416,075	1,153,365
Green Building Program	22,500	51,500	44%	9,600	51,500	19%	12,900	0
Bylaw Enforcement								
Bylaw Enforcement	184,679	386,781	48%	184,679	386,781	48%	0	0
Animal Control EA A,B,C,LANTZ	48,917	78,842	62%	27,486	75,653	36%	21,431	3,189
Animal Control E,G & H	65,007	121,417	54%	42,783	119,822	36%	22,224	1,595
Animal Control EA F	20,455	30,880	66%	8,421	28,192	30%	12,034	2,688



**SUMMARY OF OPERATING RESULTS**  
For period ending June 30, 2019

	Revenues 2019 Actuals	Revenues 2019 Budget	% Used	Expenditures 2019 Actuals	Expenditures 2019 Budget	% Used	Surplus 2019 Actuals	Surplus 2019 Budget
Unightly Premises	21,746	177,910	12%	4,672	177,910	3%	17,074	0
Hazardous Properties	37,072	198,150	19%	4,762	191,844	2%	32,310	6,306
Noise Control	36,956	62,783	59%	27,906	62,783	44%	9,050	0
Community Works Fund Projects - Strategic & Community Deve	0	50,000	0%	0	50,000	0%	0	0
<b>TOTAL</b>	<b>4,498,637</b>	<b>8,279,846</b>	<b>54%</b>	<b>2,338,313</b>	<b>6,677,834</b>	<b>35%</b>	<b>2,160,324</b>	<b>1,602,012</b>
<b>REGIONAL &amp; COMMUNITY UTILITIES</b>								
RCU - Administration	209,473	403,585	52%	209,473	403,585	52%	0	0
RCU - Engineering	105,741	292,309	36%	105,741	292,309	36%	0	0
Wastewater Management								
Liquid Waste Management Planning	331,695	456,302	73%	133,009	309,734	43%	198,686	146,568
Wastewater Southern Community	19,904,083	46,657,906	43%	16,924,919	46,556,787	36%	2,979,164	101,119
Wastewater Northern Community	4,464,519	11,103,430	40%	1,483,921	10,173,313	15%	2,980,598	930,117
Wastewater Duke Point	293,297	452,834	65%	154,239	361,285	43%	139,058	91,549
Wastewater Bowser Village	0	10,225,504	0%	0	10,225,504	0%	0	0
Water Supply								
Water - Surfside	19,830	88,919	22%	11,850	84,495	14%	7,980	4,424
Water - French Creek	112,660	210,457	54%	77,720	190,904	41%	34,940	19,553
Water - Whiskey Creek	88,985	653,519	14%	48,041	639,099	8%	40,944	14,420
Water - Decourcey	8,805	17,479	50%	3,273	15,273	21%	5,532	2,206
Water - San Pareil	345,303	572,957	60%	272,071	544,158	50%	73,232	28,799
Water - Driftwood	2,900	5,911	49%	2,955	5,910	50%	(55)	1
Water - Englishman River	79,016	175,988	45%	46,742	149,777	31%	32,274	26,211
Water - Melrose Place	33,036	106,459	31%	18,451	97,439	19%	14,585	9,020
Water - Nanoose Peninsula	1,436,675	2,786,309	52%	898,063	2,554,672	35%	538,612	231,637
Water - Bulk Water Nanoose Bay	1,864,542	4,937,709	38%	1,545,426	4,861,541	32%	319,116	76,168
Water - Bulk Water French Creek	9,057	36,851	25%	9,535	36,851	26%	(478)	0



**SUMMARY OF OPERATING RESULTS**  
For period ending June 30, 2019

	Revenues 2019 Actuals	Revenues 2019 Budget	% Used	Expenditures 2019 Actuals	Expenditures 2019 Budget	% Used	Surplus 2019 Actuals	Surplus 2019 Budget
Water - San Pareil Fire	36,968	74,212	50%	37,106	74,212	50%	(138)	0
Water - Westurne Heights	19,510	31,987	61%	7,541	27,135	28%	11,969	4,852
Drinking Water/Watershed Protection	407,862	732,466	56%	266,912	694,875	38%	140,950	37,591
Streetlighting	57,158	119,762	48%	48,351	115,172	42%	8,807	4,590
Sewer Collection								
Sewer - French Creek	788,470	1,164,780	68%	564,054	1,158,048	49%	224,416	6,732
7551 / 2851 SewerFairwinds / Wastewater Nanoose	866,679	1,533,841	57%	305,662	1,285,829	24%	561,017	248,012
Sewer - Pacific Shores	50,558	88,582	57%	36,924	83,222	44%	13,634	5,360
Sewer - Surfside	29,379	39,835	74%	10,783	35,870	30%	18,596	3,965
Sewer - Cedar	188,222	250,313	75%	79,129	205,451	39%	109,093	44,862
Sewer - Barclay	168,880	246,998	68%	101,764	230,429	44%	67,116	16,569
Sewer - Reid Road Debt	1,812	3,624	50%	1,812	3,624	50%	0	0
Sewer - Hawthorne Rise Debt	4,971	9,942	50%	4,970	9,942	50%	1	0
Englishman River Stormwater	5,616	8,276	68%	845	6,334	13%	4,771	1,942
Cedar Estates Stormwater	5,966	8,424	71%	622	6,244	10%	5,344	2,180
Solid Waste								
Solid Waste Management	7,511,584	14,669,960	51%	4,320,986	13,336,220	32%	3,190,598	1,333,740
Solid Waste Collection & Recycling	4,312,790	5,489,315	79%	2,332,939	5,291,323	44%	1,979,851	197,992
Community Works Fund Projects - Regional & Community Utiliti	76,663	738,754	10%	76,663	738,754	10%	0	0
<b>TOTAL</b>	<b>43,842,705</b>	<b>104,395,499</b>	<b>42%</b>	<b>30,142,492</b>	<b>100,805,320</b>	<b>30%</b>	<b>13,700,213</b>	<b>3,590,179</b>
<b>RECREATION &amp; PARKS SERVICES</b>								
Regional Parks	2,182,315	4,912,780	44%	1,160,937	4,680,326	25%	1,021,378	232,454
Community Parks								
Community Parks - Area A	148,629	290,556	51%	85,274	255,098	33%	63,355	35,458
Community Parks - Area B	247,246	763,000	32%	100,728	719,002	14%	146,518	43,998
Community Parks - Area C (Extension)	88,694	125,606	71%	31,566	87,434	36%	57,128	38,172



## SUMMARY OF OPERATING RESULTS

For period ending June 30, 2019

	Revenues 2019 Actuals	Revenues 2019 Budget	% Used	Expenditures 2019 Actuals	Expenditures 2019 Budget	% Used	Surplus 2019 Actuals	Surplus 2019 Budget
Community Parks - Area C (East Wellington)	70,794	132,732	53%	33,919	112,532	30%	36,875	20,200
Community Parks - Area E	93,171	172,656	54%	76,768	168,577	46%	16,403	4,079
Community Parks - Area F	154,791	1,201,151	13%	81,399	1,172,062	7%	73,392	29,089
Community Parks - Area G	118,430	229,440	52%	78,950	210,794	37%	39,480	18,646
Community Parks - Area H	177,825	299,653	59%	87,455	253,250	35%	90,370	46,403
Area A Recreation & Culture	138,403	355,171	39%	31,551	254,421	12%	106,852	100,750
Northern Community Recreation	1,096,213	2,494,588	44%	785,299	2,334,959	34%	310,914	159,629
Oceanside Place	1,431,189	3,374,780	42%	1,190,537	3,176,125	37%	240,652	198,655
Ravensong Aquatic Centre	1,891,156	4,455,284	42%	1,189,660	4,327,251	27%	701,496	128,033
Gabriola Island Recreation	79,494	143,157	56%	102,115	123,544	83%	(22,621)	19,613
Southern Community Recreation & Culture	715,790	1,405,002	51%	28,713	1,405,002	2%	687,077	0
Community Works Fund Projects - Parks & Recreation Services	59,960	1,099,587	5%	59,960	1,099,587	5%	0	0
<b>TOTAL</b>	<b>8,694,100</b>	<b>21,455,143</b>	<b>41%</b>	<b>5,124,831</b>	<b>20,379,964</b>	<b>25%</b>	<b>3,569,269</b>	<b>1,075,179</b>
<b>TRANSIT &amp; EMERGENCY SERVICES</b>								
Transit								
Transit Southern Community	12,283,690	29,043,530	42%	10,241,888	27,642,521	37%	2,041,802	1,401,009
Transit - Gabriola Transit Contribution	69,953	139,906	50%	133,100	139,906	95%	(63,147)	0
Transit -Gabriola Island Taxi Saver	6,774	9,755	69%	443	8,440	5%	6,331	1,315
Transit Northern Community	1,733,183	2,937,827	59%	1,220,597	2,495,018	49%	512,586	442,809
Gabriola Island Emergency Wharf	10,319	18,407	56%	2,775	18,407	15%	7,544	0
Fire Protection								
Fire - Administration	119,836	268,479	45%	100,082	268,479	37%	19,754	0
Fire - Meadowood	69,778	139,557	50%	69,779	139,557	50%	(1)	0
Fire - Nanaimo River	8,896	17,792	50%	818	17,792	5%	8,078	0
Fire - Coombs Hilliers	434,070	900,059	48%	345,988	900,059	38%	88,082	0
Fire - Errington	340,643	762,926	45%	402,114	762,926	53%	(61,471)	0



**SUMMARY OF OPERATING RESULTS**  
For period ending June 30, 2019

	Revenues 2019 Actuals	Revenues 2019 Budget	% Used	Expenditures 2019 Actuals	Expenditures 2019 Budget	% Used	Surplus 2019 Actuals	Surplus 2019 Budget
Fire - French Creek	373,292	722,501	52%	19,795	697,560	3%	353,497	24,941
Fire - Nanoose Bay	683,028	1,194,087	57%	432,980	1,194,087	36%	250,048	0
Fire - Wellington	47,558	90,325	53%	86,937	90,325	96%	(39,379)	0
Fire - Cassidy Waterloo	108,189	206,161	52%	48,377	206,161	23%	59,812	0
Fire - Dashwood	383,774	857,007	45%	399,829	857,007	47%	(16,055)	0
Fire - Extension	91,090	432,180	21%	40,756	432,180	9%	50,334	0
Fire - Parksville Local	75,332	146,724	51%	5,151	145,559	4%	70,181	1,165
Fire - Bow Horn Bay	213,607	662,329	32%	253,682	662,329	38%	(40,075)	0
Emergency Planning	289,253	672,876	43%	228,086	636,968	36%	61,167	35,908
D68 Search & Rescue	27,650	51,234	54%	3,080	49,635	6%	24,570	1,599
D69 Marine Search & Rescue	3,800	7,600	50%	50	7,600	1%	3,750	0
D69 Land Search & Rescue	5,125	10,250	50%	125	10,250	1%	5,000	0
D68 E911	91,666	174,313	53%	55,201	171,090	32%	36,465	3,223
D69 E911	365,141	719,872	51%	692,197	719,872	96%	(327,056)	0
Community Justice								
D68 Community Justice	8,223	16,445	50%	222	16,445	1%	8,001	0
D69 Community Justice	77,333	142,005	54%	63	129,344	0%	77,270	12,661
<b>TOTAL</b>	<b>17,921,203</b>	<b>40,344,147</b>	<b>44%</b>	<b>14,784,115</b>	<b>38,419,517</b>	<b>38%</b>	<b>3,137,088</b>	<b>1,924,630</b>
<b>Total RDN</b>	<b>(84,982,245)</b>	<b>(195,002,868)</b>	<b>44%</b>	<b>60,252,330</b>	<b>186,472,897</b>	<b>32%</b>	<b>(24,729,915)</b>	<b>(8,529,971)</b>

---

**TO:** Committee of the Whole **MEETING:** September 3, 2019  
**FROM:** Manvir Manhas **FILE:** Not applicable  
Manager, Capital Accounting &  
Financial Reporting  
**SUBJECT:** Northern Community Sewer Service Area Development Cost Charge Reserve  
Fund Expenditure Bylaw No. 1800, 2019

---

## RECOMMENDATIONS

1. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019" be introduced and read three times.
2. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019" be adopted.

## SUMMARY

Section 566(3) of the *Local Government Act* requires that expenditures of Development Cost Charge (DCC) Reserve funds be authorized by bylaw. Adoption of Bylaw 1800 will ensure that proper approval is in place for the use of DCC funds for the Bay Avenue pump station upgrade project at the French Creek Pollution Control Centre.

## BACKGROUND

Use of DCC Reserve funds must be authorized by bylaw. Bylaw No.1800 completes the statutory requirement for using DCC funds in 2019/2020 for the Bay Avenue pump station upgrade capital project.

## ALTERNATIVES

1. That "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019" be approved as presented.
2. That the Board provide alternative direction.

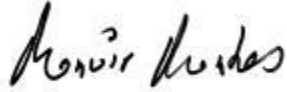
## FINANCIAL IMPLICATIONS

The Bay Avenue pump station upgrade project is budgeted to use \$556,800 from the DCC reserve fund as per the approved 2019-2023 Financial Plan. Bylaw 1758 is already in place for \$75,000 to be released from the DCC reserve fund for the Bay Avenue pump station upgrade and \$17,025 is spent to date against this bylaw. Bylaw 1800 will ensure that approval is in place to use the remaining balance of \$481,800 from the DCC reserve fund for this project.



## STRATEGIC PLAN IMPLICATIONS

This report relates to the Regional District's values of Fiscal Responsibility and Good Governance.



---

Manvir Manhas  
[mmanhas@rdn.bc.ca](mailto:mmanhas@rdn.bc.ca)  
August 15, 2019

Reviewed by:

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

Attachments:

1. Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019.
2. Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1758, 2017.

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1800**

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
NORTHERN COMMUNITY SEWER SERVICE AREA  
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Northern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1442, 2005;

AND WHEREAS in accordance with Section 566(3) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of the Bay Avenue pump station upgrade project and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$481,800;

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

1. Four Hundred Eighty One Thousand Eight Hundred Dollars (\$481,800) is hereby appropriated for the purpose of the Bay Avenue pump station upgrade project.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1800, 2019".

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

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

\_\_\_\_\_  
CHAIR

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

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1758**

**A BYLAW TO AUTHORIZE AN EXPENDITURE FROM THE  
NORTHERN COMMUNITY SEWER SERVICE AREA  
DEVELOPMENT COST CHARGE RESERVE FUND**

WHEREAS the Northern Community Sewer Service Area Development Cost Charge Reserve Fund was established under Bylaw No. 1442, 2005;

AND WHEREAS in accordance with Section 566(3) of the Local Government Act, the use of development cost charge funds must be authorized by bylaw;

AND WHEREAS the Board has approved the use of development cost charge funds for the purpose of the Bay Avenue pump station upgrade project and the project is an eligible development cost charge project;

AND WHEREAS the estimated amount to be expended is \$75,000;

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

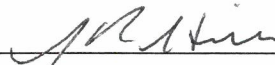
1. Seventy Five Thousand Dollars (\$75,000) is hereby appropriated for the purpose of the Bay Avenue pump station upgrade project.
2. Should any of the above amount remain unexpended, such unexpended balance shall be returned to the credit of the Reserve Fund.
3. This bylaw may be cited as the "Northern Community Sewer Service Area Development Cost Charge Reserve Fund Expenditure Bylaw No. 1758, 2017".

Introduced and read three times this 27th day of June, 2017.

Adopted this 27th day of June, 2017.



CHAIRPERSON



CORPORATE OFFICER

---

**TO:** Committee of the Whole                      **MEETING:** September 3, 2019  
**FROM:** Jamai Schile  
              Senior Planner                              **FILE:** 6430-04  
**SUBJECT:** Vancouver Island Agricultural Adaptation Strategy

---

## RECOMMENDATIONS

1. That the Chair appoint a member of the Board to the Agricultural Adaptation Advisory Committee.
2. That this report be provided to the Regional District of Nanaimo's Agricultural Advisory Committee for information.

## SUMMARY

The BC Agriculture and Food Climate Action Initiative (CAI) has invited the Regional District of Nanaimo (RDN) to partner on developing a Vancouver Island Agricultural Adaptation Strategy to address agricultural issues specific to the Island. The intent of this project is to improve our understanding of climate change impacts and adaptation strategies, as well as support and complement other related initiatives in the region.

The CAI will undertake the majority of the work, including information gathering, coordination and resourcing for the planning process. The RDN has been asked to appoint a Director, preferably one that is a producer, or a staff member to participate on the Committee and to contribute to the cost of one workshop (\$3,000). Other participating regions, (CRD, CVRD, and CVRD) will make the same contribution. Upon completion of the Strategy, the regional partners become eligible for up to \$300,000 in dedicated funding for implementation of eligible projects.

The RDN's participation in this project will provide important climate-science data for regional-level planning and decision making as well as increase the understanding of climate related changes and impacts. When complete, these results can be integrated into land use, emergency and economic planning. This project aligns with the Board Strategic priorities and the Regional Growth Strategy goals related to supporting agriculture activities and helping residents (and local businesses) prepare for a changing climate.

## BACKGROUND

The CAI was established in 2008 and is funded by the governments of Canada and British Columbia under the Canadian Agricultural Partnership to strengthen collaborations and assist agriculture in addressing the challenges associated with climate change. The ability of agricultural producers to adapt to climate change is often linked to physical resources and decision-making processes that are beyond the individual farm. Some of the most significant issues affecting future

food production in BC include: water management, emergency planning, land use practices, and regional infrastructure. The planning process for developing Regional Adaptation Strategies intentionally brings local governments and agricultural producers together to identify strategies and actions for addressing impacts caused by a changing climate. The resulting Vancouver Island Agriculture Adaptation Strategy will outline the anticipated changes in climate enabling the RDN to gain valuable data for future climate planning and identify the associated impacts to agriculture. The Strategy will also provide clear actions, suited to the specifics of the local context, both with respect to projected changes in climate and local capacity and resources.

Since 2013, eight Regional Adaptation Strategies have been completed for Delta, the Cowichan Valley, the Cariboo, Peace River, the Fraser Valley, the Okanagan, Kootenay-Boundary and Bulkley-Nechako Fraser-Fort George. Upon completion of these Regional Adaptation Strategies, each region received up to \$300,000 of funding for implementation of eligible projects. Funded projects range from addressing information gaps to assisting producers with water management decisions, pest surveillance programs and increasing awareness of flood risks and potential impacts.

The CAI acknowledges the importance of an Island wide approach and has invited all of the other regional districts on Vancouver Island (with the exception of Mount Waddington) to participate. As of the date of this report, the Capital Regional District, Cowichan Valley Regional District and Comox Valley Regional District have formally agreed to participate.

The Strategy development timeline, from project inception to final report, is September 2019 to April 2020. A RDN Director, who is preferably an agricultural producer, may participate in the four Advisory Committee meetings, up to two focus groups and one workshop designed to engage stakeholders in the development of the Strategy. The total time commitment is expected to be 30 hours. A staff member may attend in the stead of a Director, should a Director not be appointed and should a Director be appointed a staff member will attend to assist the Director. On completion of the Vancouver Island Agriculture Adaptation Strategy, up to \$300,000 of Canadian Agricultural Partnership (CAP) funding will be available for implementation of eligible, collaborative projects, which will take place over the following 2 - 3 years. Matching funds are not required to access this funding.

It is anticipated that the outcomes of this Strategy and associated future funding can be used to advance applicable goals and actions within the Strategy and potentially within the RDN's Agriculture Area Plan<sup>1</sup> (AAP). For example, AAP Goal 4 - improve opportunities for on-farm water resource management and Goal 5 - address environmental sustainability, wildlife and climate challenges in the RDN. In addition, gaining the most recent regional climate data can be used for this project and for other initiatives such as the flood mitigation planning and emergency risk assessment and response planning.

## **ALTERNATIVES**

1. That the Chair appoint a Board member to the Agricultural Adaptation Advisory Committee.
2. Provide alternative direction.

---

<sup>1</sup> RDN Agriculture Area Plan was adopted in 2012. Further details are available at: <https://www.rdn.bc.ca/agricultural-area-plan>

## **FINANCIAL IMPLICATIONS**

The 2019/2020 costs of the project include the Director's attendance, a defined amount of staff time, and up to \$3,000 required to host one of four stakeholder workshops.

## **STRATEGIC PLAN IMPLICATIONS**

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

Growth Management - Protect agricultural lands and promote agriculture and food production in the Region.

Participation in this project also aligns with the strategic direction to be leaders in climate adaptation by considering short and long-term actions intended to build adaptive capacity in a changing environment.



---

Jamai Schile  
[jschile@rdn.bc.ca](mailto:jschile@rdn.bc.ca)  
August 19, 2019

Reviewed by:

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

Attachments:

1. Letter of Invitation



July 9, 2019

**Re: Regional Agricultural Adaptation Strategies Project**

---

To whom it may concern,

Since 2008 the BC Agriculture Council's Agriculture and Food Climate Action Initiative (CAI) has worked with government partners to assist agriculture in addressing the challenges associated with climate change. CAI would like to invite the Regional District of Nanaimo to be a partner on developing a *Regional Agricultural Adaptation Strategy* to address issues specific to Vancouver Island. All of the other Regional Districts on Vancouver Island (with the exception of Mount Waddington) have also been invited to partner on this project.

Water supply/management, wildfire preparedness and invasive species are three concerns that local governments in the region share with the agriculture sector. It is for this reason that the regional adaptation planning process focuses on partnering with and between industry organizations and local governments.

The intent of this project is to support and complement other related initiatives that may be taking place in the Region. It is therefore important that 1-2 regional government representatives participate on the project Advisory Committee (AC) and in 2 focus groups and 1 implementation meeting. This representative is typically a staff member, but may be a director, particularly if the representative is also a producer. Additional staff members and/or directors will be invited to participate in the 2 focus groups. We will initiate the planning process in September 2019 and complete the plan by March 2020. The total time commitment of the AC representative is estimated to be approximately 30 hours. This includes meetings, focus groups, review of materials, travel time and miscellaneous communication and support.

The majority of the work, including information gathering, coordination and resourcing for the planning process is provided by the CAI. In addition to in-kind staff time, local government partners are asked to cover workshop costs (estimated at \$9,000, to be split between the 4 to 6 regions). Following the completion of the planning process, up to \$300,000 in Canadian Agricultural Partnership seed money will be available for implementation of collaborative projects, which will take place over the following 2-3 years through leadership from the CAI. Regional Districts who partner on the Strategy development, can choose whether or not, and how to be involved in subsequent implementation upon completion of the Strategy.

CAI will also work to leverage substantial additional funds from other sources to increase the breadth of implementation. Examples of recently completed strategies can be found at <http://www.bcagclimateaction.ca/adapt/regional-strategies/>.

The attached terms of reference provides additional information about the planning process and timelines. For further information, please contact me at [Samantha@bcagclimateaction.ca](mailto:Samantha@bcagclimateaction.ca), 778-676-7657.

Sincerely,

Samantha Charlton - Program Manager, Adaptation Programming

### **1. Project Background**

The ability of agricultural producers to adapt to changes in climate is linked to physical resources and decision-making processes that go beyond the individual farm. For example, some of the most significant issues for future food production in BC include approaches to: water management (water supply and storage, drainage and ditching), emergency planning, land use and zoning, economic development, sector adaptive capacity and regional infrastructure.

Undertaking a Regional Adaptation Strategies planning process results in a clear set of local strategies and actions for agricultural adaptation to climate change. This project will build knowledge and facilitate dialogue about agriculture and climate impacts in the region, as well as identifying opportunities for action and for integrating priority issues into local government and industry planning and decision-making. Upon completion of this planning process, up to \$300,000 in seed funding will be available for implementation of eligible collaborative projects.

### **2. Advisory Committee participants/representation**

The Committee will include representation from the key partners identified below. Representation will be reviewed and finalized at the first Advisory Committee meeting.

### **3. Advisory Committee participant responsibilities**

The primary responsibility of Committee participants is to advise the project manager and to provide input on the project as it develops. Specifically, Committee members will:

- Provide feedback, suggestions and input on the project – both generally and specifically pertaining to their region, sector or organization
- Provide updates for the project team on any related activities/issues that they are aware of
- Communicate and network with peers regarding the activities of the project
- Support any (agreed upon) implementation and monitoring following project completion

Advisory Committee participants will be engaged at regular intervals throughout the project.

Committee participation will include:

- Meeting 1: September 2019
- Meeting 2: October 2019
- Meeting 3: January 2020
- Meeting 4: May-July 2020

Advisory Committee participants will also be asked to participate in the two sets of focus groups and one implementation meeting:

- *Focus Group series #1-Climate Change Vulnerabilities/ Impacts:* November 2019
- *Focus Group series #2 - Adaptation Strategies and Actions:* Late January/Early Feb 2020
- *Implementation Meeting:* Early March 2020



## **5. Guiding principles for the Advisory Committee**

- Open and transparent: All activities are conducted in an open and transparent manner;
- Cooperative and solution-oriented: Advisory Committee members work together and seek to resolve any issues that may arise;
- Active participation: Advisory Committee members will (whenever possible) attend scheduled meetings, read materials and communicate with peers and stakeholders;
- Respectful: Advisory Committee members respect the right of others to hold and express their opinions, values and beliefs.

## **Key Partners (Roles & Responsibilities)**

---

### *BC Agriculture & Food Climate Action Initiative*

The Initiative project team is responsible for the project, including developing draft materials, engaging with all partners and completing project deliverables. With the exception of the contributions noted in the partner sections below, the funding provided to the Initiative will cover project costs including additional expertise required to develop select informational resources.

### *Local government (Participating regional districts & municipalities)*

The participation of local governments will include sharing of information and knowledge with the project team, and providing in-kind and/or cash support. This will include staff time for participation in the Advisory Committee and workshops, provision of information/resources and some assistance with local outreach and workshop organization. A main point of contact will be designated from the organization. The cash contributions may include provision of meeting rooms, assistance with communications, printing and catering for the workshops. In-kind contributions will be in the form of staff participation in Advisory Committee meetings and workshops.

### *Industry organizations/producers*

A cross-section of the local agricultural organizations will be represented as part of the Advisory Committee and will provide input throughout the project to help guide project activity. A main point of contact will be designated from key agricultural organizations. A small number of producers and agriculture organization representatives will be consulted for specific information during the background development of the project (perhaps via telephone or one-on-one discussions). A broader group of producers will be invited to participate in the workshops.

### *BC Ministry of Agriculture*

Funding for this project is provided by the Governments of Canada and British Columbia through the *Canadian Agricultural Partnership*, a federal-provincial-territorial initiative. In addition, where possible, the BC Ministry of Agriculture is contributing in-kind support through the expertise, input and assistance of its staff (in particular through regional agrologists).

---

**TO:** Committee of the Whole                      **MEETING:** September 3, 2019  
**FROM:** Nick Redpath                               **FILE:** 6780 30 ANN2018  
                 Planner  
**SUBJECT:** 2018 Regional Growth Strategy Annual Report

---

**RECOMMENDATION**

That the 2018 Regional Growth Strategy Annual Report be endorsed.

**SUMMARY**

The Regional Growth Strategy Annual Report (Annual Report) evaluates progress made in 2018 towards advancing the eleven Regional Growth Strategy (RGS) goals. This Annual Report is part of the overall RGS Monitoring Program and measures progress by incorporating select indicators to help gauge the effectiveness of RGS policies and implementation to achieve the goals of the RGS. Progress towards these goals is measured by both qualitative and quantitative data provided by member municipalities, Regional District of Nanaimo (RDN) departments and external agencies.

In this fourth edition of this Annual Report (attached), progress towards the RGS goals is mixed, though the majority of indicators (twelve) are either positively progressing or remaining stable, with three indicators moving away from the desired regional goals. Areas of progress relate to community connectivity and mobility, those shown to be stable relate to the distribution and management of growth. Where the region is moving away from the RGS goals, notably affordable housing, measures are underway to better understand these issues to guide future policy development. This edition also identifies an emerging trend involving changing conditions associated with resource lands (forestry and agriculture) that will be monitored and considered in consecutive years reporting to the RDN Board and public.

**BACKGROUND**

The RGS is a strategic plan mandated by the *Local Government Act* for the purpose of establishing a consistent and coordinated approach across the region in order to foster socially, economically and environmentally sustainable communities. The RGS is adopted through bylaw by the Regional District of Nanaimo, City of Nanaimo, City of Parksville, Town of Qualicum Beach and District of Lantzville. The RGS policies provide a general framework to achieve the goals of the RGS and select indicators and targets are used to monitor effectiveness of these policies and goals to achieve the shared vision for a healthy and more sustainable region.

The *Local Government Act* Section 452 (1) (b), and RGS Policy 5.2.1 require that a report be prepared on an annual basis. To provide consistent monitoring and reporting, the RDN has established a RGS Monitoring Program that includes an annual report and a public website.

Annual reporting ensures that the RGS is actively monitored and assessed as the region develops. The RDN website is an accessible and visually-oriented online resource consisting of individual progress sheets for 22 different indicators, a summary of progress towards the RGS goals and a library of all RGS Annual Reports dating back to 1998. This RDN webpage is available at: [www.rdn.bc.ca/regional-growth-strategy](http://www.rdn.bc.ca/regional-growth-strategy).

## **DISCUSSION**

The RGS is based on eleven goals and related policies, grounded in sustainability principles intended to help guide the growth of the region towards a more sustainable future. The 2018 RGS Annual Report measures progress through 22 indicators to inform if actions are consistent with achieving set measures (or targets). For the complete list of RGS Goals, Indicators and Targets, refer to Section 6 of the 2018 RGS Annual Report. (see Attachment 1 – 2018 Regional Growth Strategy Annual Report).

This Annual Report provides insight into the state of growth management in the region referring to many sources of information, including information produced by the member municipalities, various RDN departments, Statistics Canada and the Canada Mortgage and Housing Corporation. While the ideal situation is to acquire comparable annual data with consistent geographies and methodologies, some data limitations exist and are noted within the Annual Report's content, charts or tables.

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

In 2018, progress towards the RGS goals is mixed, though the majority of indicators with sufficient data to report on (twelve indicators) are either positively progressing or stable, with three indicators moving away from the desired goals. Full details of the qualitative, quantitative data and key findings are found in the full 2018 Annual Report. What follows is a summary of some of the notable findings in the region relating to land use.

#### **Goal 3: Coordinate Land Use and Mobility**

Goal 3 is intended to ensure land use patterns and mobility networks are mutually supportive and work together to reduce automobile dependency and provide for efficient movement of goods in the region. Over consecutive years, the data indicates a positive trend consistent with the associated targets for Goal 3. Both per capita ridership and the number of households living within close proximity to bus stops, employment lands and shopping within the RDN continue to increase indicating that the intended objective of more compact, complete and connected communities is being advanced.

Per capita rides have steadily increased since 2015 with a marked 10% increase over the last year. This positive trend is attributed to a growing population, increased access to transit, the innovative technology of NextRide real time bus locator and increased public presence of the RDN Transit Department at public events throughout the region.

#### **Goal 5: Enhance Rural Integrity**

Goal 5 sets out to protect and strengthen the region's rural economy and lifestyle by encouraging the majority of new development to be located within the Growth Containment Boundary (GCB) and by promoting rural forms of land use. The results this year show a mix in progress towards this goal. While land use patterns in relation to the GCB appear stable, a change in the types of rural land use may be emerging.

The data shows the amount of land classified as Private Managed Forest Land (PMFL) in the region has decreased by a further 91 hectares between 2017 and 2018. This change is attributed to the sale of PMFL lands, which are re-classified by BC Assessment as a result of change of the primary use from forestry to residential.

In addition, the number of parcels with Farm Class (as determined by BC Assessment) has decreased in the region. Baseline data collected in 2017 showed that there were a total of 713 parcels with Farm Class in the region. In 2018, this number dropped to 674. Within the electoral areas, 41 properties lost their Farm Class status with Electoral Area A seeing the largest decline at 25 properties. The reduction in properties with Farm Class may be attributed to a number of factors, including the decrease in farm cash sales or the sale of the land. Property sales may have caused the existing farming operations to cease for a time period as the new owners take control of the property, causing the temporary loss of Farm Status. At this time, the exact reason for this decline is uncertain and further years monitoring is needed to better understand if these changes are forming a negative trend away from the RGS Goal 5.

#### Goal 6: Facilitate the Provision of Affordable Housing

The issues of housing affordability and suitability are challenges for most local governments across British Columbia, including the RDN. For the third consecutive year, progress towards the targets intended to support households living in housing that meets their needs have regressed. In 2018, the number of available units for lower income households reduced from 2,301 (54%) to 1,173 (25%) within the Nanaimo and Parksville Census Agglomeration. This trend is attributed to the rise in rental and homeownership prices and limited rental availability. As a direct result of this noted change, the RDN is currently undertaking a Regional Housing and Capacity Study to better understand local housing issues, and to guide future policy development, as part of the RGS update.

#### **ALTERNATIVES**

1. Endorse the 2018 Regional Growth Strategy Annual Report.
2. Provide alternate direction.

#### **FINANCIAL IMPLICATIONS**

The proposed development has no implications related to the Board 2019 – 2023 Financial Plan.

#### **STRATEGIC PLAN IMPLICATIONS**

Growth Management - Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.

The 2018 RGS Annual Report is consistent with the 2019 - 2022 Board Strategic Plan by outlining how the RDN and member municipalities are contributing to the eight Key Strategic Areas and associated goal statements and action items. Furthermore, the Annual Report is consistent with the Strategic Plan's values and guiding principles of 'Collaboration and Relationships' and 'Good Governance'.



---

Nicholas Redpath  
nredpath@rdn.bc.ca  
August 16, 2019

Reviewed by:

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

Attachment:

1. 2018 Regional Growth Strategy Annual Report



REGIONAL  
DISTRICT  
OF NANAIMO

# Annual Report *2018*

REGIONAL GROWTH STRATEGY

*Shaping Our Future*







# Table of Contents

■ Executive Summary .....	5
1. Traditional Territory Acknowledgement .....	10
2. Overview .....	10
3. Role & Purpose .....	11
4. Vision .....	12
5. Principles .....	14
6. Goals, Indicators & Targets .....	14
7. Implementation .....	17
7.1 Regional Growth Strategy Monitoring Program .....	17
8. Progress towards achieving the Regional Growth Strategy .....	19
8.1 <b>Goal 1</b> – Prepare for Climate Change and Reduce Energy Consumption .....	19
8.2 <b>Goal 2</b> – Protect the Environment .....	25
8.3 <b>Goal 3</b> – Coordinate Land Use and Mobility .....	30
8.4 <b>Goal 4</b> – Concentrate Housing and Jobs in Rural Villages & Urban Growth Centres .....	35
8.5 <b>Goal 5</b> – Enhance Rural Integrity .....	39
8.6 <b>Goal 6</b> – Facilitate the Provision of Affordable Housing .....	43
8.7 <b>Goal 7</b> – Enhance Economic Resiliency .....	47
8.8 <b>Goal 8</b> – Enhance Food Security .....	50
8.9 <b>Goal 9</b> – Celebrate Pride of Place .....	51
8.10 <b>Goal 10</b> – Provide Efficient Services .....	54
8.11 <b>Goal 11</b> – Cooperate Among Jurisdictions .....	60
9. Implementation – 2019 .....	62
■ Appendix: Summary of Regional Growth Strategy Implementation Actions .....	64

## MAPS

■ Map 1: Regional Growth Strategy Application .....	12
■ Map 2: RGS Growth Containment Boundary and Land Use Designations .....	13







## Executive Summary

This fourth edition of the Regional Growth Strategy (RGS) Annual Report evaluates the progress made in 2018 towards advancing the eleven RGS goals set out in the Regional District of Nanaimo's Regional Growth Strategy. Progress towards these goals is measured by both qualitative and quantitative data provided by Regional District of Nanaimo (RDN) departments, member municipalities and external agencies. In 2018, progress towards the RGS goals is mixed, though the majority of indicators with sufficient data to report on (twelve indicators) are either positively progressing or stable, with three indicators moving away from the desired regional goals. Data collection has become more consistent and complete year-to-year, and where possible, the data is presented over time and any emerging trends are identified.

Previous year's reporting provided baseline data and insight into the success of the RGS goals with the results of the 2018 report building on this baseline data to show progress and emerging trends in a number of areas. Positive gains in transit ridership, state of growth in the region contained to well-defined areas and continued success in achieving the per capita waste disposal target are examples of some of the notable positive trends identified in 2018.

### MOVING TOWARDS TARGET

- **Goal 2: Indicator #4 – Total water consumption.** Findings show steady progress towards the target to reduce water use by 33% between the period of 2004 to 2018. Between 2004–2017, the City of Nanaimo had a 15% decrease in water consumption while population increased in the same period by 16%. The District of Lantzville had a 20% decrease in total water consumption, and the nine RDN Water Service Areas had a 31% decrease in total water consumption. All three areas combined had an average water consumption decrease of 22% since 2004.
- **Goal 3: Indicator #7 – Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreation facilities.** The target is to increase the number of households in reasonable proximity to services. A year-to-year increase consistent with the target of households living within close proximity to bus stops, employment lands and shopping within the RDN can be seen, indicating that the region is achieving more compact, complete and connected communities.

- **Goal 3: Indicator #8 – Per capita transit use.** The increase in per capita transit use continues to show a positive, upward trend within the RGS reporting period of 2011 to 2018. Per capita rides increased from 17.8 in 2011 to 21.8 in 2018 and are up 10% from 2017.
- **Goal 4: Indicator #10 – Density of dwelling units inside and outside the Growth Containment Boundary (GCB).** The target to increase the proportion of the population living within the GCB continues to be achieved. In 2018, the proportion of the population living within the GCB rose to 4.41 units/hectare from 4.05 units/hectare in 2017, with the density of dwelling units outside the GCB staying constant at 0.06 between 2017 and 2018.
- **Goal 4: Indicator #11 – Diversity of land use (ratio) inside the GCB.** The ideal land use mix to support complete, compact communities, identified in the Rural Village Centre Study (2013), is 10-15% public uses, 10-40% commercial and employment uses and 50-80% for residential uses. In electoral areas, since 2015, the proportion of different land uses has remained constant with the land use ratio for Rural Village Centres remaining consistent with the desired ratio. Within the City of Nanaimo, since 2015, Industrial, Commercial and Recreational uses have increased slightly, while Institutional, Mixed and Residential uses have experienced a slight decrease. While these variations are considered a change and not a regression, the land use ratio for the City of Nanaimo remains consistent with the desired ratio.
- **Goal 5: Indicator #12 – The number of new lots/units created through subdivision inside and outside the GCB.** In 2018, the number of total new lots rose to 1,508, up from 1,314 in 2017, with 1,480 of these lots being located inside the GCB and 28 lots outside, achieving the target to increase the proportion of development inside the GCB.
- **Goal 7: Indicator #17 – [Unemployment] employment rate and labour force participation.** The target to maintain an unemployment rate between 3–6% and increase the labour force participation rate was met. In 2018, the unemployment rate dropped to 5.1% while the labour force participation rate also experience an increase from 62.8% in 2017 to 64.9% in 2018.
- **Goal 9: Indicator #19 – Per capita length of maintained trails (including trails, paths and laneways).** The target to increase the per capita length of maintained trails was met. In 2018, the per capita length of maintained trails was 409,820 metres (2.65 metres per capita), up

from 391,409 metres of trails (2.53 metres per capita) in 2017.

- **Goal 10: Indicator #20 - Per capita waste disposal.** The target to decrease the per capita amount of waste going to the landfill to 350 kg/person is consistently being met with per capita waste disposal in 2018 remaining at 347 kg/person, showing a positive trend as the target goal has been continually met since 2012.

### MAINTAINING TARGET

- **Goal 2: Indicator #5 – Surface water quality (community watershed monitoring).** Surface water quality is maintaining a stable condition with 50 of 62 sites having frequently met BC water quality standards, and 27 out of 34 sites with six years or more of data having stable water quality.
- **Goal 2: Indicator #6 – Amount of land in protected areas.** In 2018, the region had a total of 6,365 hectares of protected areas, representing approximately 3.08% of the land base of the City of Nanaimo, District of Lantzville, Town of Qualicum Beach, City of Parksville and the RDN Electoral Areas. Although the data shown identifies a loss in protected land within the City of Nanaimo and electoral areas from 2017, it should be noted that these lower numbers reflect an adjustment in methodology for obtaining data with new software, and do not reflect a physical loss of protected areas.
- **Goal 10: Indicator #21 – Per capita cost to provide water and sewer systems.** The target to decrease per capita cost of water, wastewater and sewer systems remains stable on a year-to-year basis. Per capita cost for providing water and sewer systems increased by less than one dollar each between 2017 and 2018, while the per capita costs of wastewater treatment experienced no change throughout the same time period.

### MOVING AWAY FROM TARGET

- **Goal 5: Indicator #14 – The amount of land classified as Private Managed Forest Land (PMFL).** Since 2015, the amount of PMFL has decreased by 485 hectares. In 2018, 130,509 hectares or approximately 63% of the region remained as PMFL.
- **Goal 5: Indicator #13 – Number of parcels with Farm Class.** Between 2017 and 2018, the

total number of properties in the region with Farm Class designations, as determined by BC Assessment, decreased by 41, with all of these losses occurring in the RDN Electoral Areas.

- **Goal 6: Indicator #15 – The total number of rental units affordable to households with incomes below 50% of the median for the region.** The lack of affordable rental units in the region is an emerging trend with data showing that the amount of households with incomes below 50% of the median for the region spending more than 30% of their income on housing rose from 47% in 2015 to 75% in 2018.

### **SUMMARY OF APPROACH**

The success of the RGS requires the continued collaborative efforts between member municipalities and the RDN to share accurate and consistent data that provides an opportunity to assess progress and to help inform opportunities for improvements, while recognizing areas of success. Future years' reporting will allow for more accurate year-to-year assessments and provide further opportunities to analyze trends over three and five year periods. A Focused RGS Review is underway to identify areas to consider for possible amendments in order to keep the RGS up-to-date as the region develops. A number of areas have been identified for review including policies relating to land use, servicing, housing and rural integrity, as well as updates to the RGS indicators/targets and required demographic information.







# 1. Traditional Territory Acknowledgement

The Regional District of Nanaimo (RDN) respectfully acknowledges and recognizes the Coast Salish Nations whose territory we live, work and play in.

## 2. Overview

The Regional Growth Strategy (RGS)<sup>1</sup> is a strategic plan adopted by the RDN Board that aims to establish a more sustainable pattern of population growth and development in the region over a 25-year period. The RGS encourages and directs most new development in the region within designated Growth Containment Boundaries, thereby keeping urban settlement compact, protecting the integrity of rural and resource areas, protecting the environment, increasing servicing efficiency, and retaining mobility within the region.

The RGS represents a commitment by the RDN and its member municipalities to take a series of actions to improve the quality of life for present and future residents of the region. Part of this commitment involves being accountable to residents about how the RGS is being implemented and the level of progress being made towards reaching the goals of the RGS.

The 2011 RGS addresses implementation in Section 5, stating that:

*“Being accountable for progress towards achieving the goals of this RGS requires a commitment to implementation, target-setting, establishing indicators, and monitoring.”*

Reporting on annual progress shows a commitment to implementation and fulfills a requirement under the Local Government Act *“to prepare an annual report on implementation and progress towards the goals and objectives of the RGS”* (RGS Policy 5.2.1).

This Annual Progress Report briefly describes the RGS purpose, vision and goals in order to set

<sup>1</sup> On November 22, 2011, the RDN Board adopted “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1615”. This document replaced the 2003 Regional Growth Strategy (RGS) and represents the second time that the RGS has been fully reviewed and updated since it was first adopted in 1997.

the stage for documenting the actions taken in 2018 by the RDN and member municipalities towards implementing the RGS. This report also incorporates performance indicators from the RGS Monitoring Program, where data is available, with the intention of tracking trends to achieve the goals of the RGS over time. In addition, Appendix 1 of this report includes a summary of actions taken to implement the RGS since it was updated and adopted by the RDN Board on November 22, 2011.

### 3. Role & Purpose

The purpose of the RGS is to:

*“promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources.”*

Ultimately, it is a coordinated plan to manage growth in the region in a sustainable manner.

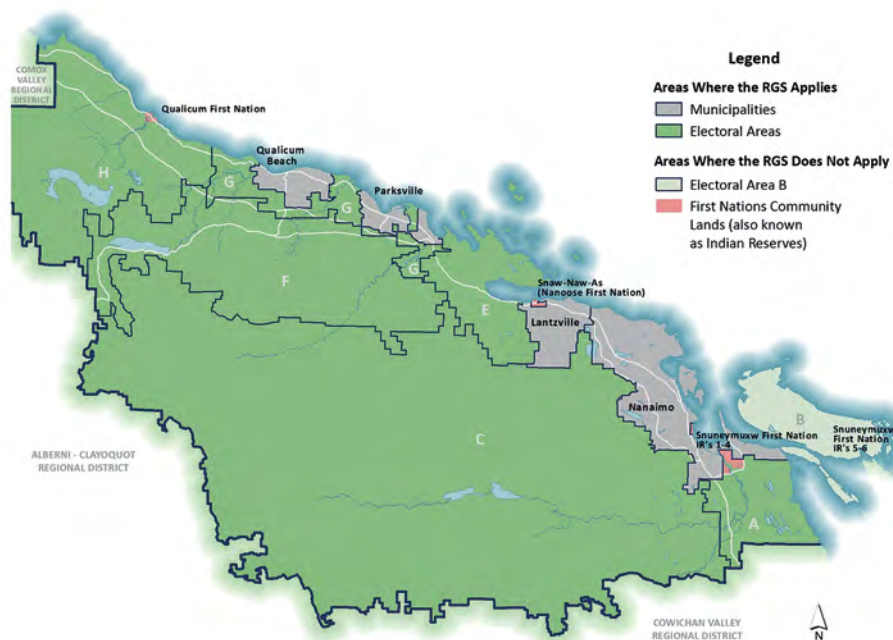
The first RGS was adopted in 1997 in response to residents’ concerns about the impacts of rapid population growth and development in the late 1980s and early 1990s. Given that the impacts of growth across jurisdictional boundaries, it was recognized that a coordinated approach to community planning was necessary to effectively address growth management issues.

The RGS provides a framework for member municipalities and the RDN to coordinate growth management issues that cross local government boundaries. The RGS also provides a mechanism to connect with provincial ministries and agencies who have jurisdiction in areas that impact land use and community planning and whose resources are needed to implement projects and programs. Inter-jurisdictional coordination is essential to protecting our environment and achieving a high quality of life for present and future residents in the region.

The RGS applies to six electoral areas and four municipalities within the region as shown by the map below. The RGS does not apply to Gabriola, Decourcy and Mudge Islands (Electoral Area B) as they fall under the jurisdiction of the Islands Trust. It also does not apply to lands under the jurisdiction of First Nations including Qualicum First Nation, Snaw-Naw-As and Snuneymuxw.



Map 1: RGS Application

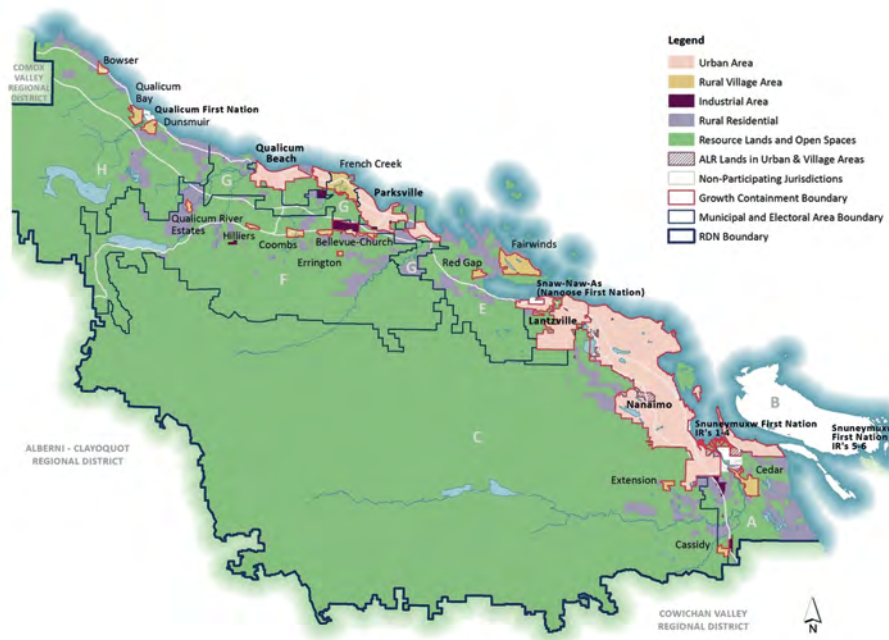


The RGS uses a line on a map called a Growth Containment Boundary (GCB) to separate areas designated for future growth from other areas where environmental protection and resource values are a priority. Lands designated as Urban Area within municipalities are intended to absorb the majority of the region's future growth. In the RDN's Electoral Areas, land designated as Rural Village Areas are intended to accommodate lower levels of growth more compatible with their rural settings. Development within the GCB (Urban and Rural Village Areas) is intended to be diverse and provide places for people to live, work, learn, shop and play. This may also include lands to be conserved to support ecosystem functions or other green space purposes. Land outside of the GCB is intended to support ecosystem functions and rural uses that require only limited infrastructure and services to be viable.

## 4. Vision

The vision of the RGS is documented below and represents the foundation for the goals and policies in the RGS.

The region will be recognized for an outstanding quality of urban and rural life that is grounded in a strong commitment to protecting the natural environment and minimizing harm to life-sustaining ecological systems. Working in partnership with interested organizations, the RDN and its member municipalities are committed to achieving:



**Map 2:**  
Growth  
Containment  
Boundary  
and Land Use  
Designations

- High standards of environmental protection that preserve habitat, enhance ecological diversity, and maintain air and water quality;
- Enhanced food security in the region;
- Urban development that is contained and distinct in form and character from rural development;
- Complete, compact communities designed to provide housing that meets the needs of all households and that provide excellent access to nearby workplaces, goods and services, learning institutions, recreation opportunities and natural areas;
- Expansion and enhancement of mobility options that reduce automobile dependency;
- A strong and resilient economy based on agriculture, natural resource assets, tourism and information age industries and services such as health and education; and
- Efficient, state-of-the-art servicing, infrastructure and resource utilization.

## 5. Principles

The goals and policies of the RGS are grounded in the following sustainability principles that are intended to guide how decisions are made regarding the future life of the region.

- Decisions and actions have regard for local and global consequences;
- The interconnectedness and interdependence of natural and human systems are recognized and respected;
- The healthy functioning of ecological systems is nurtured;
- The qualities of place that create pride and a sense of community are nurtured;
- Efficiency, including the concept of zero-waste, is optimized;
- Equity amongst all citizens and across generations, including future generations is ensured;
- Decision-making processes are based on participation, collaboration and cooperation with citizens, other authorities and organizations; and
- We are accountable for our decisions and actions.

## 6. Goals, Indicators & Targets

The RGS is based upon eleven goals that work towards achieving the collective vision of regional sustainability. Policies in the RGS provide the direction to take specific actions to implement the RGS goals.

In January 2015, the RDN Board approved a final list of 22 indicators and related targets to measure the region's progress towards the eleven goals of the RGS. Targets and indicators are closely linked. Indicators tell us whether or not the results of our actions are consistent with achieving our targets. Targets are specific results to be achieved over time within a social, cultural, economic or environmental system.

<b>Goal 1: Prepare for Climate Change and Reduce Energy Consumption</b>	
Indicator	Target
#1 Total community greenhouse gas emissions	Reduce greenhouse gas emissions 33% below 2007 levels by 2020 and 80% by 2050
#2 Per capita non-renewable energy use	Reduce per capita energy use
#3 Total community energy use	Reduce total energy use
<b>Goal 2: Protect the Environment</b>	
Indicator	Target
#4 Total water consumption	Reduce water consumption: decrease the average residential and commercial water use by 33% between 2004 and 2018
#5 Surface water quality (community watershed monitoring)	Improve surface water quality
#6 Amount of land in protected areas	Increase amount of land in protected areas
<b>Goal 3: Coordinate Land Use and Mobility</b>	
Indicator	Target
#7 Number of households within a set distance of employment lands, shopping, schools, transit and recreation facilities	Increase the number of households living within close proximity (400 metres) to places to work, play, learn and shop
#8 Per capita transit use	Increase per capita transit use
<b>Goal 4: Concentrate Housing and Jobs in Rural Village and Urban Growth Centres</b>	
Indicator	Target
#9 Population inside and outside the Growth Containment Boundary (GCB)	Increase the proportion of the population living within the GCB
#10 Density of dwelling units inside and outside the GCB	
#11 Diversity of land use (ratio) inside the GCB	Increase the land use diversity inside the GCB
<b>Goal 5: Enhance Rural Integrity</b>	
Indicator	Target
#12 The number of new lots/units created through subdivision inside and outside the GCB	Increase the proportion of development inside the GCB
#13 Number of parcels with Farm Status	Increase the number of parcels with Farm Status
#14 The amount of land classified as Private Managed Forest Land	Increase the amount of land available for natural resource uses (farm, forestry, outdoor recreation)

<b>Goal 6: Facilitate the Provision of Affordable Housing</b>	
Indicator	Target
#15 The total number of rental units affordable to households with income below 50% of the median income for the region	Increase the proportion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable)
#16 The portion of units in each housing type inside the GCB (diversity of housing types in GCB)	Increase the portion of non-single family dwellings inside the GCB
<b>Goal 7: Enhance Economic Resiliency</b>	
Indicator	Target
#17 [Unemployment] Employment rate and labour participation rate	Maintain an unemployment rate between 3 – 6% and increase the labour force participation rate
<b>Goal 8: Enhance Food Security</b>	
Indicator	Target
Number of parcels with Farm Status	Same as Goal 5: Indicator #13: Increase the number of parcels with Farm Status
<b>Goal 9: Pride of Place</b>	
Indicator	Target
#18 The amount of publicly owned land designated for parks and community use (including land in protected areas, community use parks and recreational facilities)	Increase the amount of land for parks and recreational facilities
#19 Per capita length of maintained public trails (including trails, paths, laneways)	Increase the per capita length of maintained trails
<b>Goal 10: Provide Services Efficiently</b>	
Indicator	Target
#20 Per capita waste disposal	Decrease the per capita amount of waste going to the landfill (amount of waste sent to the landfill per person) below 350 kg/person
#21 Per capita cost to provide water and sewer systems	Decrease per capita cost of providing water and sewer systems
#22 Per capita length of roads (length of paved roads per person)	Decrease the per capita length of paved roads
<b>Goal 11: Enhance Cooperation Among Jurisdictions</b>	

## 7. Implementation

Section 5.2 of the RGS addresses implementation and identifies specific projects that are intended to work towards achieving RGS goals. Implementation is an important part of being accountable to RDN residents about what is being done to achieve the goals they identified as important.

### 7.1 RGS MONITORING PROGRAM

To ensure consistent monitoring and reporting on the indicators, the RDN has established a RGS Monitoring Program that includes an annual report and a public website that regularly updates the indicators as new information becomes available.

#### RGS Annual Report - 2018

This Annual Report is an attempt to measure progress by incorporating select indicators to help gauge the effectiveness of RGS policies and implementation to achieve the goals of the RGS. Since the monitoring program was initiated, 2017 marked the first year that data was available for all indicators. 2018 builds upon last year's success by continuing to address challenges with consistency through collaboration with the member municipalities, various RDN departments and external agencies. As we continue to work toward improving quantitative data collection, we also include within this report qualitative information on key initiatives being undertaken to achieve the RGS goals. Quantitative information from 2015 and 2017 establishes a baseline which will be used for comparison in this report and subsequent years to come.

#### Data Limitations

This report refers to many sources of information, including information produced by the member municipalities, various RDN Departments, Statistics Canada and the Canada Mortgage and Housing Corporation. Every reasonable effort has been made to use comparable data with consistent geographies and methodology. Where data limitations exist, they are noted within the document content, chart or table.



## RGS Monitoring Website

RGS content on the RDN's website is intended to be highly accessible and provide a visually oriented experience. Reporting is ongoing, and the indicators are updated as data becomes available. Ideally, most indicators will be updated on an annual basis.

RGS Monitoring website: <https://www.rdn.bc.ca/regional-growth-strategy>



## 8. Progress Towards Achieving The RGS

In addition to specific implementation projects of the RGS, the RDN and the member municipalities actively make decisions and take actions that affect the goals of the RGS. The following summaries, grouped by each RGS goal, report on the RDN and member municipality initiatives and actions to achieve the goals of the RGS. Where information is available, select indicators have been updated to track progress towards the RGS goals.



### 8.1 GOAL 1 – PREPARE FOR CLIMATE CHANGE AND REDUCE ENERGY CONSUMPTION

Since 2008, the Province of British Columbia has been tracking its greenhouse gas emissions (GHGs). In May 2018, in recognition of the growing population and economy, the Province set new targets for GHGs. Local governments are now committed to playing a role in the reduction of GHGs as follows:

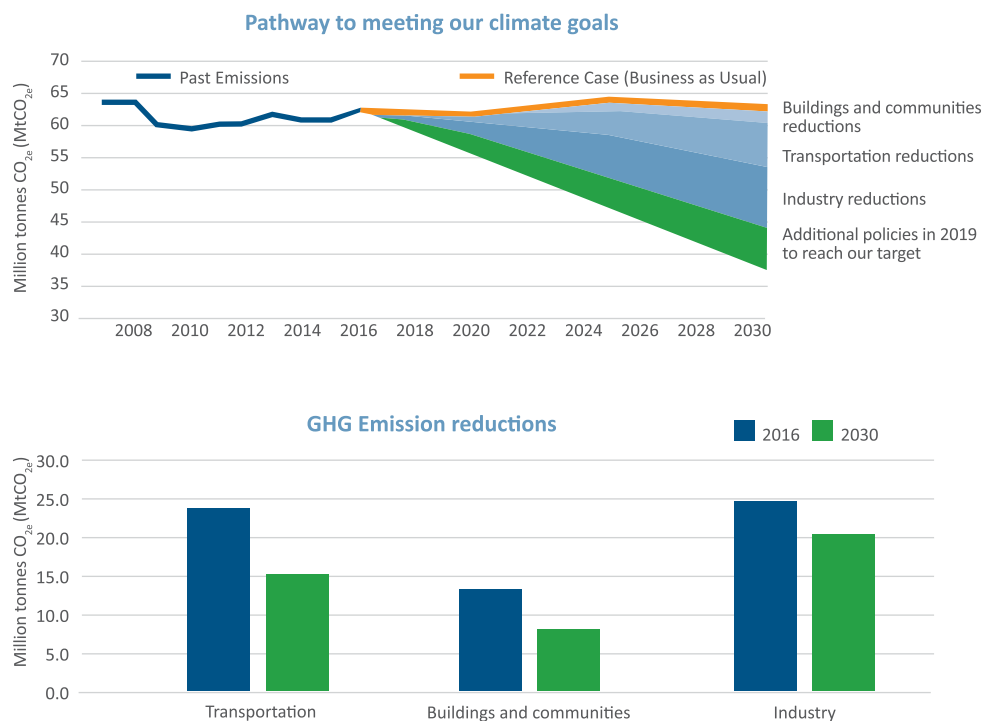
- **40%** below 2007 levels in 2030,
- **60%** by 2040, and
- **80%** in 2050.

At the provincial level, CleanBC is anticipated to lead the way forward in reducing GHGs by shifting away from fossil fuels towards clean and renewable energy. Emissions from on-road transportation remains the second highest contributor to GHGs in the province, second to industry, and the largest contributor (66% of total emissions) in the RDN.

As stated under Goal 1 in the RGS, the RDN and member municipalities can directly and indirectly influence the level of emissions generated due to land use pattern, built form, transportation systems, construction standards and landfill operations. Continuing efforts to make communities more compact, complete and energy-efficient is essential to achieving this goal.

The actions listed below demonstrate the important role that the RDN and member municipalities play in implementing change across the region.





**Chart 1:** Provincial Emissions Inventory & Targets

**REGIONAL ACTIONS**

**Greenhouse Gas Emissions Reduction**

In 2018, within the RDN, 2,764,906 cubic metres of landfill gas was captured through the Landfill Gas Collection Project.

**Greater Nanaimo Pollution Control Centre Co-Generation System**

In 2018, the Greater Nanaimo Pollution Control Centre (GNPCC) co-generation system converted waste gas (methane) into 136,000 kilowatt hours of electricity, which was sold back to the electrical grid, earning \$14,000. This amount of energy production is equivalent to the power usage for 22 homes in one year. The GNPCC also captured 427,181 cubic metres of biogas and utilized it to fuel the boilers and co-generation system.

**RDN Remains Carbon Neutral**

In 2018, the RDN remained carbon neutral by applying 2,576 tonnes of CO<sub>2</sub> equivalent (CO<sub>2</sub>e) through utilizing carbon offsets generated from the Landfill Gas Collection Project. The RDN

continues to improve its energy consumption by implementing energy efficient technologies to reduce overall energy consumption at its facilities and through its service delivery. To keep the RDN Carbon Neutral, a total of 21,123 tonnes of carbon offsets were verified and validated arising from the existing Landfill Gas Collection Project. The Community Carbon Marketplace listed 5,000 tonnes of carbon credits that are now available from Cowichan Energy Alternatives for use by corporate entities whose objective is to achieve carbon neutrality.

The Community Carbon Market Place sold 2,829 tonnes of CO<sub>2</sub>e. Total net sales to the RDN were \$31,637, with a total of 2,171 tonnes of CO<sub>2</sub>e remaining and available for sale on the open market to help private businesses become carbon neutral.

### **Green Building Incentives**

The RDN and the member municipalities delivered green building incentives to residents who improved the performance of their homes. In 2018, RDN programs delivered \$28,580 in green building incentives and rebates. The Green Building Incentive Program issued 153 individual rebates for: woodstove exchanges (106), renewable energy systems (6), home energy assessments (17), oil to heat pump rebates (1) and site-cut timber (1). There was one (1) uptake of the electric vehicle charging station rebate in 2018.

### **Green Building Series**

As part of the Green Building Series, eight workshops were delivered that targeted all sectors of the construction industry including architects, local government staff, builders, residents and realtors. The focus in 2018 was to provide education on the BC Energy Code and to present building science to help home owners and builders learn about high performance building construction and place an emphasis on energy efficient renovations.

To deliver these workshops, the RDN collaborated with member municipalities, the Canadian Home Builders' Association, Passive House Canada, the local construction industry and energy advisors.

## Climate Change Actions and Energy Efficiency Measures

In December 2018, The Province of British Columbia's Building Code introduced new energy efficiency regulations to support the BC Energy Step Code. To support the Province's initiative, region-wide education and awareness about the BC Energy Step Code is being provided amongst the construction industry.

As well as new construction, the RDN is participating in the Residential Retrofit Acceleration Project to advance the development of comprehensive and integrated local government and industry home energy retrofit strategies that will create pathways to implement innovative and impactful project initiatives. This is aimed to deliver deep energy retrofits, support a transition to renewable energy resources and provide quantifiable greenhouse gas emission reductions.

## Modernizing the Floodplain Bylaw

In January of 2018, the amended Provincial Flood Hazard Area Land Use Management Guidelines came into effect. In response, an update to the RDN Floodplain Management Bylaw No. 1469 took place. This bylaw sets requirements for new buildings in areas prone to flooding. The update now includes considerations for sea level rise, allowing for 1.0 metre of rise by the year 2100. This change is an important first step in modernizing the approach to flood management in the region and in BC.

These changes link to the Sea Level Rise Adaptation Program, which provides the framework for the regulatory changes and future flood hazard management within the RDN.

## Sea Level Rise Adaptation Program

The RDN recognizes the importance of better understanding coastal flood hazards, especially in the context of changing sea levels to support land use planning and emergency management. To assist the RDN in becoming more resilient to future flooding, a series of flood hazard maps are being created. Flood hazard maps are a foundational tool to develop a good understanding of where and how deep water may be in a flood event and provides the basis for informed decision-making.

When completed in 2019, this information will be used to update land use regulations relating

to the management of lands in coastal areas and bring the RDN into compliance with the Provincial Flood Hazard Area Land Use Management Guidelines.

## CITY OF NANAIMO

### Nanaimo's Energy Management Program

Through the City's Strategic Energy Management Program, it has saved 597,096 kilowatt hours of electricity, 6,700 gigajoules of natural gas consumption, and reduced emissions by 355 tonnes of CO<sub>2</sub>e by completing a mix of building, lighting and systems upgrade projects.

### Climate Adaptation/Resilience Strategy

The City received \$175,000 from the Federation of Canadian Municipalities in 2017 to complete a Climate Change Resilience Strategy (CCRS) to prepare for climate change. In 2018, the study was completed and the second phase will incorporate the results of the sea level rise study and complete a series of risk and vulnerability assessments of City assets, programs and services.

### Climate Change Initiatives

The City has undergone a number of green initiatives in 2018, including a review around Electric Vehicle (EV) regional planning and infrastructure and the commencement of an update to their Green Fleet Strategy. To reduce residential trips to landfill and composting facilities, larger curbside garbage collection and organics carts are now offered by the City. Furthermore, a rebate system was established in 2018 to help cover costs for home energy assessments. The City has also brought back their tree voucher program which provides 220 \$25 vouchers for trees costing up to \$90 from the Green Thumb Garden Centre.

### Energy Efficiency Upgrades

The City's Corporate Energy Conservation Policy sets an energy conservation target of 1% reduction per year in the overall energy consumption of City owned and operated buildings. Implementation actions for 2018 included:

- Implementation of measures of the BC Hydro/FortisBC Continuous Optimization Program at the Nanaimo Ice Centre, Nanaimo Aquatic Centre and Beban Park Recreation Centre.

- Lighting and Refrigeration Plant energy studies along with a major upgrade of the Beban Boiler Plant.
- City-wide LED streetlight conversion, which is on-going.

#### **CITY OF PARKSVILLE**

Parksville continued to participate in the regional Green Building Incentive Program, including woodstove rebates. The City purchased three EVs and a charging station for corporate use and is also continuing its expansion of the LED streetlight program.

#### **TOWN OF QUALICUM BEACH**

In preparation for the implementation of the BC Energy Step Code, Building Department staff completed additional Step Code training in 2018. Energy and efficiency and the BC Energy Step Code are specifically identified in the Town's 2018 Official Community Plan that has now been adopted.

#### **DISTRICT OF LANTZVILLE**

Lantzville continued to participate in the provision of green building incentives through the RDN, including incentives for rainwater harvesting, wood stove exchanges, solar hot water systems, home energy assessments and EV charging stations.

#### **GOAL 1 - KEY FINDINGS**

The Green Building Incentive Program continues to attract applications for funding to help residents implement more environmentally friendly home practices and more landfill gas was captured through the Landfill Gas Collection Project in 2018 compared to the previous year. Another response to climate change is building resiliency and capacity to adapt. In 2018, both the RDN and the City of Nanaimo continued to work on their climate adaptation initiatives to help communities adapt to the projected impacts of sea level rise and have both advocated to the Province to reinstate community emissions reporting.



## 8.2 GOAL 2 – PROTECT THE ENVIRONMENT

### REGIONAL ACTIONS

RDN Water Services continued to achieve Goal 2 by pursuing watershed and environmental protection, including the following activities:

#### Watershed Protection and Enhancement Measures

- Upgraded 11 wellheads to protect aquifers in our region and over 114 well owners received support in testing their water quality through the Rural Water Quality Stewardship Rebate Program.
- Supported the installation or expansion of 25 residential rainwater harvesting systems, with an added storage volume of almost 60,000 imperial gallons across the region through the Rainwater Harvesting Incentive Program.
- Analyzed summer water use by participants in the Irrigation Check-Up Program between 2011–2017, which revealed a 65% reduction in water consumption since the last check-up.
- Commenced the 10 Year Action Plan Implementation Review for the Drinking Water & Watershed Protection Program.
- Supported watercourse restoration projects on Knartson Creek and Chase River.

#### Water Quality Program

- Replaced water mains in the Anchor Way area of the Nanoose Peninsula.
- Offered region-wide rebate programs for rainwater harvesting, well protection, well water testing, efficient outdoor irrigation systems and soil improvements.
- Completed the UV Disinfection System in the San Pareil Community Water System.
- Commenced construction of the new Nanoose Bay Peninsula Pump station, a critical element of the Englishman River Water Service.

## Public Outreach & Education

- Continued community outreach including workshops, school watershed field trips, events and community displays, totaling over 50 occasions.
- Partnered with the City of Nanaimo to create and mail out Stream Stewardship Newsletters for Beck Creek & Walley Creek for residents in two key creek sheds where stewardship awareness messaging was necessary, based on water quality results.
- Continued residential irrigation check-up service, providing on-site assessments and recommendations to improve outdoor water efficiency for 12 top water users in community water service areas.

### CITY OF NANAIMO

- Purchased 20.2 hectares of land to be added to the Linley Valley Park to increase overall park size to 184.2 hectares.
- Completed the Environmental Management Study for the MacGregor Creek and Linley Valley pond systems.
- Completed biological assessments for Linley Valley Park.
- Initiated park planning for East Wellington Park including food security and biophysical assessments.

### CITY OF PARKSVILLE

- Purchased Parksville wetlands to protect them as natural parkland in perpetuity.
- Continued promotion of the Green Shores approach to finding ecological solutions to shoreline development.
- Continued to participate in the RDN's Drinking Water Watershed Protection Program.

### TOWN OF QUALICUM BEACH

- Constructed the new Seaside Nature Park.
- Purchased waterfront property, “St. Andrews Lodge,” for future community use and environmental protection.
- Prepared Tree Protection Bylaw to address removal of trees.

### DISTRICT OF LANTZVILLE

- Continued to provide educational information to residents concerning water conservation and implemented water restrictions.
- Continued to participate in the RDN’s Drinking Water Watershed Protection Program.
- Continued to provide information to residents concerning outdoor burning.

#### 8.2.1 RGS Indicator #4: Total water consumption

##### **Target is to decrease the average residential and commercial water use by 33% between 2004 and 2018**

Water is recognized as a vulnerable resource, and it is critical for the health of all ecosystems and human communities. While water supply may seem abundant in the region, recent trends of longer summers with less precipitation have put pressure on local water resources at the time when water use is at its highest. This indicator is a measure of water conservation and it tells us if the amount of water consumed is increasing or decreasing.

For the period from 2004 to 2017:<sup>2</sup>

- The City of Nanaimo had a 15% decrease in water consumption while population increased in the same period by 16%.
- The District of Lantzville had a 20% decrease in total water consumption.

<sup>2</sup>The RDN’s 2018 Water Conservation Plan and trend analysis is the most current information available for this Indicator. This trend analysis does not happen on a yearly basis and updates to the Indicator will take place when new information is available.



- Collectively, all nine RDN Water Service Areas had a 31% decrease in total water consumption.

For all three areas combined, the average water consumption decreased by 22% since 2004.

The findings show gradual progress towards the regional goal.

### 8.2.2 RGS Indicator #5: Surface water quality (community watershed monitoring)

#### Target is to improve surface water quality

The Community Watershed Monitoring Network (CWMN) currently collects water quality samples from 62 sites on 34 streams in the region to measure and track changes in the health of local watersheds. This indicator reflects the total number of sites that met the BC Water Quality Guidelines for turbidity, temperature and dissolved oxygen in 2018, as well as the results from the Surface Water Quality Trend Analysis for RDN CWMN Data.<sup>3</sup> The Surface Water Quality Trend Analysis is the most up to date information available and occurs approximately every five years.

**Table 1:** RDN Monitored Streams Analysis

Monitored Streams that Meet the BC Water Quality Guidelines in 2018		
Turbidity	Temperature	Dissolved Oxygen
38 sites met guidelines out of 62 sites that were monitored	43 sites met guidelines out of 62 sites that were monitored	36 sites met guidelines out of 62 sites that were monitored

Source: *The Surface Water Quality Trend Analysis for RDN CWMN Data (2011 – 2017)*

For data collected between 2011 and 2017, the CWMN Trend Report identified 12 out of 62 sites sampled as having frequent exceedances of water quality guidelines, with depleted oxygen concentrations and/or adverse trends in water quality. Seven of these sites have high agricultural use within the watershed, two sites have upstream storm water outfalls, and exceedances in three sites are not well understood and could be attributed to annual variations in climate.

<sup>3</sup>The Surface Water Quality Trend Analysis for RDN CWMN Data (2011 – 2017) report is available online at <https://www.rdn.bc.ca/dwwpreports>

These findings provide information on the quality of our surface water since 2011 and a baseline understanding of regional surface water quality so it can be tracked for improvement over time. The state of our surface water quality is maintaining a stable condition with 50 of 62 sites having frequently met BC water quality standards and 27 out of 34 sites with six years or more of data having stable water quality.

Improving water quality in our watersheds is immensely important for the health and quality of life in our region and combined efforts to collaboratively work to preserve and protect our shared resources are underway to achieve this goal.

### **8.2.3 RGS Indicator #6: Amount of land in protected areas**

#### **RGS target is to increase the amount of land in protected areas**

Natural areas support habitat for wildlife and plants, the recharge of groundwater and surface water, and the absorption of carbon from the atmosphere. The RGS goal is to protect and enhance the environment and minimize ecological damage related to growth and development. This indicator tells us how much land is within protected areas designated by the federal, provincial or local government.

In 2018, the region had a total of 6,365 hectares of protected areas, representing approximately 3.08% of the land base of the City of Nanaimo, District of Lantzville, Town of Qualicum Beach, City of Parksville and the RDN Electoral Areas. Although the data shown identifies a loss in protected land within the City of Nanaimo and RDN Electoral Areas from 2017, it should be noted that these lower numbers are attributed to a new methodology for obtaining data with more accurate new software, not to a physical loss of protected areas. The City of Nanaimo gained 20.2 hectares of protected area in Linley Valley, and the 12 hectare adjustment in the electoral areas represents more accurate mapping data that omitted a segment of the Nanaimo River as water features are not included in this indicator. This new methodology and adjusted data will be used in future years to provide a more accurate reflection of the actual amount of land in protected areas.

**Table 2:** Amount of Land in Protected Areas (Ha)

	Nanaimo (Ha)	Parksville (Ha)	Qualicum (Ha)	Electoral Areas and Lantzville (Ha)	Total (Ha)
<b>2017</b>	1936	107	159	4,368	6,570
<b>2018</b>	1687	163	159	4,356	6,365

### GOAL 2 - KEY FINDINGS

Across the region, ongoing actions have been implemented and public educational campaigns have been conducted to enhance existing programs aimed at watershed protection and groundwater data collection to assess the state of the aquifers. Most notable is the progress that has been made in the reduction of water consumption. Since 2004, although populations have increased steadily, water consumption has decreased by 22%.



## 8.3 GOAL 3 – COORDINATE LAND USE AND MOBILITY

### REGIONAL ACTIONS

During 2018, the RDN undertook the following regional transportation initiatives:

#### Regional Transit

- Approved the expansion of 5,000 annual service hours on September 26, 2018 (expanded hours to commence in 2019).
- Launched real-time technology (Automated Vehicle Location) on all conventional transit buses, enabling launch of 'NextRide,' which allows transit riders to see the location of their bus and its predicted arrival time at an identified stop.
- Continued work with BC Transit to evaluate the viability of local transit initiatives as well as inter-regional transit between the RDN, Cowichan Valley & Comox Valley Regional Districts.

- Conducted “how to ride the bus” training for seniors and students.
- Implemented Poetry in Transit in partnership with the City of Nanaimo.
- Implemented five Road Support Agents who respond to on-road incidents and provide assistance to transit drivers and passengers.
- Applied for grant funding in partnership with BC Transit and the City of Nanaimo to upgrade three exchanges in Nanaimo (North Nanaimo, Country Club and Downtown Nanaimo Exchanges).

## CITY OF NANAIMO

### Downtown Mobility Project

Engaged a consulting team to review, design and prepare an implementation strategy for the Downtown Mobility Project. This project is a collection of active and sustainable transportation projects planned within the Downtown Mobility Hub. City of Nanaimo Staff and the consulting team will ensure that these projects are designed and constructed with a holistic vision of mobility and land use.

### Transportation Enhancement

- Completed a “road diet” on Estevan Road, reducing a four-lane road cross to two travel lanes and one turn lane with landscaped median and bike lanes.
- Developed Complete Street Design Guidelines to support active and sustainable modes of transportation.
- Implemented Bowen Road Corridor Coordination Strategy.
- Installed four new bus shelters to support use of transit.

### Pedestrian Enhancement

- Commenced design for Harewood Bikeway on Bruce Avenue between Third and Fourth Street.

- Completed the Port Drive Waterfront Master Plan and design work for waterfront walkway at 1 Port Drive.
- Completed function design for Northfield Creek section of waterfront walkway, followed by value engineering exercise to examine costs.
- Continued work on the Georgia Avenue Greenway.

### CITY OF PARKSVILLE

#### Transportation Master Plan

Completed the update of the Transportation Master Plan which led to the development of new bike lanes and sidewalks on Corfield Street, two new bus shelters downtown and the construction of the Jensen Avenue greenway.

### TOWN OF QUALICUM BEACH

- Adopted the 2018 Official Community Plan containing policies advocating for increased connectivity and mobility throughout the municipality.
- Completed planning work and grants to install the remaining pathway along the waterfront.

#### *8.3.1 RGS Indicator #7: Number of households within a set distance (400 m) of employment lands, shopping, schools, transit and recreational facilities*

**RGS Target is to increase the number of households living within close proximity of places to work, play, learn and shop.**

The RGS encourages the RDN and member municipalities to direct new development into mixed-use centres where households are closer to employment and services needed on a daily basis. These compact communities enable more people to walk, cycle or use public transit, as the cost to provide public transportation services and infrastructure to compact communities is much lower than dispersed communities. This indicator is a measure of how compact, complete and connected a community is.

Over a three-year period, there has been an increase consistent with the target of households

living within close proximity to bus stops, employment lands and shopping within the RDN. The largest increases are found in the City of Nanaimo, and the target is being achieved by directing new development into mixed-use centres. Improvements in mapping and data collection can further account for the substantial year over year increases.

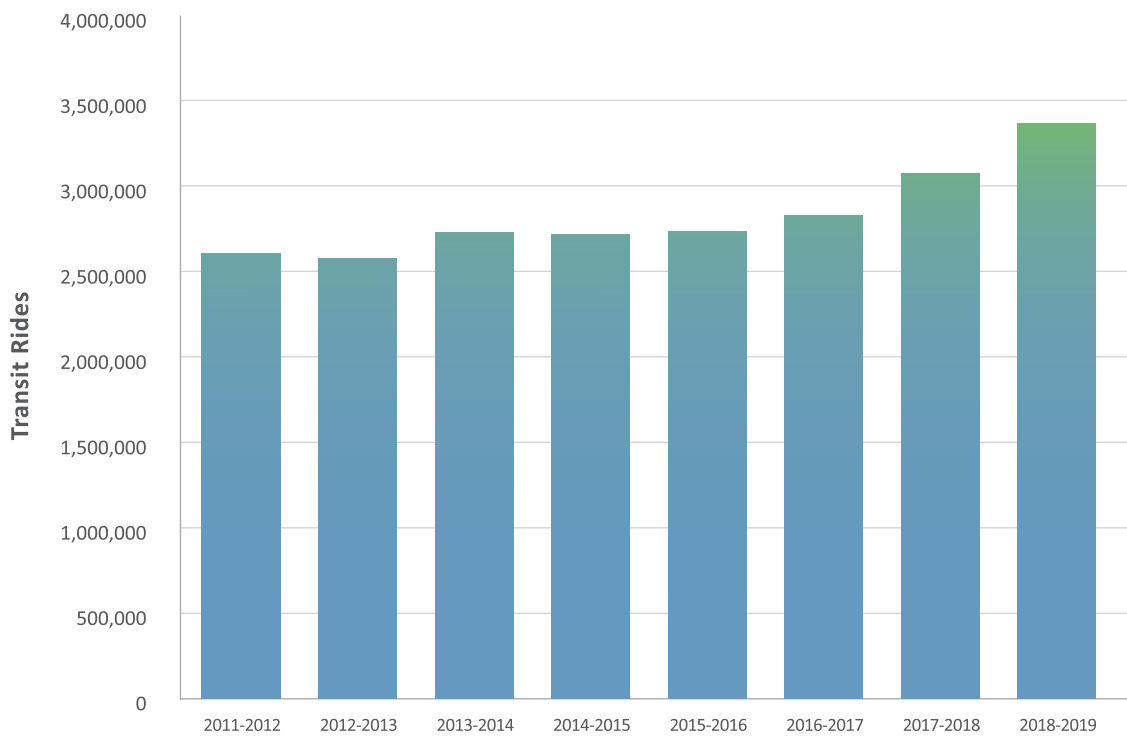
**Table 3:** Total Number of Households within 400 m of Services (2015, 2017 and 2018)

		Bus Stops	Schools	Employment Lands	Shopping Centre
Nanaimo	2018	40,598	21,551	17,206	16,844
	2017	36,411	18,930	6,671	10,714
	2015				
Parksville	2018	3,997	1,019	4,029	2,524
	2017		1,025	3,837	2,446
	2015				
Qualicum Beach	2018	3,551	1,165		1,005
	2017		1,165	N/A	1,005
	2015				
Lantzville	2018	1,020	190	1,206	
	2017	1,021	192	1,201	N/A
	2015	1,064	191		
Electoral Area	2018	3,684	1,000	8,821	600
	2017	3,664	996	8,741	597
	2015	3,292	1,628	8,400	377

8.3.2 RGS Indicator #8: Per capita transit use

**RGS Target is to increase per capita transit use**

Since 2015, the number of bus rides has steadily increased. In 2015–16, there were 2,737,848 rides taken in the RDN compared to 3,387,083 in 2018–19. Within the same period, per capita rides also increased from 18.2 in 2015–16 to 21.8 in 2018–19. This increase may be in part attributed to a growing population, increased access to transit, the NextRide real time bus locator and increased public presence of the RDN Transit Department at public events throughout the region.



**Chart 2:** Total Transit Rides Per Year

**GOAL 3 - KEY FINDINGS**

The results appear to indicate that transit initiatives to increase ridership are proving successful, and the relationship between land use and access to transit is moving in a positive direction. As the region grows and develops, provisions in support of the transit network should remain a priority to not only reduce carbon emissions, but also promote connectivity through alternate modes of transportation and promote transit use as a viable and reliable mode of transportation within the region.

**8.4 GOAL 4 – CONCENTRATE HOUSING AND JOBS IN RURAL VILLAGES & URBAN GROWTH CENTRES****REGIONAL ACTIONS****Fairwinds Landing at Schooner Cove**

Within the existing Fairwinds Village Mixed-Use zone, development is currently underway that includes a new six-storey residential building containing 39 dwelling units and a minor commercial area. Once complete, this project will increase the diversity of housing types available in an area where single-residential dwellings are the prominent type and will promote walkability as a result of added provisions for a publicly accessible boat launch, waterfront boardwalk and internal pathways.

**CITY OF NANAIMO****Hospital Area Plan**

The Hospital Area Plan was adopted by Council in 2018 and work has commenced to implement key policies in this document. The Area Plan is in response to development challenges and is intended to result in a better plan for the densification and design of development around this key urban node.



### 8.4.1 RGS Indicator #10: Density of dwelling units inside and outside of the Growth Containment Boundary

#### RGS Target is to increase the density of dwelling units within the Growth Containment Boundary

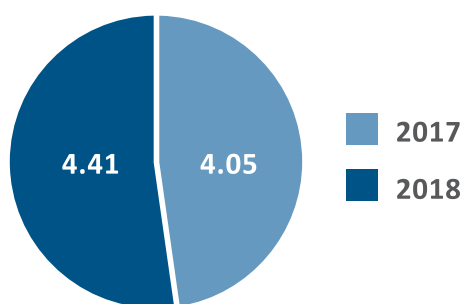
This indicator monitors the density inside the Growth Containment Boundary (GCB) compared to outside the GCB. This shows whether or not the majority of growth is happening in designated growth areas. This indicator can also be used to show if development is occurring at densities needed to support walkability and efficient servicing.

**4.41**  
units/hectare  
inside GCB 2018

In 2018, the average density of dwelling units within the GCB was 4.41 units/hectare, an increase from 4.05 in 2017. Of the urban areas, the Town of Qualicum Beach has the highest density of dwelling units (6.48 units/hectare) followed by the City of Parksville (5.85 units/hectare).

The data also shows an increase in the Rural Village Centers from 2.03 units/hectare in 2015 to 2.31 in 2018, while the District of Lantzville remained unchanged. No change between 2017 and 2018 occurred for the density of dwelling units per hectare outside of the GCB as this number remained at 0.06 units/hectare.

Dwelling Units/hectare inside GCB



Dwelling Units/hectare outside GCB

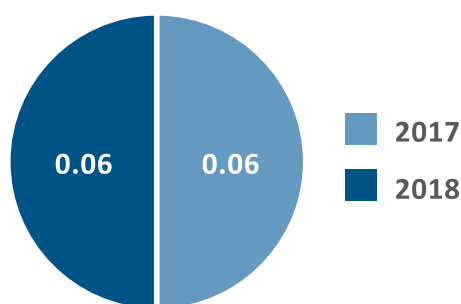


Chart 3: Dwelling Units/Hectare Inside and Outside GCB

In 2018, the density of dwelling units per hectare has increased in two of the Urban Areas as intended. The City of Nanaimo increased from 4.87 units/hectare in 2017 to 5.33 units/hectare in 2018, and the City of Parksville increased from 4.44 units/hectare to 5.85 units/hectare over the same time period. These changes can be attributed to an achievement of the RGS goal and to more accurate mapping and data collection methods used in 2018. The area in hectares with which this calculation is formulated has changed for both the City of Nanaimo and City of Parksville, and the more accurate numbers have been used to calculate 2018 data for the average density, contributing in part to the change in density between 2017 and 2018. The continual improvement of data accuracy is important to the success of the RGS and is incorporated whenever received to reflect the most accurate results.

**Table 4:** Density Units Per Hectare Inside/Outside GCB (2015, 2017 and 2018)

	Nanaimo (Units / Ha)		Parksville (Units / Ha)		Qualicum Beach (Units / Ha)		Lantzville (Units / Ha)		Electoral Areas (Units / Ha)	
	Inside	Out	Inside	Out	Inside	Out	Inside	Out	Inside	Out
<b>2015</b>	4.68	0.01	-	-	-	-	0.85	0.02	2.03	0.06
<b>2017</b>	4.87	0.01	4.44	0.13	6.48	0.3	0.85	0.02	2.31	0.06
<b>2018</b>	5.33	0.01	5.85	0.13	6.48	0.3	0.85	0.02	2.31	0.06

\*Data for 2015 did not include the Town of Qualicum Beach or the City of Parksville.

#### 8.4.2 RGS Indicator #11: Diversity of Land Use (Ratio) Inside the Growth Containment Boundary

##### RGS Target is to increase the land use diversity inside the Growth Containment Boundary

This indicator shows the proportion of different land uses (as a ratio) within the Growth Containment Boundary. This is an indicator of how complete a community is based on the existing mix of residential, commercial, industrial, institutional and recreational uses. This indicator applies to Urban Areas in municipalities and Rural Village Centres in electoral areas.

The ideal land use mix to support complete, compact communities, identified in the Rural Village Centre Study (2013), is 10–15% public uses (Recreational and Institutional), 10–40% commercial and employment uses (Industrial and Mixed Use), and 50–80% for residential uses. In electoral areas, since 2015, the proportion of different land uses has remained consistent with the desired land use ratio for Rural Village Centre. Within the City of Nanaimo, since 2015, Industrial, Commercial and Recreational land uses have increased slightly while Institutional, Mixed and Residential land uses have seen a slight decrease. While these shifts are considered a change (not a regression), the land use ratio for the City of Nanaimo remains consistent with the desired ratio.

**Table 5:** Diversity of Land Uses in Urban & Rural Village Centres in the RDN (2015-2018)

		Residential (%)	Commercial (%)	Industrial (%)	Mixed Use (%)	Institutional (%)	Recreational (%)
Electoral Areas	2018	61	6	11	6	6	10
	2017	61	7	11	5	6	10
	2015	61	6	11	6	6	10
Lantzville	2018	62	0.25	1	0.25	2	34.5
	2017	62	0.5	1	0.5	1.5	34.5
Parksville	2018	48	12	4	6	8*	22
Qualicum Beach	2018	70	9	1	8	4	8
	2017	70	9	1	8	4	8
Nanaimo	2018	67	3**	10	3	2	15
	2017	69	1	9	5	3	13
	2015	67	1	8	5	5	13

\*Parksville – “Institutional” is interpreted as Public Institutional (P1) zoning that includes shore land, which accounts for a higher proportion of land in this category.

\*\*Nanaimo – “Commercial” is interpreted to include only those lands zoned Commercial. No residential or non-commercial uses. Where both residential and non-commercial are also permitted these lands are categorized as “Mixed Use”.

**GOAL 4 - KEY FINDINGS**

The results indicate that the RGS policies appear to be effective in advancing the RGS Goal 4: Concentrate Housing and Jobs in Rural Village and Urban Growth Centres. Further years' data is needed to determine if the changes reflect a positive trend over time.

**8.5 GOAL 5 – ENHANCE RURAL INTEGRITY****REGIONAL ACTIONS****Development Permit and Temporary Use Permit Area Standardization**

The RDN reviewed their development permit areas (DPAs) and temporary use permit (TUP) areas within its electoral areas in 2018. This project included a revision of existing DPAs and TUP areas for consistency and standardization to streamline the development process. Standardizing DPAs ensures today's best practices were adopted throughout the electoral areas which will result in consistent requirements for applicants and a more effective means of implementing the DPAs.

**TOWN OF QUALICUM BEACH**

The "Town of Qualicum Beach Official Community Plan Bylaw No. 800.2018" was adopted on June 18, 2018 after a two-year review process with extensive community engagement. To implement several policies and map changes resulting from the Official Community Plan review, a request to amend the RGS and accept the Regional Context Statement was submitted to the RDN's Board for consideration. The request to adjust the GCB so that it is contiguous with the Town's municipal boundary proceeded through the RGS minor amendment process in 2018 and was approved in January of 2019.

**DISTRICT OF LANTZVILLE**

The District of Lantzville completed the public engagement component of their Official Community Plan review in 2017. Continued work and engagement has occurred throughout 2018 and the Official Community Plan is slated to be adopted in 2019.

### 8.5.1 RGS Indicator #12: The number of new lots/units created through subdivision inside and outside the GCB

#### RGS Target is to increase the proportion of development inside the GCB

The RGS encourages most new development to be located within the GCB where residents are close to services they require on a daily basis. Outside of the GCB, land is maintained for rural and resource uses and open space.

**1,480**  
new lots  
inside GCB

**28**  
new lots  
outside GCB

This indicator tells us the proportion of new development inside and outside the GCB. The RGS designates the GCB as the area for future development and growth. In 2018, the number of total new lots rose to 1,508, with 1,480 lots being created inside the GCB and 28 lots outside, achieving the target to increase the proportion of development inside the GCB. The most notable rise in 2018 occurred in Lantzville and can be attributed mostly to Phase 1 of the ongoing Foothills development.

**Table 6:** By Area- Number of Residential Lots/Units Created by Subdivision Inside/Outside of GCB

	Nanaimo		Parksville		Qualicum Beach		Lantzville		Electoral Areas	
	Inside	Out	Inside	Out	Inside	Out	Inside	Out	Inside	Out
<b>2012</b>	-	-	-	-	-	-	3	0	38	5
<b>2013</b>	-	-	-	-	-	-	1	0	0	28
<b>2014</b>	-	-	-	-	-	-	0	0	0	8
<b>2015</b>	-	-	-	-	-	-	4	0	38	41
<b>2017</b>	1,193	-	50	-	1	-	2	1	30	37
<b>2018</b>	1,308	-	51	-	1	-	100	0	20	28

\* 2012 – 2015 not available for the City of Nanaimo, City of Parksville or the Town of Qualicum Beach.

\*\* Developable land within the City of Nanaimo and City of Parksville entirely within GCB.

### 8.5.2 RGS Indicator #13: Number of Parcels with Farm Status

#### RGS Target is to increase the number of parcels with Farm Status

This indicator shows the number of parcels of land with Farm Class in the region. Farm Class is determined by BC Assessment and is based on land use qualifying for agricultural use, which includes both lands inside and outside of the Agricultural Land Reserve. This information provides an indication of how much land is being used to produce food in the region.

Baseline data was collected in 2017 which shows that there were a total of 713 parcels with Farm Class status as determined by BC Assessment in the RDN. In 2018, this number dropped to 674. Most notably, 41 properties in the RDN Electoral Areas lost their Farm Class status with Electoral Area A seeing the largest loss at 25 properties. It is uncertain as to why this decline occurred in the electoral areas over the last year and further investigation and monitoring is needed to identify trends in years to come.

**Table 7:** Number of Parcels with Farm Status

	City of Nanaimo	City of Parksville*	Town of Qualicum Beach	District of Lantzville	Electoral Areas	Total
<b>2017</b>	45	-	28	12	628	713
<b>2018</b>	45	2	28	12	587	674

\*Data not available for the City of Parksville in 2017.

### 8.5.3 RGS Indicator #14: The amount of Land Classified as Private Managed Forest Land

#### RGS Target is to increase the amount of land available for natural resource use (farming, forestry, outdoor recreation)

Private Managed Forest Lands (PFML) is a BC Assessment property classification established to encourage private landowners to manage their lands for long-term forest production. The majority of these lands are located outside the GCB. Decreases in the amount of PMFL can reflect the pressure to convert forested land to residential, commercial and other uses that are

contrary to RGS goals to protect rural lands for rural uses.

In 2015, the region had a total of 130,994 hectares of PMFL. This number declined by 394 hectares to a total of 130,600 hectares in 2017. In 2018, the region had 130,509 hectares of PMFL, showing PMFL decreased by a further 91 hectares between 2017 and 2018. This change is attributed to the subdivision and sale of PMFL lands, which are re-classified by BC Assessment as a result of the change in the primary use from forestry to residential.

In 2018, an estimated 130,509 hectares or 62% of the RDN's land base remains within the PMFL.

**Table 8:** The Amount of Private Managed Forest Land

	City of Nanaimo	Town of Qualicum Beach	District of Lantzville	Electoral Areas	Total
<b>2015</b>	160	129	723	129,982	130,994
<b>2017</b>	160	129	723	129,588	130,600
<b>2018</b>	217	129	723	129,440	130,509

\*The City of Parksville does not have any lands designated Private Managed Forest Land.

### GOAL 5 - KEY FINDINGS

The results indicate that the RGS policies in support of directing the majority of growth into well-defined activities within the Growth Containment Boundaries are achieving the intended results. At the same time a decline in rural forms of land use appears to be developing. 2018 marks the third consecutive year of decline in the number of hectares of land classified as PMFL. Of more concern is the noticeable decline in the number of parcels with Farm Class status in the electoral areas. A decline has been shown since baseline data was collected and further data and analysis is needed to better understand trends and effectiveness of RGS policies intended to support an increase in the number of parcels classified as Farm Class. Further investigation and monitoring of the decline of properties with Farm Class and PMFL will occur as part of the RGS review.



## 8.6 GOAL 6 – FACILITATE THE PROVISION OF AFFORDABLE HOUSING

### REGIONAL ACTIONS

#### Emergency Shelter and Food Materials

The RDN completed the annual update to the extreme weather brochure and poster, which was distributed to social service providers and made available online and on RDN buses. The brochure and poster provide information on the location and contact details for emergency shelters, extreme weather shelters, hot meal programs and food banks in the region. The brochure also provides bus route information to help locate these services.

#### Oceanside Health and Wellness Network

The Oceanside Health and Wellness Network continued to advance understanding and progress towards goals of child wellness and mental health for young adults through growing a network of over 100 community members to work collectively on improving health outcomes in these areas.

#### Oceanside Community Map of Service Agencies

The RDN assisted the Oceanside Homelessness Network in updating the Oceanside Community Map of Service Agencies. In 2018, a grant was received to hire a graphic designer to recreate the 2017 map into a more visually appealing and user-friendly edition that is a handy pocket-sized fold out map that highlights the locations of local social services, contact information as well as applicable bus routes for service providers.

#### Regional Housing Capacity & Gap Assessment

In December 2018, the RDN hired CitySpaces Consulting to complete a Regional Housing Capacity Assessment and Gap Analysis. The project involves a combination of statistical research, workshops, focus groups and first-person interviews with applicable local government staff, non-profit organizations and developers to provide a comprehensive picture of the housing needs of today and tomorrow. This project will build on past knowledge and supplement these studies with new analysis and data. The results are scheduled to be completed in 2019 and will



then be used to update and inform the RGS policies regarding the character and location of housing needed to support livability throughout the region.

## CITY OF NANAIMO

### Affordable Housing Strategy

The City launched a process to develop an Affordable Housing Strategy in 2017. The aim of the strategy is to establish the priorities for the City of Nanaimo to address affordability across the housing continuum over the next ten years. In 2018, continuing to build off previous years' work, planning for implementation of action items within the strategy are now underway.

Actions taken include the following:

### Housing Support

- Provided a range of municipal supports through Development Cost Charge reductions and parking variances for the development of over 300 affordable units by BC Housing with various non-profit societies for a range of different populations.
- Opened two BC Housing temporary supportive housing sites in response to the homelessness crisis in December 2018.
- Supported application by Nanaimo Affordable Housing Society to BC Housing to develop 36 units of new affordable housing on Bowen Road for seniors and families.

## CITY OF PARKSVILLE

The City continued to offer the option to expedite building permits for those intended for affordable housing and implemented a program for providing density bonuses to developments containing 20% or more of their units as affordable housing.

## TOWN OF QUALICUM BEACH

As part of the Town's Official Community Plan review process, affordable housing has been identified as a major topic for discussion, and in 2018, planning was underway for affordable housing policy development and potential capital projects.

**8.6.1 RGS Indicator #15: The total number of rental units affordable to households with incomes below 50 percent of the median for the region**

**RGS Target is to increase the portion of households living in housing that meets their needs (appropriate, adequate, adaptable, sustainable, affordable and attainable)**

The RGS seeks to increase the stock of affordable market and social housing for seniors, youth, those with special needs, those with moderate or low incomes and people experiencing homelessness. This indicator tells us the amount of documented market rental units that are affordable to those with lower incomes in the Nanaimo and Parksville Census Agglomeration. The median household income according to the 2016 Census data is \$62,844. This number is used for 2015–2018 reporting purposes.

The Canada Mortgage and Housing Corporation (CMHC) establishes the affordable rent threshold (ART) for lower income households based on a household spending 30% or more of before-tax income for housing that is adequate, suitable and affordable.

**25%**  
units > \$786  
2018

**53%**  
units > \$786  
2015

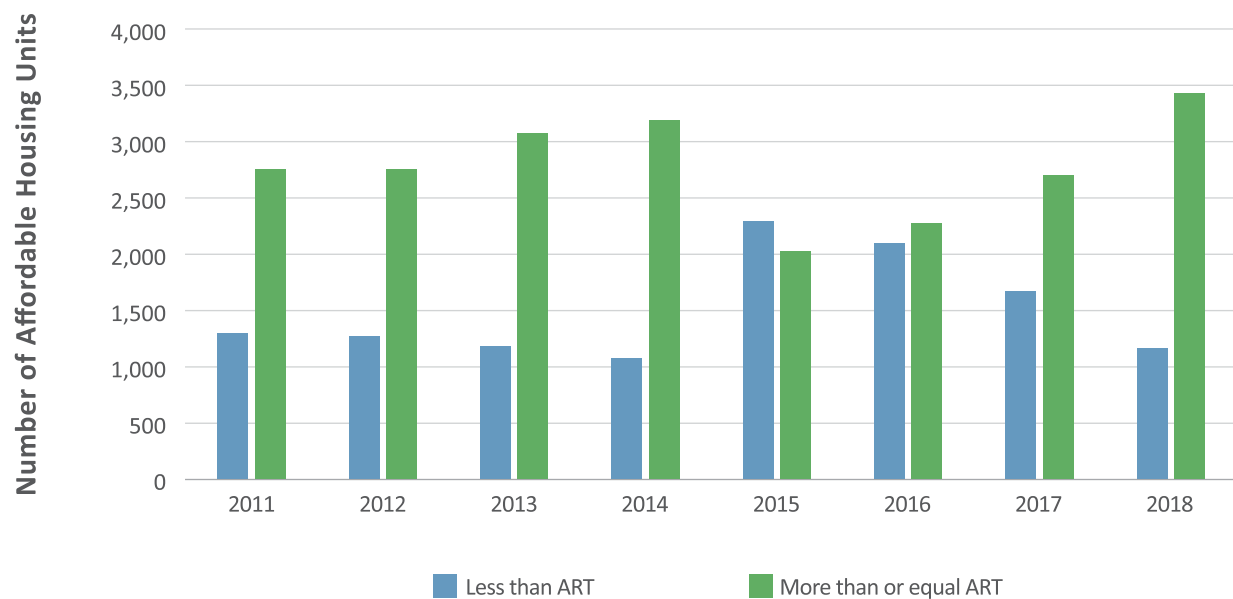
According to the CMHC, there was a rise in the number of renter households with income below 50% of the median for the region paying more than 30% of their income on housing from 2011 to 2014.

This trend reversed in 2015, but has since rebounded over the last three years within the Nanaimo and Parksville Census Agglomeration with a drastic shift in the lack of affordability over the last two years<sup>4</sup>.

Over the past three years, the portion of households living in housing that meets their needs (less than the ART of \$786) has decreased from 53% (2,301) in 2015 to 25% (1,173) in 2018.

<sup>4</sup>The Nanaimo and Parksville Census Agglomeration includes the City of Nanaimo, City of Parksville, Town of Qualicum Beach, French Creek, District of Lantzville, Electoral Area A, Electoral Area C, Snuneymuxw First Nations Lands, and Snaw-Naw-As First Nations Lands.

**Chart 4:** Total number of rental units affordable to low income households



**Table 9:** Total number of renter households above or equal to the affordable household threshold (2011-2018)

Year	Renter Households Above or Equal to ART	Amount of Change Between Years (renter households)
2011	2,764	NA
2012	2,765	+1
2013	3,095	+330
2014	3,201	+106
2015	2,042	-1159
2016	2,290	+248
2017	2,724	+434
2018	3,451	+727

Data source: Canada Mortgage and Housing Corporation, 2011 – 2018

**GOAL 6 – KEY FINDINGS**

Progress on the targets intended to support adaptable, accessible, affordable, and attainable housing appear to have regressed to 2011 levels over the last three years. This is in part due to continual rising costs in housing and rental prices. Initiatives locally, provincially and federally are underway to provide affordable housing and combat this lack of affordability. Data in coming years will be used to identify whether these initiatives will help reverse this trend of unaffordable housing.

**8.7 GOAL 7 – ENHANCE ECONOMIC RESILIENCY****REGIONAL ACTIONS****Northern Community Economic Development Service**

The RDN continued to deliver the Northern Community Economic Development Program to provide support for economic development initiatives in Parksville, Qualicum Beach and Electoral Areas E, F, G and H to advance the Board's vision for a resilient, thriving and creative regional economy.

In 2018, the function disbursed over \$50,000 in economic development grants in School District 69 communities. Some of the projects and organizations supported include:

- Familiarization Tour – Lighthouse Country Business Association;
- Deep Bay Info Booth – Lighthouse Country Business Association;
- Social Media Ninja – Qualicum Beach Chamber of Commerce;
- Brant Viewing Platform – Qualicum Beach Streamkeepers Society;
- Mid Island Tech Forum Strategy – Parksville and District Chamber of Commerce;
- Local Entrepreneurship Accelerator Program – Community Futures Central Island;
- Tech Savvy Talk & Leaders Roundtable – Innovation Island Technology Association; and

- Blade Runners – Central Vancouver Island Job Opportunities Building Society.

## Legalization of Non-Medical Cannabis in Canada

Following the federal government’s announcement to legalize non-medical cannabis by July 2018, the RDN began the process of reviewing and preparing the necessary zoning amendments to address this use. Policies addressing both the retail and production of cannabis to help facilitate the legalization process were completed in 2018.

The RDN also created a webpage to help keep residents informed of the ongoing changes: <https://www.rdn.bc.ca/cannabis-production-facilities-faq>

### CITY OF NANAIMO

## Economic Profile

The City held three economic roundtables with a number of economic stakeholders and completed an Economic Profile for the City.

## Home Based Business Survey

The City undertook a home-based business survey and review of the pertinent regulations within the zoning bylaw to assess whether changes or updates are necessary.

### TOWN OF QUALICUM BEACH

## Social Procurement Policy

In 2018, additional phases of construction on the Memorial Avenue Upgrades continued to be consistent with the Town’s Social Procurement Policy.

### DISTRICT OF LANTZVILLE

## Economic Development Strategic Plan

The District approved the Terms of Reference for their Economic Development Sustainability Committee which is intended to provide support and recommendation to staff for implementation and achieving the goals and objectives of the Economic Development Strategic Plan that was

adopted in 2018. The creation of this strategy involved input from over 250 people and was guided by a steering committee of local residents, business owners and elected officials. Regular communications and collaboration also took place throughout the process with the Snaw-Naw-As (Nanoose First Nation). The Strategy includes a vision and objectives for economic development, based on what was heard from Lantzville residents, and provides a plan for getting there.

### 8.7.1 RGS Indicator #17 [Unemployment] Employment rate and labour participation

**RGS Target is to maintain an unemployment rate between 3–6% and increase the labour force participation rate**

**61.0%**  
Employment Rate

**5.1%**  
Unemployed

**64.9%**  
Labour Force  
Participation

These indicators are important because changes in the labour force are the result of changes in population and economic activity.

Based on the Statistics Canada Labour Force Survey, the total Nanaimo Census Agglomeration employment went from 82,300 persons of working age (49.2%) in 2015 to 102,000 (61.0%) in 2018.

In 2015, the NCA unemployment rate was 4.7% compared to 5.7% in 2017 and 5.1% in 2018. The 2018 unemployment rate remains within the desired RGS target range of 3–6%. Comparatively, the provincial unemployment rate was 4.8% and the Canadian unemployment rate was 5.7% in 2018.

As illustrated here, the rise in employment is gradually reducing the unemployment rate. This gradual reduction may be attributed to the rise in the number of people that used to be outside of the labour force, including people over age 65 returning to work and migration from other parts of Canada and to a lesser extent from BC. The Labour Force Participation Rate was 51.6% in 2015 compared to 64.9% in 2018.

#### GOAL 7 – KEY FINDINGS

Overall, the changes suggest improvements in the regional labour market conditions consistent with furthering the RGS Goal 7: Enhance Economic Resiliency.



## 8.8 GOAL 8 – FOOD SECURITY

### REGIONAL ACTIONS

#### Gathering for an Event in the Agricultural Land Reserve

In response to the provincial changes to the Agricultural Land Reserve (ALR) to allow a limited number of secondary on-farm commercial activities to take place on properties in the ALR, the RDN Board passed a resolution to seek public input into proposed zoning bylaw amendments. The bylaw amendments were adopted in 2018 and are intended to mitigate the potential impacts to farmland associated with gathering for an event. A brochure was also created in 2018 to help keep farmers informed of the changes.

#### Agriculture Area Plan Website Updates

The RDN website for agricultural resources and activities within the region continued to be updated in 2018. The website updates included information about existing commercial composting facilities in the region and the provision of a U-map, which is an online land registry used to match farmers with landowners to support access to land available for farming.

### CITY OF NANAIMO

The City worked with community partners to create a second food forest at Beaufort Park. The City now has two food forests and six community gardens on public property under the Partners in Parks Program.

### TOWN OF QUALICUM BEACH

In partnership with the School District, the Town constructed a second community garden consisting of 50 garden plots in 2018. The community garden project significantly expands the popular existing community garden initiative in Qualicum Beach by making more land available to residents to grow their own food.

**GOAL 8 – KEY FINDINGS**

Consistent with RGS Goal 2: Food Security, the municipal members, including the City of Nanaimo and the Town of Qualicum Beach, have undertaken actions to advance local food security. The RDN continues to undertake actions to support the economic diversification of the agricultural sector.

**8.9 GOAL 9 – PRIDE OF PLACE****REGIONAL ACTIONS****Recreation Programs and Facilities**

The RDN's recreation programs and facilities played an ongoing role in furthering RGS Goal 9 by providing sports and cultural amenities that boost the attractiveness of the region as a place to live and visit. These include ongoing delivery of recreation programs and maintenance of facilities throughout the RDN. In 2018, the 2019–2029 Oceanside Recreation Services Master Plan was completed and approved as a guiding document by the RDN Board. The Master Plan will provide guidance for the RDN's role and responsibilities in Recreation Services' approaches to recreation infrastructure for the communities of Oceanside.

**Regional and Community Parks**

The RDN initiated and completed several projects to improve existing trails and other park amenities throughout the regional and community parks including the following:

- Completed the planning for the Mount Benson parking lot and the project tendered.
- Completed a new parking lot and trail connection at Timberlands Road for the Great Trail.
- Completed concept design and public consultation on bridge and trail development at Benson Creek Falls Regional Park. The works address longstanding environmental and safety concerns at Ammonite Falls and Benson Falls canyons.
- Developed sports court and parking lot at Dunsmuir Community Park.



- Completed Phase I of the parking lot and new trail access to the Haslam Creek end of the Great Trail following conclusion of two private land access agreements.

## CITY OF NANAIMO

### Arts and Culture

- Continued commitment to Port Theatre Community Performing Arts Centre project (4.6 million funding commitment).
- Continued implementation of the 2014–2020 Culture Plan for a Creative Nanaimo, including annual funding (nearly \$500,000) of local arts and culture groups and support of various cultural and heritage initiatives.
- Hosted annual Heritage Summit to promote heritage awareness within the community and facilitate networking between local heritage and cultural organizations.
- Installed new public art pieces created by local Snuneymuxw Artists at the Departure Bay (St'ilep) seawall walk and at the Nanaimo Water Treatment Plant.
- Held Annual Culture and Heritage Awards event to recognize and celebrate excellence in culture and heritage within the community.
- Rolled out the Annual Poetry in Transit Program in partnership with the Vancouver Island Regional Library and RDN Transit Authority.

### Park, Tourism and Heritage

- Created three new playgrounds under the City's Partners in Parks Program, and built two new sport courts to meet neighbourhood recreational needs.
- Installed interpretive signs to celebrate park features and uniqueness.
- Renewed agreement with the Tourism Association of Vancouver Island to deliver destination tourism services for Nanaimo.

- Hired design consultant to update Downtown Heritage Design Guidelines.

### CITY OF PARKSVILLE

- Constructed a new splash park at the Community Park.
- Repainted the labyrinth area at the Community Park.

#### 8.9.1 RGS Indicator #19: Per capita length of maintained trails (including trails, paths and laneways)

##### RGS Target is to increase the per capita length of maintained trails

This indicator tells us the length of mapped trails, including trails, paths and laneways, that are maintained by the RDN and member municipalities.

This indicator reports the metres of trails per capita and represents the length of mapped or inventoried publicly accessible trails available for use by the community. However, other trails do exist that are not included as they are not currently mapped.

In 2017, 391,409 metres of trails or 2.53 metres per capita existed within the City of Nanaimo, Town of Qualicum Beach, City of Parksville, District of Lantzville and RDN Electoral Areas. The length of trails increased in 2018 to 409,820 metres or 2.65 metres per capita.

**Table 10:** Length of trails in metres

	City of Nanaimo	City of Parksville	Town of Qualicum Beach	District of Lantzville	Electoral Areas
<b>2017</b>	170,000 m	39,419 m	22,730 m	8,600 m	150,660 m
<b>2018</b>	186,597 m	40,420 m	22,730 m	8,600 m	151,473 m

Trails, paths and laneways are part of a network of natural and man-made features that connect communities and support active transportation. The overall increase of trails in the region provides recreational opportunities, serves as facilities for non-automotive forms of transportation and establishes a distinct sense of place for communities.

**GOAL 9 – KEY FINDINGS**

The natural environment, cultural history and arts community remain some of the region's greatest assets. This is demonstrated by the actions taken to advance Goal 9: Pride of Place. The increase of trails within the region encourages residents and visitors to take advantage of the pristine natural environment the region provides.

**8.10 GOAL 10 – EFFICIENT SERVICES****REGIONAL ACTIONS****Strategic Planning and Community Development**

With a focus on Goal 10: Efficient services and organizational excellence, the RDN Information Services Department and Building and Bylaw Services Department are undertaking an innovative approach in the delivery of building inspection services. A portal is being created that will allow residents to apply for their building permits and request inspections online. In addition to online permit applications and inspection requests, the portal will give the public the means to register bylaw complaints and purchase or renew dog licenses.

**GIS**

The RDN's mapping applications provided by the GIS Department undertook a number of initiatives to create a more efficient system to allow citizens, property developers and real estate agents to find property information on-line at their convenience. Some of these innovative initiatives included the creation of the Utilities Property Information Lookup App, the Election Voting App and the Fire Protection Lookup App used by local Fire Departments.

**Solid Waste**

RDN Solid Waste continued to achieve Goal 10 of the RGS by pursuing an approach to eliminate the need for waste disposal. Consistent with the RGS direction to achieve 'zero waste', the RDN has a region-wide diversion rate of 68% and an annual per capita disposal rate of 347 kilograms per year, one of the lowest within the developed nations of the world.







## Solid Waste Management Plan

In the third quarter of 2018, the Board approved a renewed Solid Waste Management Plan increasing the target diversion rate from 68% to 90% by 2027 to continue being a global leader.

## Legislative Services

RDN Legislative Services continued to achieve the RGS Goal 10 through the improved, consistent use of social media to share information with residents in a more efficient manner. Monthly newspaper ads were published to share timely and relevant information on RDN projects, initiatives and community events, and a consistent branded advertising template for staff to use for all newspaper ads was implemented. Continued growth and use of “RDN Get Involved!” continued as an online engagement tool to provide efficient project updates and engagement opportunities for residents.

## Water Services

RDN Water Services continued to achieve RGS Goal 10 by providing community water in the RDN water service areas. Actions in 2018 included the completion of the UV disinfection system in the San Pareil community water system. Construction is currently underway on the new Nanoose Bay Peninsula Pump Station, a critical element of the Englishman River Water Service.

## Wastewater Services

RDN Wastewater Services continued to achieve the RGS Goal 10 to provide efficient services by providing community wastewater services to lands located within the GCB. Actions in 2018 included the following:

- Repaired the Wellington North Shoreline Interceptor.
- Continued upgrades at the Greater Nanaimo Pollution Control Centre, including concrete coating for sedimentation and grit tanks and roof repairs. When completed, secondary treatment will improve the quality of treated effluent in the receiving environment, replace aging infrastructure, and provide capacity for a growing service area.
- Maintained a soil fabrication program for the remediation of the Harmac landfill as a

biosolids contingency site.

- Managed biosolids according to the Land Use Agreements with TimberWest and a Shared Use Agreement with the Nanaimo Mountain Bike Club.

## Parks

RDN Parks Department launched a web-based safety concern notice system for public use and synched with the call and work tracking system to help provide more efficient services in the region.

## Emergency Services

RDN actions for emergency planning and preparedness in 2018 were consistent with the RGS direction to integrate and coordinate efforts on a regional basis among the RDN. Actions in 2018 included the following:

- Developed a mobile Emergency Support Services trailer that can be setup anywhere to support residents displaced from their homes.
- Created a Neighbourhood Emergency Preparedness Program handbook, “Get Involved” RDN page, as well as facilitated workshops and meetings to encourage engagement.
- Conducted public education activities in the region including the Emergency Preparedness Expo, Emergency Preparedness Week, Farmers Markets, community displays and other events.
- Promoted the Connect Rocket Emergency Notification System with a user growth of 500% from 2017.
- Commenced the National Disaster Mitigation Program Regional Flood Risk Assessment Project to enable future mitigation measures. The goal of this project is to identify the risk of all hazards in the region, and ultimately develop a plan to mitigate these hazards. The Project is scheduled to be completed in the fall of 2019.

## Fire Services

RDN Fire Services continued to achieve the RGS Goal 10 by coordinating and providing regional support to local fire departments. Actions in 2018 included the following:

- Completed standardized Operational Guidelines for the six RDN Fire Departments.
- Formalized regular Regional Fire Chiefs Meetings.
- Finalized the RDN Fire Department Operational Health & Safety program that meets regulatory requirements.

### **CITY OF NANAIMO**

#### **Solid Waste**

Completed City-wide implementation of the new automated curbside collection service in 2018. The new service incorporates the collection of yard waste which was a request of many residents.

#### **Water Services**

- Began construction of the emergency water supply pump station.
- Developed a policy and strategy for water metering across the City.
- Held their second annual public event in the summer called the “Nanaimo Recycles Trunk Sale.” The event is aimed at keeping used items out of the landfill.
- Generated 801 megawatts of electricity from the operation of the water supply system.

### **CITY OF PARKSVILLE**

Constructed a new water treatment plant and river water intake to boost capacity.

### **TOWN OF QUALICUM BEACH**

Launched a comprehensive organizational review in late 2017 following a preliminary internal review in 2016. The organizational review was completed in 2018 and implementation is to begin in 2019.

### **DISTRICT OF LANTZVILLE**

The District of Lantzville undertook a Strategic Asset Management Investment Plan in 2018 that will assist the District in improving the way it delivers services to the community.

8.10.1 RGS Indicator #20: Per capita waste disposal

**RGS Target is to decrease the per capita amount of waste going to the landfill below 350 kilograms/person**

The amount of solid waste produced in the region reflects our stewardship of resources from consumption to disposal. This indicator shows the amount of waste being diverted through recycling and composting and the impact on landfill capacity.

Consistent with the RGS direction to achieve ‘zero waste,’ the RDN has a region-wide diversion rate of 68% and continues to have one of the lowest provincial annual per capita disposal rates. The per capita amount of waste going to the landfill remains stable from 2017 to 2018 at 347 kg/person.

**347**  
Kilograms/person  
per capita waste

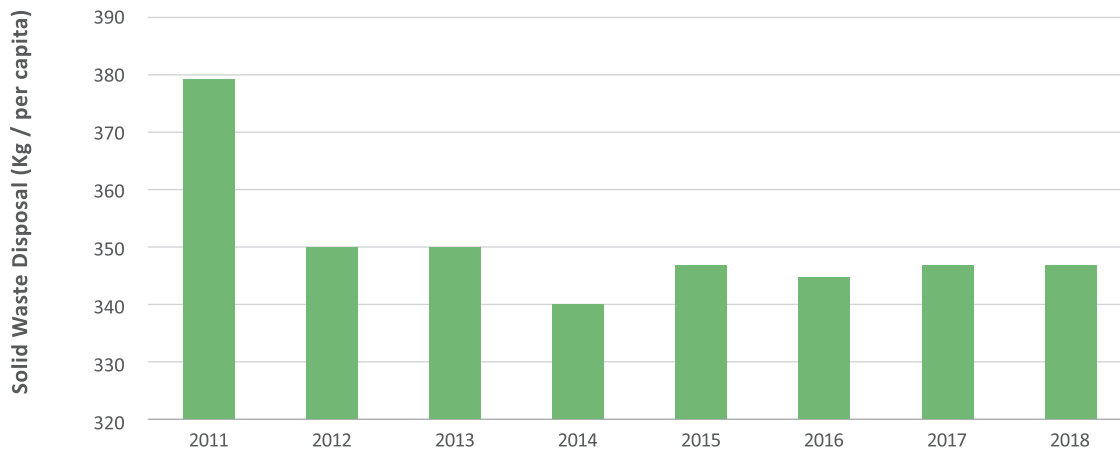


Chart 5: Per Capita Waste Disposal

**GOAL 10 – KEY FINDINGS**

The RDN and member municipalities continue to take actions to retain one of the lowest annual per capita waste disposal rates in the Province and invest in alternative technologies to reduce greenhouse gas emissions at the landfill. These actions help to reduce costs and waste, advancing RGS Goal 10: Efficient Services.



## 8.11 GOAL 11 – COOPERATION AMONG JURISDICTIONS



### REGIONAL ACTIONS

#### First Nations

Throughout 2018, RDN staff and elected officials met with staff and elected officials from First Nations within the region including Qualicum, Snaw-Naw-As and Snuneymuxw. Discussions involved various planning and implementation projects related to regional growth, development applications, parks, transit, emergency planning and utilities. While some meetings were to address specific matters, others were focused on strengthening relationships to facilitate stronger collaboration on issues of mutual concern. Select RDN staff members participated in sessions specifically designed to build effective working relationships with First Nations, and the RDN commissioned several pieces of local First Nations artwork that are now showcased in the RDN Board Chambers.

#### Adjacent Regional Districts and Municipalities

The RDN continued to host and participate in meetings to network and liaise with staff at member municipalities and adjacent regional districts. On an ongoing basis, outside of these meetings, RDN staff maintains professional relationships that enable effective communication and collaboration. This allows the RDN to share information on RGS implementation activities in order to support adjacent jurisdictions with actions consistent with the direction of the RGS.

#### Sea Level Rise Adaptation Program – Coastal Floodplain Mapping

The RDN continues to work on a multi-year project to acquire coastal floodplain maps for the region. When completed, this information will be shared with all RDN departments, member municipalities, surrounding jurisdictions and First Nations communities to help inform future flood hazard risk assessments, land use planning, infrastructure and adaptation planning.

#### Regional Housing Capacity & Gap Assessment

While much has been achieved through the implementation of the RDN Housing Action Plan, the RDN acknowledges the greatest opportunity to influence affordable housing

rests in establishing a strategic, regional approach that involves collaborating with member municipalities and senior government and in identifying partnership opportunities with the private sector. When completed, this information will be used to inform the RGS review and the development of a Regional Housing Strategy intended to better position the RDN and its partners for funding opportunities in the future.

### CITY OF NANAIMO

The City worked with numerous agencies and jurisdictions to build relationships and enhance cooperation in 2018. Some of these initiatives included the following:

- Cooperation between School District 68 and the City's Parks and Recreation Department to build major sport facilities including a new artificial turf field.
- Cooperation between School District 68, City of Nanaimo and BC Housing to create joint development housing plans on Fifth Street.
- Ongoing partnerships between the City of Nanaimo and Vancouver Island University in program research, Coop students, mentorship, community engagement, planning and research.

### TOWN OF QUALICUM BEACH

The Town of Qualicum Beach entered into a long-term contract with the RDN for solid waste pickup.

### GOAL 11 – KEY FINDINGS

Advancing the RGS goals of growth management in support of a more sustainable region depends on a shared understanding of the RGS goals and collaboration between all levels of government. The above noted actions, such as the Sea Level Rise Adaptation Project and the Regional Housing Study demonstrate the importance of fostering relationships between local governments and different departments to advance future planning and service delivery. Actions such as the ongoing work with local First Nations focus on strengthening relationships to facilitate stronger collaboration on regional issues of mutual concern.

## 9. Implementation – 2019

For 2019 the RDN will continue to make progress on the following implementation items:

1. Continue to monitor, evaluate and periodically report on regional economic, population, social and environmental trends and progress towards achieving RGS goals through RGS Monitoring, as set out in Policy 4.
2. Complete revisions to the Sustainable Site Planning checklist.
3. Develop a regional Electric Vehicle Charging strategy.
4. Complete the South Nanaimo Local Area Transit Plan outlining southern transit priorities for the next seven years.
5. Implement 5,000 annual service hours to Route #40 VIU Express.
6. Complete the Housing Capacity Study.
7. Continue work on the Regional Housing Strategy including the creation of a taskforce for key stakeholders.
8. Commence work on a Regional Agricultural Adaptation Strategy.
9. Commence work on the Electoral Area F Official Community Plan Review.
10. Complete the Secondary Treatment Upgrade at GNPCC.
11. Finalize the Supervisory Control and Data Acquisition implementation plan.
12. Implement the Geocortex Web Map Solution.
13. Pursue the implementation of business licensing authority with the Province.
14. Continue to advance the Sea Level Rise Adaptation Program by completing coastal mapping, and pursue funding opportunities to acquire riverine mapping information and undertake a risk assessment.

15. Initiate the Parks Strategic Plan.
16. Complete the design and feasibility report on the Meadowood Community Recreation Centre construction.
17. Substantially complete the Greater Nanaimo Pollution Control Centre Secondary Treatment Upgrade.
18. Review the possibility of creating a regional economic development service.
19. Review and update the Emergency Plan and Emergency Measures bylaw.
20. Implement a new purchasing policy.
21. Conduct a review of the Community Works Fund Program.
22. Initiate a major, provincially funded Replacement Cost Study for RDN assets.
23. Continue to review provincial legislated changes regarding the legal production and retail of non-medical cannabis and consider the potential implication to land use in the region.
24. Continue to build strong relationships through continued collaboration, training and education with First Nations.
25. Strengthen relationships with major institutions such as Island Health, Vancouver Island University, School Districts 68 and 69 and organizations key to furthering RGS goals (e.g., chambers of commerce, economic development groups, non-governmental/community organizations).

## Appendix: Summary of RGS Implementation Actions

RGS GOAL / SECTION	ACTION	STATUS AS OF JANUARY 2019
Section 5.0	Establish Targets & Indicators to monitor progress.	The RDN online Monitoring Program is updated annually following the release of the RGS Annual Report. <a href="https://www.rdn.bc.ca/regional-growth-strategy">https://www.rdn.bc.ca/regional-growth-strategy</a>
Section 5.0	Develop a Corporate Implementation Strategy to show how RDN activities are consistent with RGS.	New project underway to consider Strategy against the UN Sustainable Development Goals.
1. Climate Change	Complete the Community Energy & Emissions Plan.	Completed in 2013.
	Develop a Sea Level Rise Adaptation Plan.	Complete Phase II flood hazard mapping & apply for Phase III funding.
2. Environmental Protection	Advocate for provincial and federal government support to update and maintain SEI databases.	Ongoing.
	Encourage the Province to regulate groundwater, require reporting on water use and protect water resources on a watershed basis.	Under the new <i>Water Sustainability Act</i> , licenses for groundwater are now required for larger water users. The RDN will continue to advocate for regulations that come out of the <i>Act</i> to protect water resources on a watershed basis.
3. Coordinate Land Use & Mobility	Initiate discussions with provincial and federal transportation authorities to share data collection and analysis and to prepare mobility strategies.	Ongoing.
	Prepare Industrial Land Supply and Demand study and strategy (also applies to Goal 7).	Industrial Lands Study completed in 2013
4. Concentrate Housing & Jobs	Prepare region-wide Rural Village Centres Study.	Rural Village Centres Study completed in Spring 2013. Update of report anticipated in 2019.
5. Rural Integrity	Policy 5.13: Implementation - Study options for more sustainable forms of subdivision to limit sprawl and fragmentation on rural residential land.	Completed October 2012.
		Integrated into official community plans as they are updated.

RGS GOAL / SECTION	ACTION	STATUS JANUARY 2019
6. Affordable Housing	Identify next steps to addressing affordable housing issues.	Initiated Regional Housing Capacity Study.
7. Vibrant, Resilient Economy	Support and encourage economic development.	Initiate feasibility assessment for creating a regional economic development service.
	Collaborate in the preparation of a regional industrial land supply strategy and ensure that the region remains competitive in its ability to attract industrial development.	Industrial Lands Study completed Spring 2013
	Collaborate in the preparation of a commercial (retail and office) Land strategy to ensure that the supply, location, distribution, form and type of commercial development is consistent with the sustainability and growth management objectives of the RGS and supports the continued vitality of the sector.	To be initiated.
8. Food Security	Prepare study of agriculture in the region to identify issues of the present and future needs of the agricultural sector.	Regional Agriculture Inventory completed in 2012.
		Initiate Area 'F' Inventory Update for Official Community Plan review.
	Prepare Agricultural Area Plan Implementation.	Emergency Livestock Evacuation Plan approved in 2013. Bylaw 500 and Policy Update project completed in 2016. Rural Area Guide completed in 2016. Agricultural Area Plan completed in 2012; Action Plan completed in November 2013. Bylaw 500 and 1285 amendments for Gathering for Events in Agricultural Land Reserve completed in 2018.

RGS GOAL / SECTION	ACTION	STATUS JANUARY 2019
<p><b>9. Pride of Place</b></p>	<p>Ongoing activities through implementation and development of parks plans and official community plans.</p>	<p>Cedar Main Street Plan adopted in 2013.</p> <p>Nanaimo Cultural Plan, adopted in 2014 and now being implemented.</p> <p>RDN Community Parks and Trails Guidelines approved in 2014.</p> <p>RDN Community Parks and Trails Strategy for Electoral Areas E, F, G and H approved in 2014.</p> <p>Qualicum Beach Cultural Plan completed in 2012 with ongoing implementation.</p> <p>Adopted Electoral Area H Official Community Plan in 2017.</p> <p>Commence Electoral Area F Official Community Plan.</p>
<p><b>10. Efficient Services</b></p>	<p>Prepare strategy for servicing Rural Village Centres (See Goal 4).</p>	<p>Will be pursued for different Rural Village Centres as funding permits.</p>
<p><b>11. Cooperation Among Jurisdictions</b></p>	<p>Continue outreach initiatives to First Nations including signing of protocol agreements.</p>	<p>New cooperation protocol signed between RDN and Qualicum First Nation in 2016.</p> <p>First handyDART servicing agreement signed between Snaw-Naw-As and RDN in 2013.</p> <p>Continued First Nations education and training for RDN staff.</p>











REGIONAL  
DISTRICT  
OF NANAIMO

 6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

 250-390-4111  
1-877-607-4111

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

 [rdn.bc.ca](http://rdn.bc.ca)

---

**TO:** Committee of the Whole                      **MEETING:** September 3, 2019  
**FROM:** Courtney Simpson  
Senior Planner                                      **FILE:** 4940-20 CHN  
**SUBJECT: Island Health Request to Administer Funds for the Nanaimo Community Health Network**

---

**RECOMMENDATION**

That the Board approve the Regional District of Nanaimo entering into a service contract with Island Health to provide \$50,000 annually to hire a Coordinator and pay for related expenses for the Nanaimo Community Health Network, subject to the following conditions:

- a) that Island Health, Oceanside Health and Wellness Network, and Nanaimo Community Health Network support a single Coordinator contract for both Community Health Networks;
- b) that the Coordinator's responsibilities include regular reporting to the Regional District of Nanaimo Board and staff to assist with determining how the Regional District of Nanaimo can further contribute to advancing improvements to the health and wellbeing of its citizens;
- c) that the Regional District of Nanaimo charge an administration fee; and
- d) that the contract term with Island Health be 18 months to allow for review of the joint Coordinator model prior to consideration of renewal.

**SUMMARY**

Island Health has requested the Regional District of Nanaimo (RDN) become the financial host for \$50,000 per year for the new Nanaimo Community Health Network (CHN) (Attachment 1 – Letter from Analisa Blake, Island Health dated August 15, 2019). Since 2015, the RDN has administered Island Health funds and managed a Coordinator contract for the Oceanside Health and Wellness Network (OHWN). Staff recommends that the Board accept Island Health's request with several conditions aimed at minimizing or compensating for the administrative workload including contracting with a single Coordinator for both networks. The addition of \$50,000 per year for the new contract to the \$30,000 per year for the existing contract with OHWN will enable a full time Coordinator to be hired. This arrangement is expected to address the high turnover rate of Coordinators that has occurred with a part-time coordinator for OHWN. Island Health is supportive of the concept and the conditions listed in the recommendation.

**BACKGROUND**

Except for their role in regional hospital districts under the *Hospital District Act*, local governments have no formal role in health care delivery in BC; however, they have an important role in building

healthy communities, creating the conditions for citizens to make healthy choices, and working with partners to promote health and wellbeing.

Island Health has a mandate to support the formation of CHNs covering all local health areas on Vancouver Island and provides funding for a Coordinator plus expenses through contract with the local regional district. There are two local health areas in the RDN, aligned with the boundaries of School Districts 68 and 69. In the Oceanside Local Health Area, the OHWN formed in 2013, and in the Nanaimo Local Health Area, a Nanaimo CHN is starting to be formed.

The purpose of a CHN is to bring stakeholders together to address complex health issues by focusing on the determinants of health (Attachment 2 – Model of the Determinants of Health). Health is understood to be a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity<sup>1</sup>. For further background on RDN determinants of health data and role of a CHN Coordinator, please refer to Attachments 3 and 4.

A regional district is an important participant in a CHN because it has responsibility for many functions and areas that can have direct positive impacts on the wellbeing of its citizens such as managing growth for healthy communities, affordable housing initiatives, recreation programs and facilities, public transit, and development of active transportation routes. The RDN Board's 2019 – 2022 Strategic Plan actions of developing a Regional Housing Strategy and preparing a Social Needs Assessment could benefit from coordination with, and input from, the CHNs and their Coordinator.

Contract management administration would be minimized with a single Coordinator for both networks. Since 2016, OHWN has had three Coordinators and has been without a Coordinator since March 2019. With the Coordinator position for Oceanside currently vacant, a single coordinator position for both networks can be pursued. For further background on the Nanaimo, Oceanside and other CHNs, please refer to Attachment 5. For further information on specific considerations for contract management of a single Coordinator for both CHNs, please refer to Attachment 6.

## **ALTERNATIVES**

1. Accept \$50,000 annually from Island Health for a Coordinator and expenses for the Nanaimo CHN subject the conditions in the recommendation.
2. Refuse any funds from Island Health for a Coordinator and related expenses for the new Nanaimo CHN.
3. Provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

The RDN's standard administration fee for services for 2020 is 10%, which is \$8,000 of the \$80,000 in annual funds from Island Health for both CHN's. The RDN does not currently charge an administration fee for OHWN. As the RDN does not have a social planning service through which to fund the administration, charging an administration fee is recommended as a condition of accepting Island Health's request. Staff time to participate in the CHN meetings is covered under the Regional Growth Strategy service.

---

<sup>1</sup> World Health Organization

## STRATEGIC PLAN IMPLICATIONS

Housing - Develop a Regional Housing Strategy, including support/tools for affordable housing.

Social Wellbeing - Prepare a Social Needs Assessment study, which identifies the broad range of social service providers at the local level, and develop a strategy to identify the RDN's role where appropriate.

These Strategic Plan actions would benefit from coordination with and input from the CHN's and the Coordinator.



---

Courtney Simpson  
csimpson@rdn.bc.ca  
August 19, 2019

### Reviewed by:

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

### Attachments:

1. Letter from Analisa Blake, Island Health dated August 15, 2019
2. Model of the Determinants of Health
3. RDN Determinants of Health Data
4. Role of a Community Health Network Coordinator
5. Nanaimo, Oceanside and other Community Health Networks
6. Contract Management Considerations for a Single Coordinator

## ATTACHMENT 1

Excellent care, for everyone,  
everywhere, every time.



---

August 15, 2019

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

To whom it may concern,

Since 2015, the RDN has been a partner with Island Health in the Oceanside Health and Wellness Network (OHWN), a community-based network comprised of a range of participants, including local non-profits, local governments, educational institutions, health care organizations, active citizens and others. The RDN has been a key partner in support of this network which in turn supports the mutual goals of the RDN and Island Health, to promote and enhance the wellbeing of all residents.

In Sept 2018, Island Health presented to the Board of Directors of the Regional District regarding the renewal of our agreement supporting the Oceanside Health Network – to which the Board responded in favor. We noted at that time that we were beginning to explore the development of a new Community Health Network (CHN) covering the remainder of the Nanaimo Region from Lantzville to Yellow Point. Some RDN board members attended the community forums in support of this effort, which took place late in the fall of 2019. Island Health as a rule, partners with other Regional Districts on Vancouver Island in support of other CHN's. These partnerships are an important underpinning for the success of the CHN's. Island Health would like to request the RDN Board's support to expand our partnership with the RDN to include the this new network.

Thank you for your consideration.

Sincerely,



Analisa Blake  
Public Health Project Manager,  
Food Security, Healthy Lifestyles and  
Community Health Networks



Deb Chaplain  
Interim Director for Public Health

---

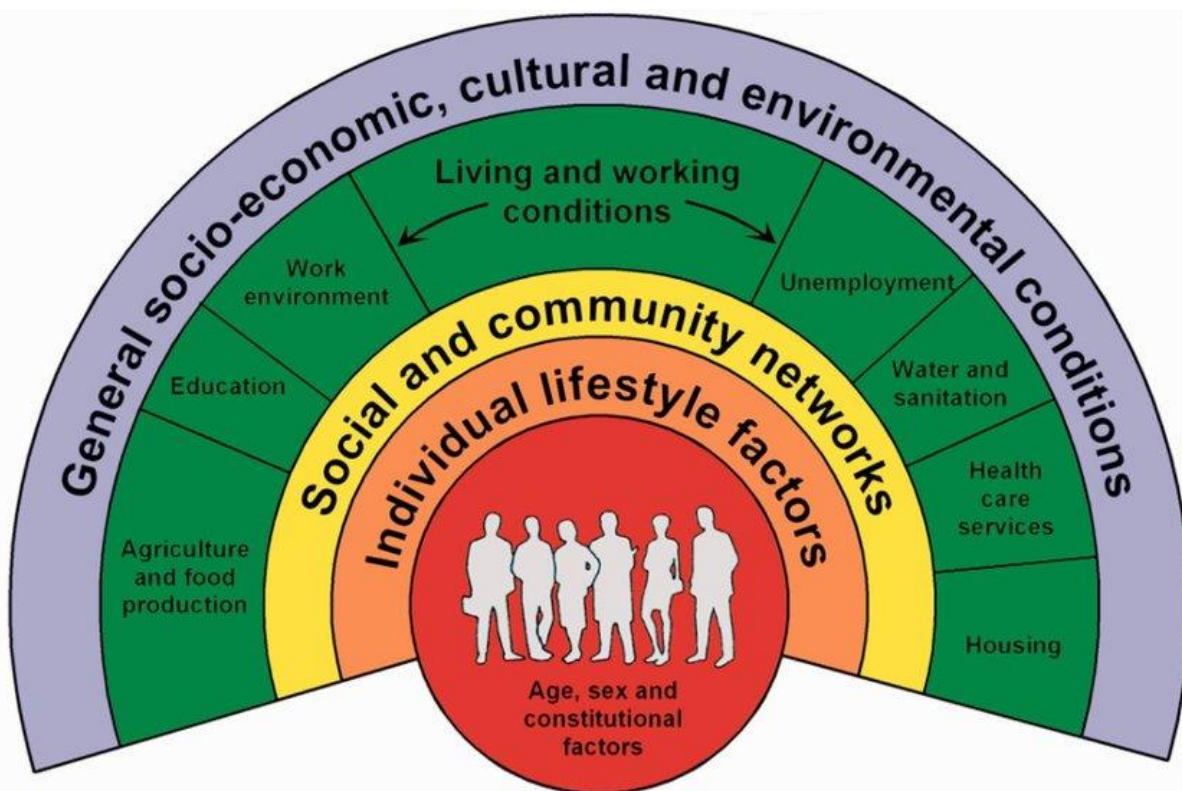
**Public Health**

Mailing address: 203 1450 Waddington Road  
Nanaimo, BC V9S 4V9

Tel: 250-755-5644 or cell 250-802-0263  
[Analisa.blake@viha.ca](mailto:Analisa.blake@viha.ca)

## ATTACHMENT 2

### MODEL OF THE DETERMINANTS OF HEALTH



Source: Dahlgren and Whitehead, 1991

## ATTACHMENT 3

### RDN DETERMINANTS OF HEALTH DATA

#### **Key determinants of health data in the Regional District of Nanaimo**

Local Health Area Profile data shows that in the RDN:

- Housing is less affordable to renters than the BC average.
- Fewer working people walk, cycle or take transit to work than BC average.
- Vulnerability in kindergarten children has increased, and the RDN has higher levels of vulnerability than Island Health and BC. The percentage of children and youth living in families with low income is higher in the RDN than Island Health and BC.
- Alcohol consumption has increased in recent years, and is higher than the rest of BC.
- Hospitalization among Oceanside youth due to mental health has been increasing over time (data not known for Nanaimo).

Some determinants of health do not have indicator data that is readily available for the RDN, but experience of those working with vulnerable populations has particular concern with the following:

- Transportation – people living in rural areas cannot easily get to the services they need so may have conditions that go under-treated.
- Social isolation – social isolation among several age groups is a growing concern as it is understood to lead to poor mental and physical health.

#### **How is the RDN involved in addressing determinants of health?**

The RDN is already involved in addressing the determinants of health and improving health and well-being of citizens through work and programs including:

- Active transportation planning
- Prescription for Health through the Recreation Department
- Subsidizing recreation programs and entry fees for children and youth
- Provision of transit service
- Partnering with or funding community based organizations providing programs for children
- Regional planning including a Regional Growth Strategy vision to create compact, complete communities and reduce automobile dependency, and growth management policies to achieve that vision
- Affordable housing initiatives

## **ATTACHMENT 4**

### **ROLE OF A COMMUNITY HEALTH NETWORK COORDINATOR**

Island Health's CHN model relies on a paid Coordinator position to facilitate the network of stakeholders to advance priorities identified in the CHN's strategic plan. For example, two priority areas in the OHWN Strategic Plan are child wellness and mental health for young adults.

The Coordinator is a knowledge expert in health data, determinants of health, and a collective impact approach. They provide leadership to assist the CHN in being a motivator and Coordinator for collective action to improve health outcomes. They design and maintain documents to track the CHN's progress in advancing its priorities, lead the CHN in evaluation of progress and in renewal of the strategic plan, and bring new health data and research to the CHN to help inform its decisions.

The Coordinator organizes and facilitates meetings of the CHN and its committees; the CHN model typically includes a broad network with no limit to the number of members, a smaller administration or steering group, and any number of action groups focused on specific priorities. The Coordinator also attends meetings of other groups, all with the aim of coordinating collective action on identified priorities.

Finally, the Coordinator is responsible for reporting on the progress towards improving health indicators to any number of agencies and groups but particularly to Island Health, local government, and the CHN itself.



## ATTACHMENT 5

### NANAIMO, OCEANSIDE AND OTHER COMMUNITY HEALTH NETWORKS

#### Nanaimo CHN Formation

Island Health approached the RDN in late 2017 to seek support for administering the funds and Coordinator contract for a new Nanaimo CHN that would include the southern part of the RDN including the District of Lantzville, City of Nanaimo, and Electoral Areas A, B and C. There is \$50,000 per year allocated from Island Health for the Nanaimo CHN.

Island Health facilitated formation of a “Transition Team” of community leaders to work towards formation of the Nanaimo CHN. Two community forums were hosted by Island Health and the Transition Team in the fall of 2018, attended by local elected officials, local and provincial government staff and a broad range of community members involved in health and wellness. Island Health determined that contracting with the City is unworkable under their CHN model given the Nanaimo Local Health Area covers a larger area than the City of Nanaimo.

#### Oceanside Health and Wellness Network

OHWN formed in 2013, and in 2015, Island Health contracted with the RDN to administer \$15,000 of seed funding, and \$90,000 of Coordinator funding over three years (\$30,000 per year). In 2018, the RDN Board approved renewal of the \$90,000 contract to administer the OHWN Coordinator funding for another three years, through 2021. OHWN has had three Coordinators since 2016 and has been without a Coordinator since March, 2019. The OHWN website at [www.rdn.bc.ca/OHWN](http://www.rdn.bc.ca/OHWN) has further information about OHWN including its Strategic Plan that is currently being reviewed.

RDN directors typically attend OHWN meetings of the larger Network held approximately twice per year, and a Senior Planner from Long Range Planning sits on the Circle of Partners for OHWN (similar to a steering committee) and manages liaison with OHWN and Island Health. An RDN Recreation Programmer participates in an OHWN Action Group when work aligns with their areas of focus.

#### Other Community Health Networks

Every regional district on Vancouver Island now receives funding from Island Health for a CHN Coordinator but the contract and administrative delivery methods vary, as follows:

- Most use external service contracts except the Capital Regional District that uses the Island Health funds to partially fund a staff position of “Healthy Communities Planner”, and the Strathcona Regional District that created a 4 day per week staff Coordinator position paid for entirely by the Island Health funds.
- The District of Sooke is the only municipality that manages a CHN Coordinator contract.
- No non-governmental organization holds the contract for a CHN Coordinator.
- The RDN is the only regional district being asked to administer two separate CHNs although other regional districts such as Alberni-Clayoquot and Cowichan cover multiple local health areas.

## **ATTACHMENT 6**

### **CONTRACT MANAGEMENT CONSIDERATION FOR A SINGLE COORDINATOR**

With a single Coordinator contract, through discussion with the two CHNs and Island Health, staff have identified the following considerations that will be addressed:

- the Coordinator manages and reports on their time to ensure that 62.5% is allocated to the Nanaimo CHN and 37.5% is allocated to OHWN;
- representatives of both CHNs share jointly in support to the RDN for hiring and performance management of the Coordinator;
- representatives of both CHNs meet a few times per year with support of the Coordinator to discuss initiatives that involve both CHNs;
- travel costs of the Coordinator are minimized with the broadening of the geographic area; and
- that the joint Coordinator model be reviewed after approximately 18 months prior to renewal for a new term.

**TO:** Committee of the Whole

**MEETING:** September 3, 2019

**FROM:** Murray Walters  
(Manager, Water Services)

**FILE:** 5500-22-01

**SUBJECT:** Bylaw No. 1655.10, 2019 – Water User Rates Amendments 2019

---

## RECOMMENDATIONS

1. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019” be introduced and read three times.
2. That “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019” be adopted.

## SUMMARY

The Regional District of Nanaimo (RDN) owns and operates nine community water systems. All nine systems use a common rate structure as set out in the RDN Water Services Fees & Charges Bylaw No. 1655, 2012 (“Bylaw No. 1655”). Each year since its adoption, Bylaw No. 1655 has been amended to allow for year-over-year changes to the costs to operate and maintain RDN drinking water systems. This report brings forward *Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019* (see Attachment 1) proposing a 2% increase in associated water rates to reflect anticipated actual operating and maintenance costs. The proposed changes will be included in the 2020 budget and 2020-2024 financial plan.

## BACKGROUND

At the Regular Board Meeting held February 28, 2012, the Board of Directors introduced, read three times and adopted Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012. That bylaw established common rates for all RDN water service areas, following an ‘inclined block’ rate structure. An ‘inclined block’ rate charges more per unit of water as average daily consumption reaches specified thresholds. This rate structure is designed to use price signals to encourage conservation and to ensure a modest financial impact on the lowest water users – typically single resident, senior households.

Table 1 (below) shows the existing RDN water user rates in place and the proposed changes to those rates. The structure on which the rates are established does not change, only the rates for the various blocks of water use. These rates are adjusted annually to reflect the change in Canada’s Consumer Price Index (CPI) only, and the annual change has been 2% for many years. The five year financial plan currently accounts for a 2% increase in each year.

**Table 1: Existing and Proposed Water User Rates**

	Minimum Daily Rate	Average Daily Consumption in Cubic Metres					
		Up to 0.7 m <sup>3</sup>	0.71 to 1.4 m <sup>3</sup>	1.41 to 2.1 m <sup>3</sup>	2.11 to 2.8 m <sup>3</sup>	2.81 to 3.5 m <sup>3</sup>	over 3.50 m <sup>3</sup>
2019 Rate	\$0.35	\$1.06	\$1.20	\$1.55	\$1.83	\$2.45	\$3.67
<b>Proposed 2020 Rate (2019 Rate +2%)</b>	<b>\$0.35</b>	<b>\$1.08</b>	<b>\$1.23</b>	<b>\$1.58</b>	<b>\$1.86</b>	<b>\$2.50</b>	<b>\$3.75</b>

User rates do not reflect the total cost of water to RDN residents as there is also a parcel tax payable in all Water Service Areas that reflect the local conditions in each service area. That makes it quite difficult to compare the total cost of water among RDN systems or to that in the neighbouring municipalities and private water systems.

RDN staff are currently working with a consultant to develop a long-term capital plan for the nine water service areas within the RDN. This work will result in a detailed asset management plan in 2019, and that information will be used to guide preparation of the short- and long-term financial plans for these utilities. In 2020, further analysis will be done to establish the revenue requirements to support the long-term financial plans, and to ensure that the balance between user rates and parcel taxes is reasonable and sustainable. RDN staff anticipate that future user rate increases, based on the long-term financial plans, will exceed the CPI.

**ALTERNATIVES**

1. Introduce, give three readings to, and adopt Bylaw No. 1655.10.
2. Do not introduce, give three readings to, and adopt Bylaw No. 1655.10.

**FINANCIAL IMPLICATIONS**

If the water user rates are increased as proposed, then the ongoing maintenance, upgrades and improvements under each water system capital plan can proceed as laid out in the revised 2020 -2024 Financial Plan.

For Alternative 2, if the water user rates are not increased as proposed, there will be a reduction in anticipated revenues to support the operation of all RDN water systems resulting in reduced operational activity, regular system maintenance and planned upgrades.

**STRATEGIC PLAN IMPLICATIONS**

Growth Management - Provide effective regional land use planning and responsible asset management for both physical infrastructure and natural assets.



Murray Walters, P.Eng.  
mwalters@rdn.bc.ca  
August 9, 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

1. *Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019*

**REGIONAL DISTRICT OF NANAIMO**

**BYLAW NO. 1655.10**

**A BYLAW TO AMEND THE FEES AND CHARGES FOR  
REGIONAL DISTRICT OF NANAIMO WATER SERVICES**

WHEREAS The Board of the Regional District of Nanaimo adopted “Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” which established fees and charges for water services;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the fees and charges;

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

**1. Citation**

This bylaw may be cited for all purposes as the “Regional District of Nanaimo Water Services Fees & Charges Amendment Bylaw No. 1655.10, 2019”.

**2. Amendments**

“Regional District of Nanaimo Water Services Fees & Charges Bylaw No. 1655, 2012” is amended as follows:

- a) By deleting Schedule ‘A’ and replacing it with the Schedule ‘A’ attached to and forming part of this bylaw.

**3. Effective Date**

The effective date of this Bylaw is January 1, 2020.

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

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

---

CHAIR

---

CORPORATE OFFICER

Schedule `A' to accompany "Regional District of  
Nanaimo Water Services Fees & Charges Amendment  
Bylaw No. 1655.10, 2019".

---

Chair

---

Corporate Officer

### **SCHEDULE 'A'**

#### **WATER RATES**

1. (a) Calculated on the average daily consumption per unit:
  - i) For the first 0.7 cubic meters per day, \$1.08 per cubic meter.
  - ii) From 0.71 to 1.4 cubic meters per day, \$1.23 per cubic meter.
  - iii) From 1.41 to 2.1 cubic meters per day, \$1.58 per cubic meter.
  - iv) From 2.11 to 2.8 cubic meters per day, \$1.86 per cubic meter.
  - v) From 2.81 to 3.5 cubic meters per day, \$2.50 per cubic meter.
  - vi) Over 3.50 cubic meters per day, \$3.75 per cubic meter.
- (b) Minimum rate is \$0.35 per day.
- (c) Un-metered connections - \$3.18 per day.
- (d) Schools – As per (a) above plus \$80.00 per billing period.
- (e) Un-metered fire lines, \$65.00 per billing period.